



INVITATION FOR SEALED BID

TAC 280

Description: Auto Paint and Supplies
Department: Equipment Management

NIGP Commodity Code(s): 630-49-00-000-0

Total pages including this page is 18

Important Instruction – Read Carefully:

If you have obtained these bid specifications from either of:

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

City of Tulsa's Website : <http://www.cityoftulsapurchasing.org/>

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

TABLE OF CONTENTS

Pay special attention to those pages with a reference to the following notes:

Note #1: Signature of authorized agent required

Note #2: Signature of an authorized agent and notarized required

Table of Contents		2
Invitation for Sealed Bid	(Note #1)	3
General Terms and Conditions		4
Interest Affidavit	(Note #2)	5
Bidder Affidavit	(Note #2)	6
Contractor Information Sheet		7
Summary Price Sheet		8
Specifications		9-18

Your bid response should follow the same format listed above plus any additional format requested in the body of the bid invitation.

**INVITATION FOR SEALED BIDS
TO
City of Tulsa**

200 CIVIC CENTER, ROOM 109, TULSA, OKLAHOMA 74103

Bid number and date of bid opening must appear on the lower
left outside corner of bid envelopes and all related containers.

DATE OF OPENING: May 24, 2001

BID NUMBER: TAC 280

BID MUST BE IN THE CITY CLERK'S OFFICE AT THE ABOVE ADDRESS BY 5:00 P.M. THE DAY PRECEDING THE "DATE OF OPENING" SHOWN ABOVE.

BIDS WILL BE OPENED AT 8:30 A.M. IN THE CITY COUNCIL ROOM ON THE DAY SPECIFIED UNDER "DATE OF OPENING."

PUBLISHED IN THE TULSA DAILY COMMERCE AND LEGAL NEWS: May 14, 15, 16, 17, 18, 2001

Bid must be accompanied by bidder's bond, cashier's check or certified check in the amount of: NONE

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

THE FOLLOWING SECTION MUST BE COMPLETED BY BIDDER

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

Payment terms _____ % _____ days.

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

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

MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID

FIRM NAME _____

by

SIGNATURE OF AUTHORIZED AGENT

STREET _____

TITLE

CITY STATE _____ ZIP CODE _____ PHONE NUMBER _____ DATE _____

GENERAL TERMS AND CONDITIONS OF SEALED BIDS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID.

NO EXCEPTIONS TO THESE TERMS & CONDITIONS WILL BE CONSIDERED.

1. **BIDS MUST BE SUBMITTED ON THIS FORM ONLY INCLUDING A SIGNATURE OF AN AUTHORIZED AGENT.** Each bid shall be placed in a separate envelope. Be sure envelope is completely and properly identified and sealed, showing the bid number and date in the lower left hand corner. Bids must be time stamped in the office of the City Clerk by 5:00 P.M. on the day before date of opening.
2. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. All prices shall be quoted F.O.B. Tulsa, Oklahoma, and delivery to City of Tulsa location shall be without additional charge.
4. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of his contract with the City of Tulsa.
5. The bidder shall show in the proposal both the unit prices and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit prices shall prevail.
6. Any exceptions or deviations from written specifications shall be shown in writing and attached to the bid form.
7. Each bidder agrees to comply with the terms of Title 5, Chapter 1, of Tulsa, Oklahoma Charter and revised ordinances relating to equal employment opportunity.
8. **THE ENCLOSED FORMS REGARDING NON-COLLUSION AND FINANCIAL INTEREST MUST BE SIGNED, NOTARIZED, AND RETURNED WITH THE BID.**
9. The City of Tulsa reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
10. All bids must be accompanied by bidders bond, cash, certified or cashier's check in the amount shown on the face of the bid form. This amount shall be retained by the City of Tulsa as liquidated damages in the event the successful bidder (or bidders) fails to execute a contract, if required. The bidder agrees that said amount is presumed to be the damages sustained by the City due to the impracticability and extreme difficulty in fixing the actual damages. The office of the City Clerk will return the bid deposits to the unsuccessful bidders, after a contract has been awarded or all bids have been rejected.
11. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of invoice, the date of receipt of all material covered by the purchase order, or the date of receipt by the City of Tulsa of the original copy of the purchase order with properly executed Affidavit of Claimant, whichever is the later date.
12. Direct purchase of certain items of equipment or material by the City of Tulsa are exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax. The City of Tulsa will furnish executed exemption certificates upon presentation by the bidder at the time of purchase.
13. Bid must show number of days required for delivery under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promises may cause bid to be disregarded. Contractor must keep Purchasing Department advised at all times of status of order. Default in promised delivery or failure to meet specifications authorizes the Purchasing Agent to purchase supplies elsewhere and charge full increase of cost and handling to defaulting contractor. Consistent failure to meet delivery promises without valid reason may cause removal from bid list.

