

	Invitation For Bid TAC821B Vending Machine and Coffee Brewing Services Public Works Department Issued: March 4, 2010	City of Tulsa, Oklahoma Page 1 of 31
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NOTICE is hereby given that the CITY OF TULSA, OKLAHOMA will receive sealed Bids for the following:

BID # **TAC821B**

DESCRIPTION: **Vending Machine and Coffee Brewing Services (Commodity Code(s): 961-15; 977-85)**

You are invited to submit a Bid to supply the Goods and/or Services specified above. Invitations for Bid (IFB) will be posted on the City's website at www.cityoftulsapurchasing.org or a hardcopy may be obtained at:

City of Tulsa-Purchasing Department
 175 East 2nd Street, Suite 865
 Tulsa Oklahoma 74103

Bids must be received no later than 5:00 (CST) on Wednesday April 7, 2010, and delivered to:

City Clerk's Office
175 East 2nd Street, Suite 260
Tulsa Oklahoma 74103

Bids must be sealed and either mailed or delivered. No faxed or emailed Bids will be considered. Bids received after the stated date and time **will not be accepted and will be returned to the Bidder unopened.**

The Bid Packet consists of (1) this Notice of Invitation for Bid, (2) the Summary Sheet, (3) Form #1, (4) Form #2, (5) Form #3, (6) Form #4, (7) Form #5, (8) Form #6, (9) the Instructions, Terms and Conditions for Bidders, (10) Special Requirements, (11) Technical Specifications and (12) Exhibit A.

Use this checklist to ensure you have properly completed all Forms.

- _____ Notice of Invitation for Bid
- _____ Summary Sheet
- _____ Form #1: Bidder Information Sheet. Must be completed.
- _____ Form #2: Purchase Agreement. **Complete legal name in first paragraph and Notice provision in Section 17.i. Original signature required.**
- _____ Form #3: Interest Affidavit. Original signature and notarization required.
- _____ Form #4: Non-Collusion Affidavit. Original signature and notarization required.
- _____ Form #5: Affidavit of Claimant. Original signature and notarization required.
- _____ Form #6: Acknowledgment of Receipt of Addenda/Amendments. Must be completed and signed.
- _____ Instructions, Terms and Conditions for Bidders
- _____ Special Requirements (Offer Period; Insurance and Bonding; References)
- _____ Technical Specifications
- _____ Exhibit A: Bid Form including Delivery and Pricing. This is your Bid. It must be completed or your Bid will be rejected.

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.

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SUMMARY SHEET

Project Buyer

If you have any questions or need additional information, contact the assigned Project Buyer:

Bill Youngblood, Senior Buyer

byoungblood@cityoftulsa.org

Include **IFB 821B** on the subject line

Bidder's Notice of Intent to Submit a Bid

Email the Project Buyer indicating your intent to Bid. Include IFB 821B on the subject line of the email. You will receive an email response verifying your notice of intent to bid was received. This same procedure should be followed to request clarification, in writing, of any point in the IFB.

Bidders are encouraged to contact the Project Buyer by email if there is anything in these specifications that prevents you from submitting a Bid, or completing the Bid Packet. Questions and concerns must be received no later than seven (7) days prior to the Bid Packet due date.

Issuing of Addenda

If you received the notice of this IFB from the City as a result of being registered to sell the commodity code(s) on this Bid, you should also receive notice of any addenda issued. If you are not registered with the City to sell the commodities listed herein, you must register as a supplier on the City of Tulsa Purchasing website (www.cityoftulsapurchasing.org) to receive notice of any addenda.

Pre-Bid Conference

If a pre-Bid conference will be held for this IFB, information on that conference will be inserted below:

The Pre-Bid conference will consist of the following:

There will be two opportunities to inspect the Vending Machine and Coffee Brewing locations as well as the surrounding areas. It is your responsibility to have a complete understanding of the locations, how to move equipment/supplies to those locations, etc. The tour will begin after you check-in at the public entrance. **We strongly encourage you to attend one of the tours.**

Any and all questions resulting from the tour must be submitted by email to the project buyer: Bill Youngblood, byoungblood@cityoftulsa.org. Nothing that is said to you verbally by any City employee is to be considered to be a part of this IFB process.

Date March 17, 2010 Time 9:00 AM – 10:30AM; Location: City Hall; 175 E. 2nd Street; Tulsa, Ok 74103

Or

Date March 17, 2010 Time 1:30 – 3:00 PM Location: City Hall; 175 E. 2nd Street; Tulsa, Ok 74103

 Attendance at the Pre-Bid Conference is required to submit a Bid; however Bidders may make arrangements to attend via teleconference in some cases (contact the Project Buyer for details).

 X Attendance is not required to submit a Bid.

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Bid Packet Submission

The City requires two completed Bid packets: 1 Original and 1 Copy. Each must be clearly labeled on the front sheet indicating "Original" or "Copy". If a copy on electronic media is also required, the line below will be checked.
___Electronic Copy also required.

Responses to this Invitation for Bid must be on the forms listed on page 1. The entire Bid Packet must be returned or your Bid may be rejected. Do not take exception to any portion of this Bid Packet. Do not make any entries except where required. Do not insert any other documents into the Bid Packet.

Bid Opening

All Bid openings are public and take place at 8:30 a.m. Thursday, the day after Bids are due. The Bid openings are held in the City of Tulsa Council Meeting Room, 175 East 2nd Street, 2nd Floor, Tulsa, Oklahoma.

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BIDDER INFORMATION SHEET
Form #1

Bidder's Exact Legal Name: _____
 (Must be Bidder's name as reflected on its organizational documents, i.e., not a DBA)

State of Organization: _____

Bidder's Type of Legal Entity: (check one)

- | | |
|--|---|
| <input type="checkbox"/> Sole Proprietorship
<input type="checkbox"/> Partnership
<input type="checkbox"/> Corporation
<input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Limited Liability Partnership
<input type="checkbox"/> Other: _____ |
|--|---|

Bidder's Address: _____

Street
City
State
Zip Code

Bidder's Website Address: _____ **Email Address:** _____

Sales contact (Required):

Name: _____
 Street: _____
 City: _____
 State: _____
 Phone: _____
 Fax: _____
 Email: _____

Alternate sales contact (Required):

Name: _____
 Street: _____
 City: _____
 State: _____
 Phone: _____
 Fax: _____
 Email: _____

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FORM #2 (Page 1 of 4)
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 by them.

