



Invitation For Bid (IFB) #07-4010
TV Inspection Truck (070-51)
Issued: April 17, 2008

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 # 07-4010

DESCRIPTION: TV Inspection Truck

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 May 14, 2008** 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.

- Summary Sheet
- Form #1: Bidder/Contractor Information Sheet. Must be completed.
- Form #2: Bid/Purchase Agreement. Must be signed **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, **Bill Youngblood** at:
 Email: byoungblood@cityoftulsa.org
Include IFB # 07-4010 on the subject line



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SUMMARY SHEET

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

May 14, 2008

Mail or deliver sealed Bids to:

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

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Invitation For Bid documents are available at:	1. Website: www.cityoftulsapurchasing.org 2. 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: 2ea.- Original hard copy responses and 1ea. CD identical to the original copies.

Project Buyer (City contact person):	Bidder's Notice of Intent to Submit a Bid and Questions Regarding Bids:	Issuing of Addendums or Amendments:
Bill Youngblood Senior Buyer Email: byoungblood@cityoftulsa.org Fax: 918-699-3153 Phone: 918-596-7551	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 TELECONFERENCE:	No	
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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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Published in the Tulsa Daily Commerce and Legal News(announcement only): April 23, 2008



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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:

07-4010 TV Inspection Truck

(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:

1. **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.
2. **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.
3. **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.
4. **Term.** This is a one-time purchase. A purchase order will be issued.
5. **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 as **Specified in the Special Requirements section of this bid**. In no event shall Seller be allowed to disclaim or otherwise limit the express warranties set forth herein.
6. **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.
7. **Seller Bears Risk.** The risk of loss or damage shall be borne by Seller at all times until the acceptance of the Goods, properly



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- packed, by City.
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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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.

Supplier

name: _____

Sign Here ► _____

ATTEST:

Corporate Secretary

Printed Name: _____

Title: _____

Date: _____

Company Name/Address [Please Print]	Address	City	State	Zip Code
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() - Telephone Number	() - Fax Number	_____ Email Address
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CITY OF TULSA, OKLAHOMA,
a municipal corporation,

ATTEST:

City Clerk

By: _____

Mayor

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 five percent (5%) 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: _____

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: _____

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 to be submitted pursuant to this agreement with the City of Tulsa will be true and correct. Affiant further states that the work, services or material furnished will be completed or supplied in accordance with the plans, specifications, orders, requests or contract furnished or executed by the affiant. 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. Affiant further certifies that (s)he has complied with all applicable laws regarding equal employment opportunity.

Company: _____

TIN: _____

Remit to
 Address: _____

City, State
 Zip: _____

Phone: _____

Name (print): _____

Signature: _____

Title: _____

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

 Notary Public

My commission expires: _____

My commission number: _____

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

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.

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 (see Technical Specifications for detail)	Qty.	Unit Cost	Extended Cost
1	Truck per technical specifications	1		
2	Service manual	1		
TOTAL DELIVERED COST:				

No price increases allowed.



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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 two (2) originals, clearly labeled as such in 1" red letters on the bid packet cover page, and a one (1) CD identical to the hard copies, clearly labeled as such. 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. SIGNATURES. An agent who is authorized to legally bind the Bidder must sign all forms.

Listed below are the authorized agents for Oklahoma entities; entities organized in other States must follow the law of the State in which they are organized.



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Corporations – the president, vice president, board chair or board vice chair can sign with attestation by the corporate secretary or assistant corporate secretary, 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.

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.

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 to the IFB 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 receipt of any addenda.

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.



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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 IFB.

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 and any resultant contract, 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 Bid.

“**Acceptance**” with respect to delivery of Goods and/or Services provided shall mean City’s written acknowledgement that Seller has satisfactorily provided such Goods and/or Services as required.

“**Addenda**” or “**Addendum**” 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 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.

“**Contract Documents**” shall mean the Purchase Agreement executed by the City and Bidder/Seller and all



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other documents specified in the Purchase Agreement.

“**Days**” shall mean calendar days unless specified otherwise.

“**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. It may also be referred to as the Bid.

“**Project**” shall mean Goods and/or Services to be provided by Bidder/Seller.