14. Bidder agrees to defend and save City of Tulsa from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patent relating to goods specified in this order or the ordinary use or operation of such goods by City or use or operation of such goods in accordance with bidders direction.
15. If the bid requires a written contract, the successful bidder shall execute a written contract with the City of Tulsa and return the required bonds and insurance certificates within ten (10) days after submission of contracts to said bidder by the City.

BIDDER AFFIDAVIT - TITLE 74 O.S. (1974 SUPP.) 85.22-85.25

STATE OF _____ COUNTY OF _____

_____, of lawful age, being first duly sworn on oath says
Authorized Agent

1. (s)he is the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.
2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. neither the bidder nor anyone subject to the bidder's direction or control has been a party;
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

SIGNATURE OF AUTHORIZED AGENT

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

Signature of Notary Public

MY COMMISSION EXPIRES

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

CONTRACTOR/BIDDER INFORMATION SHEET

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

Project No. or Description _____

Full Name of Bidder _____

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

Address _____

Telephone No. _____

FAX No. _____

Taxpayer Identification Number _____

Contact Person _____

Phone No. _____

Fax No. _____

E-mail address _____

Webpage Address _____

Price Sheet Summary

Vendor Name: _____ Signature: _____

Date: _____

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

TAC #280 AUTO PAINT AND SUPPLIES EQUIPMENT MANAGEMENT DEPARTMENT

The following is a list of items most commonly used by the Equipment Management Department. Any brand or manufacturer's name called out is to set the quality of the items desired and is not meant to limit bidding on products of equal quality. The City of Tulsa reserve the right to make final judgment as to the equality of the items bid.

Bidders shall complete the following section and submit with their bid. If any of the following items are not available, bidder shall indicate by placing "NA" in the space provided.

1. <u>SANDPAPER:</u>			<u>NET PRICE (AFTER % DISCOUNT</u>	<u>* UNIT OF PURCHASE</u>	<u>** MANUFACTURER & PRODUCT NO.</u>
3 M or equivalent					
01436	280 Grit	6" Disc (DA)	\$ _____	\$ _____	_____
01437	240 Grit	6" Disc	\$ _____	\$ _____	_____
01439	180 Grit	6" Disc	\$ _____	\$ _____	_____
01441	120 Grit	6" Disc	\$ _____	\$ _____	_____
01443	80 Grit	6" Disc	\$ _____	\$ _____	_____
01547	40 Grit	6" Disc	\$ _____	\$ _____	_____
01549	80 Grit	8" Disc	\$ _____	\$ _____	_____
01550	40 Grit	8" Disc	\$ _____	\$ _____	_____
02004	320 Grit	Wet/Dry	\$ _____	\$ _____	_____
02021	1000 Grit	Wet/Dry	\$ _____	\$ _____	_____
02022	1200 Grit	Wet/Dry	\$ _____	\$ _____	_____
		5-1/2 x 9"			
02023	1500 Grit	Wet/Dry	\$ _____	\$ _____	_____
02035	800 Grit	Wet/Dry	\$ _____	\$ _____	_____
02038	400 Grit	Wet/Dry	\$ _____	\$ _____	_____
02036	600 Grit	Wet/Dry	\$ _____	\$ _____	_____
02134	100 Grit	Sheet	\$ _____	\$ _____	_____
02220	80 Grit	Air File	\$ _____	\$ _____	_____