THIS PURCHASE AGREEMENT is between the CITY OF TULSA, OKLAHOMA, a municipal corporation, 175 East 2nd Street, 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:

TAC821B Vending Machine and Coffee Brewing Services

(the "Goods and/or Services"); and

WHEREAS, Seller desires to provide such Goods and/or Services to City, acknowledges that this document constitutes Seller's offer to provide the Goods and/or Services specified below, and further acknowledges that if executed by the City's Mayor, this document 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. **Documents Comprising the Agreement.** The Bid Packet includes the Notice of Invitation to Bid, the Summary Sheet, Form #1, Form #2, Form #3, Form #4, Form #5, Form #6, the Instructions, Terms and Conditions for Bidders, the Special Requirements, the Technical Specifications, Exhibit A and any addenda or amendments to the Bid Packet. The Bid Packet is incorporated herein by this reference. In the event of conflicting or ambiguous language between this Purchase Agreement and any of the other Bid Packet documents, the parties shall be governed first according to this Purchase Agreement and second according to the remainder of the documents included in the Bid Packet. Seller may submit as part of its Bid additional materials or information to support the Bid. Additional materials or information submitted by Seller which are not ambiguous and which do not conflict with this Purchase Agreement or the other Bid Packet documents are incorporated herein by this reference.
2. **Purchase and Sale.** Seller agrees to sell City the Goods and/or Services for the price and upon the delivery terms set forth in Exhibit A hereto. City agrees to pay Seller the price as set forth in Exhibit A based on (a) the quantity actually purchased in the case of goods or services priced by unit, or (b) the total price for a stated quantity of goods or services, upon (i) delivery of the Goods and/or Services to the City, (ii) the City's Acceptance thereof, and (iii) Seller's submission and City's approval of a verified claim for the amount due. City shall not pay any late charges or fees.
3. **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/Mayor Pro Tem executes this Agreement accepting Seller's Bid. No City officer, employee or agent except the Mayor (or Mayor Pro Tem) has the authority to award contracts or legally obligate the City to any contract. Seller shall not provide any Goods and/or Services to City pursuant to this Agreement before this Agreement is executed by City. If Seller provides any Goods and/or Services to City pursuant to this Agreement before this Agreement is executed by City, such Goods and/or Services are provided at Seller's risk and City shall have no obligation to pay for any such Goods and/or Services.
4. **Term.** The term of this Agreement shall be effective commencing on the date of execution of this Agreement by the Mayor/Mayor Pro Tem of the City of Tulsa and terminating one year from that date, **or shall be effective on [month][day], 20__ and continuing to [month][day], 20__ at the discretion of City.** City in its sole discretion may offer Seller an opportunity to renew this Agreement for an additional ____ () 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.
5. **Warranties.** Seller shall assure that the Goods and/or Services purchased hereunder are covered by all available and applicable manufacturers' warranties for such Goods and/or Services. Seller expressly agrees that it will be responsible for performing all warranty obligations set forth in the Special Requirements for the Goods and/or Services covered in this Agreement. Seller also warrants that the Goods and/or Services will conform to the Technical Specifications and Special Requirements, and further warrants that the Goods and/or Services 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**, whichever is later. 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 such Goods and/or Services 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.

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7. **Seller Bears Risk.** The risk of loss or damage shall be borne by Seller at all times until the Acceptance of the Goods or Services 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 any 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. §24A.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 Bid that are different from the terms set forth herein that its Bid may be rejected as non-responsive. Furthermore, if City accepts Seller's Bid and awards a contract to Seller based on such Bid, City shall not be bound to any exceptions, changes or additions made by Seller, and any terms and conditions added by Seller which are not expressly agreed to by City in writing will be void and of no force and effect and the parties will be governed according to the document precedence set forth in Section 1 above.
13. **Compliance with Laws.** Seller shall be responsible for complying with all applicable federal, state and local laws, regulations and standards. Seller is responsible for any costs of such compliance.
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. City's right to terminate this Agreement is cumulative to any other rights and remedies provided by law or by this Agreement.
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 the IFB provides that Seller may include a price escalation provision in its Bid, Seller's price escalation provision will be evaluated by City as part of Seller's Bid price when awarding the Bid.
16. **Right to Audit.** The parties agree that Seller's 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 term of this Agreement and a period of three years following completion and/or termination of the Agreement. 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 after 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. **Notice.** Any notice, demand, or request required by or made pursuant to this Agreement shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the addresses specified below.

i. To Seller: _____

ii. To CITY: City Clerk
 CITY OF TULSA, OKLAHOMA
 175 E. 2nd Street, Suite 260
 Tulsa, Oklahoma 74103

With a copy to: Bill Reynolds-("Tulsa Representative") - Contract Administrator; City of Tulsa; 175 E. 2nd Street
 8th Floor; Tulsa, Ok. 74103

18. **Relationship of Parties.** The Seller is, and shall remain at all times, an independent contractor with respect to activities and conduct while engaged in the performance of services for the City under this Agreement. No employees, subcontractors or agents of the Seller shall be deemed to be employees of the City for any purpose whatsoever, and none shall be eligible to participate in any benefit program provided by the City for its employees. The Seller shall be solely responsible for the payment of all employee wages and salaries, taxes, withholding

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PURCHASE AGREEMENT

payments, fringe benefits, insurance premiums, continuing education courses, materials or related expenses on behalf of its employees, subcontractors, and agents. Nothing in this Agreement shall be construed to create a partnership, joint venture, or agency relationship among the parties. No party shall have any right, power or authority to act as a legal representative of another party, and no party shall have any power to obligate or bind another party, or to make any representations, express or implied, on behalf of or in the name of the other in any manner or for any purpose whatsoever.