“**Project Buyer**” shall mean the City’s employee assigned to serve as the contact person for Bidders 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

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

“**Solicitation**” shall mean an Invitation For Bid (IFB).

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

“**You**” or “**Your**” shall mean the Bidder responding to this Invitation For Bid or Seller/Supplier 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 365 days after the Bid Opening Date.

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

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 the contract awarded.

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

You (and any subcontractors) must obtain at your own expense and keep in effect during the term of the Agreement (including any renewal periods) policies of General Liability insurance in the minimum amounts set forth below and Workers' Compensation insurance in the statutory limits required by law.

Personal injury, each person	\$ 175,000.00
Property damage, each person	\$ 25,000.00
Personal injury and property damage, each occurrence	\$ 1,000,000.00
Workers' Compensation	(Statutory limits)

Your policy must either state that the insurer cannot change or cancel coverage without the insurer first giving 30 days written notice to City of such change, cancellation or termination, or make City an additional named insured. You will have 10 calendar days after notification that your Bid was selected for contract award by City to provide proof of such coverage on **City's Certificate of Insurance Form included in these Specifications.** The Certificate of Insurance must be completed with the following information:

- A. Your name
- B. Insurer's name and address (must be authorized to transact business in Oklahoma);
- C. Policy number;
- D. Liability coverage and amounts;
- E. Commencement and expiration dates;
- F. Signature of authorized agent of insurer;
- G. Invitation For Bid number.

Samples of acceptable insurance certificates can be found at:

<http://204.62.23.97/Fms/Fl.htm>

5. Bonding.

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

No: X Yes: _____

Each bid shall be accompanied by a cashier's check, a certified check, or bidder's bond, in the amount of five percent (5%) of the total amount bid.

The bid security shall be made payable, without condition, to the City of Tulsa, Oklahoma. The bid security may be retained by and shall be forfeited to the City as liquidated damages if the



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bid is accepted, a Purchase Agreement based thereon is awarded, and the bidder fails to enter into a Purchase Agreement in the form prescribed, with legally responsible sureties, within ten (10) calendar days after such award is made by the City.

IF REQUIRED BID BOND MUST BE ATTACHED TO YOUR RESPONSE TO THIS IFB

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

No: X Yes: _____

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

No: X Yes: _____ If yes, number required by City: 2

If yes, submit on letterhead:

1. Company name
2. Business
3. Contact name
4. Contact phone
5. Contact email
6. Years doing business (1 yr minimum)

WARRANTY:

In addition to the Manufacturer's warranty, the Seller shall warrant each vehicle to be of good material and workmanship and agrees to promptly replace any part or parts when the vehicle is returned to the Seller's place of business, which by reason of defective materials or workmanship, fails under normal use, free of negligence or accident. Such replacement shall be free of any charge to City. In addition, if such failure takes place outside the Seller's service area, the Seller shall be responsible for reimbursing the nearest authorized dealer for services rendered under this warranty. Seller's warranty shall be in effect for a minimum period of three (3) years or 36,000 miles, whichever occurs first from the date of delivery of vehicle to the City.

Tires and dealer add-on items are exempted from this warranty, but must be covered by the manufacturer's standard warranty and serviced by the local authorized dealer for services rendered under this warranty.

Standard warranty information is to be supplied with your bid.

Seller shall have an adequate stock of replacement parts available to service City vehicles and shall be able to receive delivery from the manufacturer, within a reasonable time of all normal replacement parts. Warranty service and repairs as well as non-warranty service and repairs will be handled without prejudice by local dealerships throughout the United States.

METHODS OF SAMPLING, INSPECTIONS & TESTS:

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

PREPARATION FOR DELIVERY:

Pre-Delivery servicing and adjustment: prior to acceptance by the City of Tulsa. The Dealer shall service and 07-4010 TV Inspection Truck IFB 04-14-08



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adjust each vehicle for operational use, to include, as a minimum, the following:

1. Focusing of lights
2. Tuning of Engine
3. Adjustment of Accessories
4. Checking of electrical, braking and suspension systems
5. Charging of Battery(s)
6. Alignment of front end
7. Inflation of tires
8. Balancing of all wheels, including the spare (if required)
9. Complete lubrication of engine, chassis and operating mechanisms with recommended grades of lubricants for the ambient air temperature at the point of delivery.
10. Servicing of cooling system with a permanent type anti-freeze and summer coolant for a minus 30 degrees Fahrenheit.
11. Full Tank of fuel
12. Warranty papers and operator's manual
13. Factory certified data plates installed on vehicle door.