02222	36 Grit	Air File	\$ _____	\$ _____	_____
02248	40 Grit	Air File	\$ _____	\$ _____	_____
02230	80 Grit	2" Stick-it	\$ _____	\$ _____	_____
02231	40 Grit	2" Stick-it	\$ _____	\$ _____	_____
02400	80 Grit	2" Sheet	\$ _____	\$ _____	_____
02595	180 Grit	Stikit Gold	\$ _____	\$ _____	_____
02598	100 Grit	Stikit Gold	\$ _____	\$ _____	_____

* **Please indicate the smallest unit of purchase available for each item shown. If the smallest unit of purchase is given as case lots, boxes, rolls, etc., then please include the number of individual items comprising each unit of purchase.**

** **Please indicate the Manufacturer and Product Number IF different from that specified.**

2. GENERAL SUPPLIES:

3 M or equivalent

		NET PRICE (AFTER % DISCOUNT	* UNIT OF PURCHASE	** MANUFACTURER & PRODUCT NO.
05442	Soft Hand Block	\$ _____	\$ _____	_____
05530	Soft Hand Sanding Pad	\$ _____	\$ _____	_____
05701	Compound Pad 2+2	\$ _____	\$ _____	_____
05705	Polishing Pad 2+2	\$ _____	\$ _____	_____
05725	Foam Pad (2/pkg)	\$ _____	\$ _____	_____
05929	Finesse-it II	\$ _____	\$ _____	_____
05955	Compound	\$ _____	\$ _____	_____
05960	Spot Putty Green	\$ _____	\$ _____	_____
05996	Spot Putty Red	\$ _____	\$ _____	_____
05976	Fill and Glaze	\$ _____	\$ _____	_____
05995	Compound	\$ _____	\$ _____	_____
06021	Microfinish Liquid	\$ _____	\$ _____	_____
06031	Micro Compound	\$ _____	\$ _____	_____
06332	1/2" Masking Tape	\$ _____	\$ _____	_____
06334	3/4" Masking Tape	\$ _____	\$ _____	_____
06340	2" Masking Tape	\$ _____	\$ _____	_____
06506	6" Masking Paper	\$ _____	\$ _____	_____
06512	12" Masking Tape	\$ _____	\$ _____	_____
06518	18" Masking Paper	\$ _____	\$ _____	_____
07051	Respirator Filter /SM	\$ _____	\$ _____	_____
07052	Respirator Filter /Med	\$ _____	\$ _____	_____
07053	Respirator Filter /Lg	\$ _____	\$ _____	_____
08001	Weatherstrip Adhesive	\$ _____	\$ _____	_____
08061	Adhesive Clear	\$ _____	\$ _____	_____
08505	Sealer Body	\$ _____	\$ _____	_____
08609	Sealer Urethane	\$ _____	\$ _____	_____
08656	Sealer Brushable	\$ _____	\$ _____	_____

08B715	7" Disc	\$ _____	\$ _____	_____
08874	Rocker Schultz	\$ _____	\$ _____	_____
07447	Scuff Pad	\$ _____	\$ _____	_____
07448	Scuff Pad	\$ _____	\$ _____	_____
ZZ-Ebony	Liquid Ebony	\$ _____	\$ _____	_____

* **Please indicate the smallest unit of purchase available for each item shown. If the smallest unit of purchase is given as case lots, boxes, rolls, etc., then please include the number of individual items comprising each unit of purchase.**