- 19. **Third Parties.** This Agreement is between City and Seller and creates no right unto or duties to any other person. No person is or shall be deemed a third party beneficiary of this Agreement.
- 20. **Time of Essence.** City and Seller agree that time is deemed to be of the essence with respect to this Agreement.
- 21. **Binding Effect.** This Agreement shall be binding upon City and Seller and their respective successors, heirs, legal representatives and permitted assigns.
- 22. **Headings.** The headings used herein are for convenience only and shall not be used in interpreting this Agreement
- 23. **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.
- 24. **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 does not and will not agree to binding arbitration of any disputes.
- 25. **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.
- 26. **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 a writing signed by both parties. Notwithstanding anything to the contrary stated herein or in the attachments to this Agreement, no future agreements, revisions or modifications that may be required under this Agreement are effective or enforceable unless such terms, revisions or modifications have been reduced to writing and signed by City and Seller. Seller may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City's prior written consent. Seller shall not be entitled to any claim for extras of any kind or nature.
- 27. **Multiple Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.
- 28. **Interpretive Matters and Definitions.** The following interpretive matters shall be applicable to this Agreement:
 - 28.1 Unless the context otherwise requires: (a) all references to Sections are to Sections of or to this Agreement; (b) each term defined in this Agreement has the meaning assigned to it; (c) "or" is disjunctive but not necessarily exclusive; (d) words in a singular include the plural and vice versa. All references to "\$" or to dollar amounts shall be in lawful currency of the United States of America;
 - 28.2 No provision of this Agreement will be interpreted in favor of, or against, any of the parties hereto by reason of the extent to which such party or its counsel participated in the drafting thereof or by reason of the extent to which any such provision is inconsistent with any prior draft hereof or thereof;
 - 28.3 Any reference to any applicable laws shall be deemed to refer to all rules and regulations promulgated thereunder and judicial interpretations thereof, unless the context requires otherwise;
 - 28.4 The word "including" means "including, without limitation" and does not limit the preceding words or terms; and
 - 28.5 All words used in this Agreement shall be construed to be of such gender, number or tense as circumstances require.
- 29. **Authority to Bind.** 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.

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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 own an interest in the Bidder's business which is less than a controlling interest, either direct or indirect.

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 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 and/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: _____

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: _____
 County and 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 such addenda or amendments are incorporated into the Bid Packet 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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INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDERS

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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. **DEFINITIONS.** The following terms have the following meanings when used in the documents comprising this Bid Packet.
 - A. **“Acceptance”** with respect to a Bid shall mean the City’s selection of a Bid, and award of a contract to the Bidder/Seller.
 - B. **“Acceptance”** with respect to delivery of Goods and/or Services provided under a Purchase Agreement shall mean City’s written acknowledgement that Seller has satisfactorily provided such Goods and/or Services as required.
 - C. **“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.
 - D. **“Authorized Agent”** means an agent who is legally authorized to bind the Seller under the law of the State in which the Seller is legally organized. An Authorized Agent must sign all documents in the Bid Packet on behalf of the Seller. Under Oklahoma law, the Authorized Agent for each of the following types of entities is as stated below:
 - o **Corporations** – the president, vice president, board chair or board vice chair can sign; others can sign if they have and provide the City with (i) a corporate resolution giving them authority to bind the Seller, and (ii) a recent corporate secretary’s certificate indicating the authority is still valid.
 - o **General Partnerships** – any partner can sign to bind all partners.
 - o **Limited Partnerships** – the general partner must sign.
 - o **Individuals** – no additional authorization is required, but signatures must be witnessed and notarized.
 - o **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.
 - o **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.

Entities organized in States other than Oklahoma must follow the law of the State in which they are organized.
 - E. **“Bid”** means the Seller’s offer to provide the requested Goods and/or Services set forth in Exhibit A and any additional materials or information the Seller chooses to submit to support the Bid.
 - F. **“Bidder”** means the legal entity which submits a Bid for consideration by City in accordance with the Invitation For Bid.
 - G. **“Bid Packet”** consists of the following documents (1) the Notice of Invitation for Bid, (2) the Summary Sheet, (3) Form #1, (4) Form #2, (5) Form #3, (6) Form #4, (7) Form #5, (8) Form #6, (9) the Instructions, Terms and Conditions for Bidders, (10) Special Requirements, (11) Technical Specifications, and (12) Exhibit A.
 - H. **“Bid Submission Date”** shall mean the last date by which the City will accept Bids for an Invitation For Bid.
 - I. **“City”** shall mean the City of Tulsa, Oklahoma.
 - J. **“Days”** shall mean calendar days unless specified otherwise.
 - K. **“Primary Seller”** shall mean the Seller whose Bid City selected as the principal supplier of the Goods and/or Services required under this Agreement.
 - L. **“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.
 - M. **“Purchasing Division or Office”** shall mean the City of Tulsa’s Purchasing Division, located at 175 East 2nd Street, Suite 865, Tulsa, Oklahoma 74103
 - N. **“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.

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- O. **“Seller”** shall mean the Bidder whose Bid City selected and awarded a contract.
- P. **“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.
- Q. **“Website”** shall mean the City of Tulsa’s website for the Purchasing Division: www.cityoftulsapurchasing.org.

3. **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 conference. Questions and concerns must be received no later than seven (7) days prior to the Bid Packet due 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.
4. **ORAL STATEMENTS.** No oral statements by any person shall modify or otherwise affect the provisions of this Invitation For Bid and/or any contract resulting therefrom. All modifications, addenda or amendments must be made in writing by City’s Purchasing Division.
5. **EXAMINATION BY BIDDERS.** You must examine the specifications, drawings, schedules, special instructions and the documents in this Bid Packet prior to submitting any Bid. Failure to examine such documents and any errors made in the preparation of such Bid are at your own risk.
6. **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 and its website. You must acknowledge receipt of any addenda or amendments by signing and returning the Acknowledgment of Receipt of Addenda/Amendments form and attaching it to this Invitation For Bid with your Bid. City may reject any Bid that fails to acknowledge any addenda or amendments.
7. **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 Bid Packet 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.