DELIVERY AND SPECIAL INSTRUCTIONS:

The successful bidder(s) shall deliver all vehicles, at their expense, to the location(s) specified by the City of Tulsa. The manufacturer's certificate of origin (MSO) and **Two (2) extra sets of keys all coded the same** are to be delivered with each vehicle.

TRAINING:

Each successful bidder shall provide a minimum of eight (8) hours training and instructions to City of Tulsa personnel on proper operation and routine maintenance of the equipment. **Training shall be performed at the City of Tulsa facility upon delivery of equipment.**

MANUALS:

The successful bidder shall supply two (2) service manuals on each vehicle model purchased to the City of Tulsa at no additional cost. These manuals shall be delivery to the following address within ten (10) days after receipt of vehicles:

CITY OF TULSA
EQUIPMENT MANAGEMENT DEPARTMENT
GENERAL GARAGE
1720 NEWBLOCK PARK DRIVE
TULSA, OK 74103

Service Manuals may be supplied on CD ROM. If this information is available online to the City of Tulsa, please include this capability in the bid price.



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TECHNICAL SPECIFICATIONS
TV INSPECTION TRUCK

ATTENTION: IN SECTION 2 (BIDDER'S PROPOSAL COLUMN). **THE BIDDER SHALL GIVE A COMPLETE DESCRIPTION OF THE ITEM BEING BID, INCLUDING DETAILS SUCH AS SIZES, CAPACITIES, DIMENSIONS, MATERIALS USED IN CONSTRUCTION, ETC.** A FULL AND COMPLETE DESCRIPTION IS REQUIRED TO REASONABLY EVALUATE THE BID. SIMPLY WRITING THE TERMS "YES", "MEETS" "SAME AS", "COMPLIES", OR SIMILAR TERMS, WILL NOT BE AN ACCEPTABLE RESPONSE. DESCRIPTIVE LITERATURE IS NECESSARY TO DEMONSTRATE SPECIFICATIONS ARE MET. **FAILURE TO PROVIDE SUCH DESCRIPTION AND LITERATURE WILL LIKELY RESULT IN YOUR BID BEING CONSIDERED AS NON-COMPLIANT, AND BEING REJECTED.**

ITEM	SPECIFICATIONS (MINIMUM)	BIDDER'S PROPOSAL
VEHICLE CONFIGURATION	Ford E-350-450 or Freightliner MT45 <u>or equal</u> walk in van set-forward front axle chassis.	
ENGINE	220HP @ 2400 RPM or equal 2007 EPA/CARB emission certification.	
ENGINE EQUIPMENT	Engine oil check mounted on radiator and oil fill in Valve cover. Frontal air intake. Farr Eco Se air cleaner. Air intake piping-cleaner to engine. Air cleaner mounted on rail. DR 12v 145 amp 24-si Quadra mount pad alternator. (2) Alliance 931 group 31 12v mf 1300 cca threaded Stud batteries. Battery box mounted right hand with batteries Perpendicular to frame rail. Frame ground return, battery cables with eyelet Connectors. Custom engine protection/alarm/shutdown system. Horizontal tailpipe, exit forward or rear tires, RH. Custom fan clutch drive. Custom fuel filter. Full flow oil filter. 680 sq-in down flow radiator mounted in front. Radiator mounted surge tank. Antifreeze to -34f, Ethylene glycol premixed 50/50 Coolant. Rubber coolant hoses. Delco 12v 29MT starter.	
TRUCK SERVICE	Dry van body, Utilimaster or equal. Truck body length: 18.0 ft. Truck body width: 90.0 in. Front hood with bar grille. Side sliding cab doors. 3-point seatbelt with 2 lock d-ring. Driver sun visor. Heater and defroster. Side mirrors. Step wells. Cab dome light. Aluminum side panels.	