** **Please indicate the Manufacturer and Product Number IF different from that specified.**

3. <u>GENERAL SUPPLIES:</u>	NET PRICE (AFTER % DISCOUNT)	* UNIT OF PURCHASE	** MANUFACTURER & PRODUCT NO.
Marson disposable Wheel covers	\$ _____	\$ _____	_____
Plastic Sheeting	\$ _____	\$ _____	_____
Aerosol Undercoat	\$ _____	\$ _____	_____
Fiberglass Matting	\$ _____	\$ _____	_____
Razor Blades	\$ _____	\$ _____	_____
Filler Spreaders	\$ _____	\$ _____	_____
Rubber Squee-gees	\$ _____	\$ _____	_____
Dyna-Weld DY-662	\$ _____	\$ _____	_____
Marson Whitefill M-1278	\$ _____	\$ _____	_____
Latex Gloves	\$ _____	\$ _____	_____
Tack Cloths	\$ _____	\$ _____	_____
Curved Cheese Graters	\$ _____	\$ _____	_____
Body filler Creme Hardener (4 oz. Tubes)	\$ _____	\$ _____	_____
Cut-Off Wheels/Spot Weld Cutters	\$ _____	\$ _____	_____

***Please provide price/gal (if applicable) on the following items:**

4. <u>PAINT PRODUCTS:</u>	NET PRICE (AFTER % DISCOUNT)	* UNIT OF PURCHASE	** MANUFACTURER & PRODUCT NO.
Ultra 7000	\$ _____	\$ _____	_____
645 - Urethane clear	\$ _____	\$ _____	_____
630 - Urethane clear	\$ _____	\$ _____	_____
690 - Hardener	\$ _____	\$ _____	_____
605 - Basecoat Stabilizer	\$ _____	\$ _____	_____
660 - Clearcoat Reducer - Fast	\$ _____	\$ _____	_____
665 - Clearcoat Reducer - Med	\$ _____	\$ _____	_____
670 - Clearcoat Reducer - Slow	\$ _____	\$ _____	_____
6252 - Urethane Retarder	\$ _____	\$ _____	_____
P6849 - Ultra Fill II - Urethane Primer	\$ _____	\$ _____	_____
RK7-89 - Reducer	\$ _____	\$ _____	_____
V6V-79 - Hardener	\$ _____	\$ _____	_____

CP-041 White Urethane Primer (S/W)	\$ _____	\$ _____	_____
CP-042 Black Urethane Primer (S/W)	\$ _____	\$ _____	_____
CC-650 Clearcoat Urethane (S/W)	\$ _____	\$ _____	_____

- * **Please indicate the smallest unit of purchase available for each item shown. If the smallest unit of purchase is given as case lots, boxes, rolls, etc., then please include the number of individual items comprising each unit of purchase.**
- ** **Please indicate the Manufacturer and Product Number IF different from that specified.**

5. <u>GENERAL PAINT PRODUCTS:</u>	NET PRICE (AFTER % DISCOUNT	* UNIT OF PURCHASE	** MANUFACTURER & PRODUCT NO.
R7K-158 - Surface Cleaner	\$ _____	\$ _____	_____
R7K-6251 - Universal Retarder	\$ _____	\$ _____	_____
R7K-212 - Reducer (medium)	\$ _____	\$ _____	_____
R4K-179 - Reducer	\$ _____	\$ _____	_____
R7K-248 Thinner	\$ _____	\$ _____	_____
P2A-43 - Gray Ultra-Fill	\$ _____	\$ _____	_____
P2A-44 - Red Ultra-Fill	\$ _____	\$ _____	_____
R7K-205 - Non Penetrating thinner	\$ _____	\$ _____	_____
E2-A-28 - et Seal Gray	\$ _____	\$ _____	_____
P1A-60 - Q-Seal	\$ _____	\$ _____	_____
T1F-271 - Universal Flattner	\$ _____	\$ _____	_____
V2V-326 - Vinyl Additive	\$ _____	\$ _____	_____
02A139 - Fiberglass Reinforced Filler (S/W)	\$ _____	\$ _____	_____
RK7213 Solvent Cleaner (S/W)	\$ _____	\$ _____	_____
Transparent Urethane Sealer	\$ _____	\$ _____	_____
T1C-285 - Acrylic Clear	\$ _____	\$ _____	_____
V3K-780 - Fisheye	\$ _____	\$ _____	_____
V6V-299 - Multi-Flex Additive	\$ _____	\$ _____	_____
E2G-980 - G.B.P. Etching Filler	\$ _____	\$ _____	_____