8. **PRICES/DISCOUNTS.** Prices shall be stated in the units and quantity specified in the Bid Packet documents. 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 for prompt payment will be taken if payment is made within the discount period. With respect to some Invitations for Bid the City may request price adjustment Bids for renewal periods. If price adjustments Bids are requested the specifics of that request will be set forth on the Bid
9. **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 Technical Specifications, with all charges prepaid by Seller to the actual point of delivery. Bids must state the number of days required for delivery under normal conditions.

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- 10. TAXES.** City is exempt from federal excise and state sales taxes and such taxes shall not be included in the Bid prices.
- 11. BID SUBMISSION.** The Bid Packet forms must be prepared in the name of Bidder and properly executed by an Authorized Agent with full knowledge and acceptance of all provisions, in ink and notarized. 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 Purchase Agreement) shall constitute a firm contract.
- A. BIDS MUST BE SUBMITTED ONLY ON THE BID PACKET FORMS AND SIGNED BY AN AUTHORIZED AGENT. THE ENTIRE BID PACKET MUST BE RETURNED AS RECEIVED WITH ALL FORMS COMPLETED. YOU MAY ATTACH, AFTER EXHIBIT A, ANY DOCUMENTS NECESSARY TO COMPLETELY AND ACCURATELY RESPOND TO THE REQUEST. BIDS MUST BE IN STRICT CONFORMANCE WITH ALL INSTRUCTIONS, FORMS, AND SPECIFICATIONS CONTAINED IN THIS BID PACKET.**
 - B.** Sealed Bids may be either mailed or delivered, but must be received at:
 City of Tulsa – Office of City Clerk
 175 East 2nd Street, Suite 260
 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 Division or Office, 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 options ("Option(s)") to the Invitation for Bid, 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.
- 12. 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 attempts to limit Bidder's liability to the City.**
 - C.** A Bid may be rejected if Bidder is currently in default to City on any other contract or has 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.** Bid withdrawal may only be accomplished by an Authorized Agent requesting the withdrawal in person at the City Clerk's office before the City's close of business on the Bid Submission Date.
- 13. BID RESULTS.** A tabulation of Bids received will be made available on the City's Purchasing Division website 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.
- 14. PURCHASE ORDER.** In the event that the successful Bid is for an amount less than One Hundred Thousand Dollars (\$100,000), and it is determined by the City to be in the best interests of the City, the City, in its sole discretion, may issue a Purchase Order rather than execute the Purchase Agreement to purchase the Goods. If a Purchase Order is issued, however, the terms of the Bid

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Packet documents, including the Purchase Agreement, will govern the transaction and be enforceable by the City and Bidder/Seller.

- 15. **CONTRACT AWARD.** If a contract is awarded, it will be awarded 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.

- 16. **IRS FORM W-9.** If City selects your Bid and awards a contract to you, you will have ten (10) days from notification of the award to provide City with your complete IRS Form W-9.

- 17. **NOTICE TO PROCEED.** If City accepts your Bid and executes the Purchase Agreement, you shall not commence work until authorized to do so by the Purchasing Agent or his representative. Receipt of a Purchase Order from the City is notice to proceed.

- 18. **PAYMENTS.** Invoices should be mailed to: City of Tulsa – Accounts Payable
175 East 2nd Street, 8th floor
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.

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SPECIAL REQUIREMENTS
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1. Irrevocable Offer Period. You understand and acknowledge that the offer submitted as your Bid is firm and irrevocable from the City's close of business on the Bid Submission Date until 365 days after the Bid Opening Date.

2. General Liability/Indemnification. You shall hold City harmless for any loss, damage or claims arising from or related to your performance of the Purchase Agreement. You must exercise all reasonable and customary precautions to prevent any harm or loss to all persons and property related to the Purchase Agreement. 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 Goods, Services, labor, or materials furnished by you or your subcontractors under the provisions of the Bid Packet documents.

3. Liens. Pursuant to City's Charter (Art. XII, §5), no lien of any kind shall exist against any property of City. Bidder shall deliver all goods to City free and clear of liens. Delivery by Seller to City of goods which are subject to liens under the Purchase Agreement shall be a material breach of the Purchase Agreement and all damages and costs incurred by City as a result of the existence of such liens shall be paid to City by Seller. At City's option, City may return such goods to Seller and Seller shall pay the cost of returning such goods and reimburse City for any payments made for such goods.

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

Seller and its subcontractors must obtain at Seller's expense and keep in effect during the term of the Purchase 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
Auto Liability, each occurrence	\$ 1,000,000.00
Personal injury and property damage, each occurrence	\$ 1,000,000.00
Workers' Compensation	(Statutory limits)

SELLER'S INSURER MUST BE AUTHORIZED TO TRANACT BUSINESS IN THE STATE OF OKLAHOMA.

Seller's insurance policy and all certificates of insurance must 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. You will have 10 days after notification that your Bid was selected for contract award by City to provide proof of such coverage. The Certificate of Insurance must be completed with the following information:

- A. Your name
- B. Insurer's name and address;
- 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.

The completed Certificate of Insurance form should be sent to the assigned Project Buyer reflected on the Summary Sheet of this Bid Packet. An endorsement from the insurer must be obtained by Seller which adds City as an Additional Insured to the policy and states that the insurer will provide City with notice thirty days in advance of termination, cancellation or change in the coverage of the policy. The cancellation clause on your certificate must conform to the endorsement. Any conflict between the endorsement and the certificate is a material breach of the Purchase Agreement and can result in the retraction by City of the award of the Bid to Seller

5. Bonding.

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

Yes: No: XX

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

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Yes: No:

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6. **References (customer).** If the box is checked "Yes," References are **required**:

Yes: No:

Bidder shall furnish five (5) firms or government organizations for which the bidder is currently furnishing vending machine services and three (3) firms or government organizations for which the bidder is currently furnishing coffee brewing services. References must be similar to the needs of the City considering vending machine types, quantity of vending machines, vending dollar volume, coffee brewing program, etc.