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	<p>Fuel fill with door. Exterior lights. Full width rear door opening. Rear swing deadbolt hardware. Driver tilt pedestal seat and sun visor.</p>	
<p>TRUCK SERVICE (Continued)</p>	<p>Passenger tilt pedestal seat and sun visor. AM-FM radio. Cab mounted defrost fan. Safe T tread insert step wells. Cigarette lighter and ashtray. Cab overhead compartment with two doors. Power roof vent 14"x14" 12 volt. Cab air conditioning and heater. 2 amber electronic strobe-warning beacons roof mount with dash mounted switch. 2 adjustable floodlights rear of vehicle area illumination. Rear mount arrow board with dash mounted switch per City of Tulsa Standard #000084. (See Attached) Strobe type lights shall be installed in the front of the vehicle, preferably in the headlight assembly if room is available per City Standard #000066. (See Attached) 12-volt light in cab area. Back-up alarm. Truck engine hour meter mounted under dashboard. Rear view color camera system to include a 5" color monitor mounted overhead on driver's side in cab And 130-degree angle color camera installed at rear of truck. Rear overhead RV type HVAC system.</p>	
<p>CARGO FLOOR</p>	<p>Diamond tread plate center aisle. Aluminum tread plate around wheel well.</p>	
<p>BUMPER</p>	<p>Rear bumper to accommodate specified crane with receiver hitch.</p>	
<p>BUMPER-MOUNTED CRANE</p>	<p>The vehicle shall include a fold-a-way bumper-Mounted type crane designed to allow the insertion/retrieval of TV inspection equipment without the need for personnel to enter the manhole. The crane shall be manufactured by a reputable crane company and include the following (minimum):</p> <ol style="list-style-type: none"> 1. Shall be a fold-a-way bumper mounted crane. The bumper shall be 95" wide for mounting to vehicles 95" or 96" in width. 2. The crane shall have a designated lifting capacity of 750 lbs. 3. The crane shall have a two-position, adjustable height boom, with an overall height of 77" or 90" from the top of bumper. 4. The boom shall have a fixed length of 45". 5. The crane shall have a 360-degree continuous manual rotation on machined surfaces with environmentally sealed needle bearings (quantity 2) and thrust bearing (quantity1). 6. The crane shall have a positive locking device for securing the boom at 12 fixed points of rotation. 7. The 12 VDC powered hoist motor shall include a dual internal breaking system. The hoist shall have power up and power down. 8. The cable shall be 65' x 3/16" in diameter galvanized aircraft quality cable with a single line breaking 	



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	5. Transmission oil check and fill.	
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FRONT AXLE & EQUIPMENT	AF-8.0-2 8,000# fc1 68.0 kpi/3.74 drop single front Axle or equal. Bosch hydraulic pin-slide disc front brakes or equal. Front grease seal. TRW TAS-37 power steering or equal. TRW power steering pump or equal. 2-quart power steering reservoir.	
FRONT SUSPENSION	7,000# flat leaf front suspension. Maintenance free rubber bushings-front suspension. Front swaybar-outboard mounted. Front shock absorbers.	
REAR AXLE & EQUIPMENT	MS-12-113 80-series single rear axle @ 12,000# or equal. 4.10 rear axle ratio. 12,000# flat leaf spring rear suspension. Rear swaybar. Rear shock absorbers. Iron rear axle carrier with standard axle housing. SPL70 dana spicer main driveline with half round Yokes or equal. Bosch hydraulic pin-slide disc rear brakes or equal. Rear oil seals. Transmission mounted drum park brake.	
BRAKE SYSTEM	Bosch hydraulic brake package or equal. Wabco hydraulic 4s/4m without traction control or equal.	
WHEELBASE	190" wheelbase.	
FRAME	¼" x 3" x 8" steel frame 50ksi. 105" rear frame overhang. Standard rearmost crossmember.	
CHASSIS EQUIPMENT	Three-piece 14" chromed steel bumper with collapsible ends. Drilling prep for customer-installed body supports for 90" walk-in van body width.	
FUEL TANKS	60-gal/227 liter rectangular steel fuel tank-between Rails. Reinforced nylon fuel hose.	
TIRES	225/70R19.5 12 ply radial front tires or equal for GVW quoted. Goodyear g647 rss 225/70r19.5 12 ply radial front tires or equal for GVW quoted. 225/70r19.5 12 ply radial rear tires or equal for GVW quoted. Goodyear G647 RSS 225/70R19.5 12 ply radial rear Tires or equal for GVW quoted.	
HUBS	Gunite iron front hubs or equal. Gunite iron rear axle hubs or equal.	