* **Please indicate the smallest unit of purchase available for each item shown. If the smallest unit of purchase is given as case lots, boxes, rolls, etc., then please include the number of individual items comprising each unit of purchase.**

** **Please indicate the Manufacturer and Product Number IF different from that specified.**

6. PAINT

***This list does not cover the variety of paint colors needed to do a proper refinish job. Due o the City's vast fleet, access to the complete color spectrum is necessary. These colors shold be available in the following bases: Acrylic Lacquer, Acrylic Enamel and Ultra 7000 (a uethane basecoat/clearcost system).**

<u>MODEL</u>	<u>COLOR</u>	<u>COLOR CODE</u>	<u>NET PRICE</u>		
			<u>ACRYLIC LACQUER</u>	<u>ACRYLIC ENAMEL</u>	<u>(CLEARCOAT) ULTRAA 7000</u>
Chrysler	Bright White	PW7	\$ _____	\$ _____	\$ _____
Ford	Oxford	YO	\$ _____	\$ _____	\$ _____
Ford	White	YZ	\$ _____	\$ _____	\$ _____
GM	White	40	\$ _____	\$ _____	\$ _____
GM	White	16	\$ _____	\$ _____	\$ _____
Ford	School Bus Yellow	AL	\$ _____	\$ _____	\$ _____
Chevrolet	Wheatland	86	\$ _____	\$ _____	\$ _____
Ford	Chrome Yellow	6S	\$ _____	\$ _____	\$ _____
Ford	Hot Red	E5	\$ _____	\$ _____	\$ _____
Ford	Red Red	EZ	\$ _____	\$ _____	\$ _____
GM	Standard Red	72	\$ _____	\$ _____	\$ _____
GM	Torch Red	70	\$ _____	\$ _____	\$ _____
Chrysler	Radiant Fire	PRB	\$ _____	\$ _____	\$ _____
Chrysler	Fire Storm	R71	\$ _____	\$ _____	\$ _____

(Above prices are to be per gallon unless otherwise noted by bidder.)

Please complete the following section and submit with your bid. Bidders may submit multiple manufacturers, per section, if applicable.

SECTION I - SANDPAPER

Manufacturer: _____

Price List No.: _____

% Discount from MSP: _____

SECTION II - GENERAL SUPPLIES

Manufacturer: _____

Price List No.: _____

% Discount from MSP: _____

SECTION III - GENERAL SUPPLIES

Manufacturer: _____

Price List No.: _____

% Discount from MSP: _____

SECTION IV - PAINT PRODUCTS

Manufacturer: _____

Price List No.: _____

% Discount from MSP: _____

SECTION V - GENERAL PAINT PRODUCTS

Manufacturer: _____

Price List No.: _____

% Discount from MSP: _____

SECTION VI - PAINT

Manufacturer: _____

Price List No.: _____

% Discount from MSP: _____

Submittals: Bidders must submit one (1) copy of the Manufacturer's Suggested Price List for each product line offered, and one(1) copy of the Manufacturer's Product Catalog (if available).

**TAC #280
AUTO PAINT AND SUPPLIES
EQUIPMENT MANAGEMENT DEPARTMENT**

INTENT:

It is the intent of this bid invitation to obtain bid proposals for furnishing **Auto Paint and Supplies** to the City of Tulsa, Equipment Management Department.

GENERAL SPECIFICATIONS:

Bids will be accepted only from established automotive paint and body shop supply companies that have warehousing capabilities and the resources to match and blend paint.