Each reference must include the following using the following format:

- COMPANY NAME
- ADDRESS
- CONTACT PERSON
- TELEPHONE NUMBER
- EMAIL ADDRESS
- LENGTH OF AGREEMENT
- DESCRIPTION AND QUANTITY OF EQUIPMENT PROVIDED
- DESCRIPTION OF SERVICES:

Vending Services: Include machine description, number of machines in service, list of items contained in machines (description, brand, size) etc.)

Coffee Brewing Services: Fully describe equipment and supplies provided. Include brands and whether you provide bulk sugar & cream or in packets.

CUSTOMER REFERENCES MUST BE ATTACHED TO IFB RESPONSE USING BIDDER LETTERHEAD.

7. **REFERENCE (trade).** Include four (4) trade references

Yes: No:

Each reference must include the following using the following format:

- COMPANY NAME
- ADDRESS
- CONTACT PERSON
- TELEPHONE NUMBER
- EMAIL ADDRESS
- YEARS DOING BUSINESS
- PAYMENT HISTORY
- DESCRIPTION OF PRODUCTS PURCHASED

CUSTOMER REFERENCES MUST BE ATTACHED TO IFB RESPONSE USING BIDDER LETTERHEAD.

8. **EVALUATION PROCESS-Scoring of points**

- A. Proposed equipment and equipment features (20 points)
- B. Variety and quality of products offered in vending machines.(20 points)
- C. Prices charged for vending machine products. (30 points). Note 1
- D. Cost and quality of coffee and related products.(30 points) Note 2

Maximum total points possible = 100

Notes: 1. Bidder(s) with the least cost to Customer shown on Exhibit A for the total of Section 1-Groups A and B will be awarded the total number of points possible. Other bidders will receive proportionally fewer points. For instance, if the second low

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bidder(s) is 10% higher they will receive 10% fewer points or 27 and so on.

Note 2. Bidder(s) with the least cost to Customer shown on Exhibit A for the total of Section 2 will be awarded the total

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number of points possible. Other bidders will receive proportionally fewer points. For instance, if the second low bidder(s) is 10% higher they will receive 10% fewer points or 27 and so on.

Bidders meeting all IFB requirements may be requested to make a presentation of their proposal for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.

Financial information may be requested before the apparent successful bidder is awarded bid.

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TECHNICAL SPECIFICATIONS

INTENT

It is the intent of this bid to secure, on a competitive basis, a source for furnishing Vending Services and Coffee Brewing Services for the City-occupied floors at the following location:

City Hall. (One Technology Center.) Address is 175 E. 2nd St. Tulsa, OK:

Currently **Floors 4, 5, 6, 8, 10, and the City-occupied portion of 15 (subject to change)**

It should be noted that the City of Tulsa maintains separate contracts for concession operations (includes some vending machines) at various other locations within the City. Services for these facilities are exclusive to the current contractors and will not be included in this IFB.

Low calorie and healthy products shall be included in offering.

GENERAL SPECIFICATIONS

All products supplied shall be processed, packaged and delivered in accordance with the regulations, laws and standards of the City of Tulsa, the State of Oklahoma, the USDA and the Federal Food, Drug and Cosmetic Act.

Personnel: The Seller shall be responsible for providing qualified personnel to service and fill the machines on a regular basis. The Seller shall comply with all requirements of federal, state and local laws. This includes health department regulations. Seller shall require their employees to observe all applicable rules and regulations and to exercise courtesy and consideration in their service to the City. Seller's employees shall wear a uniform and identification badge to show they are employees of the vendor. All Seller's employees must pass a background check and be approved and issued a badge by City Security before being allowed in One Technology Center. [The City ID badge must be worn at all times while on City property.](#)

Implementation Timeframe:

The City desires for this project to be completed as quickly as possible. A detailed project timetable is to be provided by the successful bidder to the designated City of Tulsa representative within 2 days of award.

The Seller shall state in their offering the number of days required to install machines following notice of award of contract. Maximum of 30 days will be allowed. Seller is expected to cooperate with existing provider for these services as necessary to ensure a smooth transition.

Installation Requirements:

The vendor shall be responsible for delivery and installation of all equipment to One Technology Center. 125 Volt Electrical service to the vending machines will be provided by the City.

Maintenance and Service Response:

- Seller shall have access to vending locations during normal business hours (7:00 AM to 5:00 PM) for the purpose of servicing and inspecting the machines and for removal upon termination of this agreement.
- Seller shall service the machines so as to keep them in excellent working order.
- Seller shall keep the machines and the area immediately adjacent thereto in neat and sanitary condition at all times.
- City may require replacement of machines which have a history of malfunction. Vendor agrees that it will accomplish replacement of a machine within [five \(5\)](#) working days after receipt of notification from City.

Damages:

- Seller will be responsible for any and all damage to any City property resulting from Seller's vending machines or coffee brewing equipment or their operation.

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SERVICES TO BE PROVIDED

SECTION I VENDING SERVICE

SCOPE OF WORK

Introduction:

The City is seeking a qualified and competent firm to provide Vending Services (beverage, snack and cold food vending machine service) to the City of Tulsa employees (“Customers”) and visitors to City Hall. All items to be sold in the vending machines must be listed on the Delivery and Pricing page. The total cost of Vending Services will be paid by Customers purchasing products. There will be no cost to the City.

Beverages: The Seller must complete the list of items on the Delivery and Pricing page and submit with the proposal a complete list of beverages to be furnished along with the price of each beverage.

Both “Pepsi” and “Coca Cola” products shall be supplied as part of your offering.

Snacks: The Seller must complete the list of items on the Delivery and Pricing page and submit with the proposal a complete list of snacks to be furnished along with price of each snack. These should include food products such as sandwiches etc. Healthy foods such as salads are encouraged

Substitutions and additions: If during the course of the contract the vender wishes to add additional vending machines or food & drink items, those items and pricing must be approved by the City of Tulsa representative in writing.