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WHEELS	Accuride 29388 19.5x6.00 6-ball seat 2-hand steel disc front wheels or equal.	
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CAB EXTERIOR	Operator station (control support)-outboard mounted. Hood mounted chromed plastic grille. Single electric horn. Ignition key start only.	
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CAB INTERIOR	Sanden compact air conditioner compressor or equal. Auto self-reset circuit breakers and fuses. TRW or equal tilt/3.00" telescopic steering column with foot actuated pedal. Steering wheel.	
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INSTRUMENTS & CONTROLS	Black instrument panel-driver. 97 db backup alarm. Heavy-duty ignition switch with 4 Position off/run/start/accessory integral start. Integrated speedometer message center LCD display Data linked. Fuel gauge. Multiplexed engine coolant temperature gauge. Multiplexed engine oil pressure gauge. Multiplex speedometer w/LCD msg display, Odometer (MPH).	
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COLOR	Mfger's std white front wheels/rims. Mfger's std white rear wheels/rims.	
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WARRANTY	Standard manufacturer 12 month warranty.	
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IMPORTANT BIDDER INFORMATION	When the truck chassis and van body unit are completed, contact Eric Murdock with The City of Tulsa @ 918-669-6103 for inspection and approval of unit before it is delivered. MSO and invoicing shall be provided at time of delivery.	
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City of Tulsa Standard #000066
 CONCEALED STROBE SYSTEM

Specified vehicles shall have one (1) Code 3, (4) - head 60 watt power supply or equal, with two (2) clear helix strobe tubes mounted in the headlights and two (2) clear helix strobe tubes mounted in tail lights. Strobe tubes connected to power supply with shielded strobe cable. Hide-a-way will have user selectable flash patterns. Mounting to be in Cars, Pickups, Vans, SUV's, Contractors Bodies, Flatbeds, and Utility Service bodies.

CITY OF TULSA STANDARD NO. 000084 (REVISION 2) 6-2004

ARROWSTICK DIRECTIONAL LIGHT BAR

GENERAL INFORMATION: POWDER PAINTED EXTRUDED ALUMINUM FRAME WITH EIGHT (8) 50 WATT INCANDESCENT BULBS. LENS COLOR TO BE AMBER.
 ACCEPTABLE MODEL : AS876H OR EQUAL
 DIMENSIONS: 4.875" HIGH X 76" LONG X 6.25" WIDE
 VOLTAGE/DRAW : 12 VOLT, DC / 16 Amps
 FLASHING MODES: FAST SLOW AND BRIGHT/DIM ON THE FOLLOWING MODES; LEFT ARROW, RIGHT ARROW, CENTER OUT, LEFT HALF/RIGHT HALF, CAUTION BAR. MODES TO BE CONTROLLED BY A DASH MOUNTED SWITCH BOX IN THE CAB OF THE TRUCK.
 MOUNTING: BAR TO BE REAR FACING, MOUNTED AT THE TOP OF HEADACHE RACKS WHERE APPLICABLE. WHERE



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NO HEADACHE RACK IS AVAILABLE, BAR IS TO BE MOUNTED ON A HORIZONTAL BRACE AT THE ROOF TOP LEVEL OF THE VEHICLE IT IS BEING USED ON. BRACE MAY BE ROOF MOUNTED OR BED MOUNTED.

Ref: TV Inspection Truck 07-08 UG

Please follow all instructions

Unless otherwise stated, you may bid "or equal" products with prior approval.

If you see anything that prevents you from bidding, please email the project buyer (byoungblood@cityoftulsa.org) with your specific concern and solution.

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