Reports: Seller shall provide to the Tulsa representative on a monthly basis, reports (hard copy and excel format) detailing gross retail sales by machine, a listing by each product’s sales, and/or beginning and ending reading of transaction counters.

Vending machine (“Equipment” or “Machines”) requirements:

- Vending machines supplied shall remain the property of the Seller
- Vending machines shall be placed in the facilities at no cost to the City.
- Vending machines must be new, fit for the purpose for which they are being acquired and free from defects. Vending machines shall be equipped with an electronic “eye” that can tell if a product did not drop when vended and cause the dispenser to operate again or refund the money. This is sometimes referred to as “Sure Vend”. The successful bidder will be expected to provide documentation that the machines to be placed in One Technology Center are new and equipped with “occupancy sensor” technology so as to operate as energy efficiently as possible. The Seller will send this documentation to the Tulsa Representative for his written approval.
- Any equipment, which in the opinion of the City, do not completely fulfill the specifications, must be removed and replaced at the expense of the successful bidder with equipment that does fulfill the specifications within 5 days after written notification from the Tulsa representative.
- The Seller will carry out all work to the satisfaction of the City. All trade work to be performed by appropriately certified staff.
- All maintenance, repairs, and upkeep of the machines shall be the sole responsibility of the Seller.
- Each vending machine supplied shall be equipped with the ability to make change for excess coin’s, \$1 and \$5 dollar bills.

Stocking vending machines:

- Stocking of machines is the responsibility of the Seller.
- Stocking of machines shall occur as needed during normal business hours (7:00 AM to 5:00 PM) at One Technology Center. Stocking shall take place as often as necessary to keep the machines stocked.
- Stocking of machines shall be done with a minimum of interruption to normal city employee’s activity.
- If City determines vending machine(s) need to be restocked, Seller shall respond within 4 hours of request from Tulsa representative or his designee.

Refunds:

- The Seller shall provide a procedure for all refunds because of dysfunctional machines or any bad product. The refund procedure is not to include any city staff handling any funds.

Damage:

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- Seller will be responsible for any and all damage to any City property resulting from vendor's machines or their operation.
- The Seller will assume any loss of product by reason of mechanical defect, or where products are vended without the insertion of coins, loss from use of slugs or foreign currency. **The City will not be responsible for any acts of vandalism.**

SECTION II COFFEE SERVICE

SCOPE OF WORK

Introduction: The City is seeking a qualified and competent firm to provide Coffee Services to the City of Tulsa employees and visitors to City Hall. All items to be sold Coffee Service must be listed on the Delivery and Pricing page.

Coffee, Tea, and supplies: The Seller must complete the list on the Delivery and Pricing page for Coffee, Decaf Coffee, Cream, Sugar, Splenda, Sweet & Low, Mini-Moos, Stir Stix, Cocoa (hot chocolate) and Tea.

Substitutions and additions: If during the course of the contract the vender wishes to add brewing machines, coffee, tea, or supplies, those items and pricing must be approved by the City of Tulsa representative in writing.

Reports: Seller shall provide to the Tulsa representative on a monthly basis, reports (hard copy and excel format) detailing purchases of coffee, tea, and supplies.

Coffee brewing machine ("Machine") requirements:

- Coffee brewing machines supplied shall remain the property of the Seller
- Coffee brewing machines shall be placed in the facilities at no cost to the City.
- Coffee brewing machines must be new, fit for the purpose for which they are being acquired and free from defects.
- Coffee brewing machines shall be the type that uses one pre-packaged filter bag to make one pot of coffee, with 3 warmers (including the brewing location). Floors 4, 5, 6, 8, 10 and 15 will require coffee service. Each machine will also dispense hot water. They shall be of the type that hooks up to a water supply and automatically puts the correct amount of water into each pot of coffee.
- Seller shall supply three pots per Machine (one of which is marked differently for decaf). Seller shall supply 12 "airpots" to be used in various meeting rooms as necessary.
- Any Machine, which in the opinion of the City, DOES not completely fulfill the specifications, must be removed and replaced at the expense of the successful bidder with equipment that does fulfill the specifications within 1 day after written notification from the Tulsa representative in writing.
- The Seller will carry out all work to the satisfaction of the City of Tulsa. All trade work to be performed by appropriately certified staff.
- All maintenance, repairs, and upkeep of the machines shall be the sole responsibility of the Seller.
- New filters will be installed on the water lines that feed the coffee machines when the machines are first installed. These filters shall be replaced every 6 months.

Stocking:

- Stocking of coffee and supplies at each "Coffee" location shall be the responsibility of the Seller
- Seller shall keep a stock of coffee, tea, and supplies at each "Coffee" location. Seller shall provide "Tulsa representative" a packing slip with each delivery.

Maintenance:

- Coffee machines must be cleaned at least monthly.

BID SUBMISSION REQUIREMENTS IN ADDITION TO RETURNING THE ENTIRE BID PACKET

Each of the following must be attached to bid response and will be considered in the award of bid:

- References, customer: List all information required in Special Requirements #6
- References, trade: List all information required in Special Requirements #7

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- Implementation Timeframe (Technical Specifications): State in their offering the number of days required to install machines following notice of award of contract.
- Refunds (Technical Specifications): Detail your recommended refund policy based on these specifications.
- Vending Machines: List the quantity, size and type of machines to be provided as part of this proposal
- Vending Machine and Coffee brewing equipment detail: Color photos and spec sheets for all vending machines and coffee brewing machines.
- Vending Machine and Coffee brewing equipment-Own or lease: Explain your intent for this project. If lease, give detail-company name, company contact, term of lease, etc.
- Years in business: Number of years in this business under this name
- Staff availability: Hours of operation and maintenance staff
- Installation timeframe: Number of days required to initiate and complete machine installation from date of award notice from project buyer
- Installation detail by floor: Include a day by day schedule from award notices in operation status
- Maintenance: Description of guaranteed response time and shall provide phone numbers and contact persons in the case of problems with the machines. This person or persons should be available 24 hours a day, 7 days a week and 365 days a year.
- Stocking schedule: Based on the anticipated volume, describe your restocking process and anticipated schedule
- Credit card ability: Describe the benefits and any impact on vending costs to Customer if machines were credit card ready.
- Expired product: describe procedures for determining expired product and replacement of.

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EXHIBIT A (PAGE 1 OF 8)
BID FORM INCLUDING 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 to begin providing Services:

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 seeking any other damages to which it may be entitled in law or in equity.

2. Pricing

(ESTIMATED YEARLY QUANTITIES-NO GUARANTEE FOR EVALUATION PURPOSES ONLY)

SECTION I VENDING MACHINES

GROUP A: BEVERAGES GROUP B: SNACKS GROUP C: COLD FOOD GROUP D: HEALTHY BEVERAGES, SNACKS, AND COLD FOOD (Not listed in Groups A, B, or C)
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Section I prices are the prices to be charged to the vending Customers.

Bidder may bid products of equal quality

Group A: Beverages

BEVERAGES TO BE BID			BIDDERS RESPONSE			
Product Brand:	Qty/Volume (Estimated) (A)	Size:	Product Brand:	Size	Unit Price Charged Customer (B)	Extended Price Charged Customer (A times B)
Pepsi	1500	20 oz				
Diet Pepsi	924	20 oz				
Dr Pepper	1188	20 oz				
Diet Dr Pepper	924	20 oz				
Mount Dew	1020	20 oz				
Coke	852	20 oz				
Lipton Green Tea	276	20 oz				
Diet Coke	1092	20 oz				
Mtn Dew Amp	63	16 oz				
Mtn Dew Amp Overdrive	48	16 oz				
No Fear	37	16 oz				
No Fear SF	31	16 oz				
Mocha Frappaccino	29	9.5 oz				
Vanilla Frappaccino	32	9.5 oz				
Apple	65	15.2 oz				
Strawberry Kiwi	78	15.2 oz				
Orange	59	15.2				

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		oz				
Gatorade Propel Straw Kiwi	44	16.9				
Propel Strawberry	49	20 oz				
G2 Fruit Punch	227	20 oz				
G2 Orange	103	20 oz				
Sobe Blackberry Grape Life Water	44	20 oz				
Sobe Pomegranite Cherry Life	49	20 oz				
Aquafina Berry Pomegranate	82	20 oz				
Aquafina Orange Lime	121	20 oz				
Aquafina Grape Splash	109	20 oz				
Aquafina Raspberry Splash	135	20 oz				
Tropicana Peach Papaya	190	20 oz				
Tropicana Pink Lemonade	169	20 oz				
Tropicana Lemonade	81	20 oz				
Sobe Green Tea	25	20 oz				
Sobe Energy Citrus	25	20 oz				
Sobe Dragon	34	20 oz				
Lipton Green Tea	25	20 oz				
Lipton Diet Green Tea	166	20 oz				
Lemon Lime Gatorade	180	20 oz				
Hawaiian Punch	120	20 oz				
Energy Drinks	2	20 oz				
Sierra Mist	120	20 oz				
ZZ Tropicana Pink Lemonade	12	20 oz				
Brisk Tea	204	20 oz				
Dole Apple	8	16 oz				
Dole Orange Juice	8	16 oz				
Dole Straw Kiwi	16	16 oz				
Lemon Lime Gator Ade	180	20 oz				
Apple	65	15.2 oz				
TOTAL EXTENDED PRICE CHARGED CUSTOMERS FOR BEVERAGES						\$ _____

Group B: Snacks

SNACKS TO BE BID			BIDDERS RESPONSE			
Product Brand:	Qty/Volume (Estimated) (A)	Size:	Product Brand:	Size	Unit Price Charged Customer (B)	Extended Price Charged Customer (A times B)
Chili Cheese Fritos LSS	218	2 oz				
Lays LSS	321	1.5 oz				
Cheez-It LSS	325	2 oz				
TGIF Ch& Bacon	173	1.75				

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		oz				
Harvest Cheddar LSS	29	1.5 oz				
Cheetos Crunchy LSS	325	2 oz				
Nacho LSS	274	1.75 oz				
Jalapeno Cheetos	214	2 oz				
Bugles Nacho LSS	165	1.5 oz				
Gardettos	336	1.75 oz				
Famous Amos Chocolate Chip	184	2 oz				
M&M Cookies	52	1.80 oz				
Elfin Cookies	387	2.125 oz				
Butter Lovers Popcorn	73	3.3 oz				
Crunch Gems	621	4 oz				
LD Nutty Bars	13	3 oz				
Jack Links Original Beef	156	1 oz				
Sweet & Salty	170	3.5 oz				
Coconut Toffee Peanuts	103	3.5oz				
PB Cracker Frito Lay	247	.38 oz				
Brother Kanes Peanuts	158	1.75 oz				
ButterFinger Crisp	176	1.75 oz				
Snickers	682	2.7 oz				
M&M Peanut	828	1.74 oz				
Crunch Crisp	280	1.75 oz				
3 Musketeers	377	2.13 oz				
Twix Caramel Cookie Bar	239	2.0 oz				
NV Granola Bar Oats & Honey	112	1.5 oz				
Brothers Kane Cashews	201	1.5 oz				
Grandmas minis	128	4.1 oz				
Freshley Grand Honey Bun	318	6 oz				
Poptarts Strawberry	80	3.6 oz				
Vanilla Zinger	184	4.25 oz				
Chocolate Gems	589	3.25 oz				
Lifesavers Spear O Mint	80	12 mints				
Big Red Gum	160	5 stick				
Ice Breakers Cool Mint	210	6 sticks				
Winterfresh Gum	100	5 sticks				

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Wrigleys Doublemint	120	5 sticks				
Poore Brothers BBQ Ranch	36	1.5 oz				
Cool Ranch LSS	25	1.5 oz				
Gummy Bears	24	2.25 oz				
Yogurt Pretzels	88	2 oz				
Dunkin Stix	214	6 oz				
Sugar Gems	329	3.25 oz				
Chocolate Gems	589	3.25 oz				
Foxs Peppermint	40	30 count				
Extra Winterfresh	40	5 sticks				
Foxs Spearmint	20	30 count				
Freshley Apple Danish Round	106	3.25 oz				
Freshley Bear Claw	5	3.25 oz				
Freshley Big Cheese Danish	3	3.25 oz				
Freshley Buddy Bar	136	3.25 oz				
Freshley Butterhorn	14	3.25 oz				
Freshley Cherry Cheese Danish	297	3.25 oz				
Freshley Jelly Swirl Honey Bun	5	3.25 oz				
Freshley Jumbo Honey Bun	53	3.25 oz				
Fritos Flav'r Hny BBQ Twists LSS	5	3.25 oz				
Fritos LSS	47	3.25 oz				
Fruit snacks	128	3.25 oz				
Funyuns LSS	6	3.25 oz				
Jack Links Teriyaki	8	20 oz				
Knotts Strawberry Shortbread	8	3.25 oz				
100 Grand Bar	6	3.25 oz				
Apple Danish	65	1.25 oz				
Apple Pie	8	3.25 oz				
Baked Lays	16	20 oz				
Baked SCO	44	20 oz				
BBQ Lays LSS	52	20 oz				
Cherry Pie	11	2.25 oz				
Chips Ahoy Minis	62	2.25				

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		OZ					
Chocolate Zinger	24	2.25	OZ				
				TOTAL EXTENDED PRICE CHARGED CUSTOMERS FOR SNACKS			\$ _____

Description Section 1- Group A: Beverages Section 1- Group B: Snacks TOTAL EXTENDED PRICE CHARGED CUSTOMERS FOR BEVERAGES AND SNACKS The total to the right will be used to determine the number of points awarded (See Special Requirements, #8C)	TOTAL EXTENDED PRICE CHARGED CUSTOMERS IN GROUP A & B TABLES ABOVE \$ _____
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GROUP C: COLD FOOD

Item	Describe	Shelf life	Customer Price	Anticipated Monthly Sales

GROUP D: HEALTHY BEVERAGES, SNACKS, AND COLD FOOD

(HEALTHY) BEVERAGE CHOICES NOT LISTED IN GROUP A TABLE ABOVE		
Product Brand:	Size:/Qty/volume	Price:
Aquafina	20 oz/552	

(HEALTHY) SNACK CHOICES NOT LISTED IN GROUP B TABLE ABOVE		
Product Brand:	Size:/Qty/Volume	Price:

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Snyder F/F Mini Pretzels	2.25 oz/295	
Granola NV Bar Oats Honey	1.5 oz/112	

COLD FOOD CHOICES NOT LISTED IN GROUP C TABLE ABOVE			
Product Brand:	Describe	Size:/Qty/volume	Price to Customer:

SECTION II
Section II Coffee Brewing Program

Costs to be billed to the City of Tulsa

Bidder may bid products of equal quality

COFFEE BREWING PROGRAM				BIDDERS RESPONSE				
DESCRIPTION	Product Brand Name:	Unit of Measure	Quantity (A)	Brand Bid	Quantity/Case	Case Price	Unit Price (B)	Extended Cost (A times B)
COFFEE								
Premium Filter Packs:	House Blend bags	bag	10,590					
Premium Decaf Filter Packs:	House Blend Decaf bags	bag	1344					
TEA								
Individual Serving Bags:	Lipton Tea 100 ct	Ct.	17					
Individual Decaf Serving Bags:	Lipton Decaf 100 ct	Ct.	2					
HOT COCO								
Individual Serving Bags:	Butternut 50 ct	Ct	200					
Individual Decaf Serving Bags:	Butternut 72 ct	Ct	25					

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SWEETNER									
Sugar Canister: 22 ounce.	Sugar 22 oz	ea	418						
Splenda packet		ea	19,500						
CREAMER									
Cream Canister: 16 ounce	Latte Creamer 16 oz	ea	478						
Mini-Moos		ea	752						
Stir Stix: 5 inch	Stir Stix	ea	5000						
				Total Yearly Cost The total to the right will be used to determine the number of points awarded (See Special Requirements, #8D)				\$ _____	

OPTIONAL:

SERVING CONTAINER									
Creamer packet		ct							
Sugar packet		ct							

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 **will be considered** if the following conditions are met:

- a) You must limit any increase to **one** of the following (indicate your choice*):
 - a. the change in the Consumer Price Index from BLS Table 1 (web link below) from the prior year, as measured by the change in the CPI-U between the most recent month available and that same month in the prior year ____ (place an "X" here if this is your choice)
 - a fixed percentage you specify ____%
- b) You must notify City, in writing, no later than 90 days before the initial contract period ends, or any renewal period ends, of your intent to exercise the price choice in your bid. **Failure to so notify City will result in City denying any price increases.** In no event can the proposed price change exceed that possible under the choice in your bid. Your notice can be sent by certified mail, fax or email.
- c) **You must certify at renewal that the prices you are requesting from the City, including any increase requested, are as favorable as the prices you are charging your other customers which purchase similar quantities, and types, of goods and services.** Any increase requested at renewal will be considered in the City's decision whether to renew, or re-bid, the contract.**

Notes: * - Any price increase you choose will be considered in the evaluation of your bid. If you choose the CPI-U, the annual increase used for evaluation will be assumed to equal the change in the CPI-U for the prior year, as described above.

** - The Affidavit of Compliance for Price Adjustment, which will need to be provided **at renewal** if an increase is requested, can be accessed via the following Web Link: <http://204.62.23.97/Fms/Fl.htm> , or you may contact the Buyer listed on this

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Invitation for Bid to request one.

CPI Web Link: <http://www.bls.gov/news.release/cpi.t01.htm>

Company Name _____

Authorized Signature Here ▶ _____

Printed Name: _____

RETURN THIS ENTIRE BID PACKET