Bidders must carry a complete stock of various items listed herein so that over the counter emergency purchases can be made on most common use items.

This bid will not apply to large bulk orders, but will be used to assist in the completion of day to day auto body repairs to City of Tulsa vehicles.

If a particular manufacturer's name or brand is specified, bids will be considered on other brands or products bidding an acceptable **equivalent** quality from other manufacturers. On all other items, the bidder shall indicate clearly the product or brand on which he is bidding and shall furnish samples if requested, so that a comparison can be made.

Any exceptions to or deviations from the specifications set forth in this bid shall be clearly described in the bidder's proposal. Please make as many attachments to your bid proposal as necessary. Failure to include price lists and catalogs may result in the rejection of your bid.

The selected paint and supplies vendor will be required to supply paint mixing machines and all necessary hardware to be utilized in the Equipment Management Department's Collision Repair Center. If you require more information regarding this machine, contact the Center at 596-1245 or Jay Carter at 596-9817.

CONTRACT:

The terms of the contract shall be for a period of one (1) year beginning from the date it is executed by the City of Tulsa. The contract shall be renewable, with the consent of both parties, for two (2) successive one (1) year periods.

ASSIGNMENT:

Successful bidder shall not sell, sublet, or assign this agreement or any portion thereof to any persons or persons, except upon the written approval of the City of Tulsa.

BIDDER AFFIDAVITS:

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

ADDENDA AND INTERPRETATIONS:

If it becomes necessary to revise any part of this bid, a written addendum will be provided to all the bidders. The City of Tulsa is not bound by any oral representations, clarifications, or changes made in the written specifications by City of Tulsa employees, unless such clarification or change is provided to bidders in written addendum form from the Purchasing Division.

PICKUP AND DELIVERY:

Most orders will be picked up by the City on over-the-counter sales, but it may be necessary at times to request delivery. If delivery is required, the bidders are to indicate delivery charges (if any) and the amount of purchase required for such delivery.

PRICE ADJUSTMENT OPTION

The price paid for a commodity under this contract shall not change during the term of this contract. However, if the bidder anticipates that it will not be able to maintain firm prices for any renewal period, a change in price may be allowed in a renewal of this contract if the following criteria are met:

- (1) The bidder includes a formula, to be used to calculate a change in price at the time of renewal, in the bid for the initial contract. Such formula shall be reasonable, objective and capable of measurement.
- (2) The contractor notifies the City, in writing, no later than 30 days prior to the expiration of the initial contract period, or any renewal period, of its intent to exercise the right to escalate or de-escalate prices under the contract. The notice shall include a calculation of the price increase or decrease requested including the formula used.

The City of Tulsa does not guarantee any specific quantity or number of purchases that will be made during the contract period. If the vendor's prices cannot stay competitive with the outside market, the City reserves the right to purchase from outside suppliers or low bidder(s).

PURCHASE ORDERS, INVOICING AND PAYMENT:

The City may issue both itemized and blanket type purchase orders for the various City agencies.

The contract holder shall furnish the user department one (1) copy of the itemized delivery ticket.

The original invoice is to be sent directly to the City of Tulsa Accounts Payable Division, 200 Civic Center, City Hall Building, 9th Floor, Tulsa, Oklahoma 74103.

Invoices shall contain as a minimum, the following information:

1. Using agency and address
2. Purchase Order Number
3. Delivery Ticket number (if not the same as invoice number)
4. Product description
5. Unit price of product(s)
6. Total price of invoice
7. Delivery or pick-up date
8. TAC number

Invoices for monthly blanket purchase orders are not to exceed the dollar amount shown on the purchase order.

AWARD OF BID:

The bid shall be awarded to the firm whose proposal is responsive to the bid and is most advantageous to the City, considering the factors identified in the bid and Section 406E of Title 6, The Purchasing Ordinance set forth below:

406E. AWARD OF CONTRACT

1. Authority in the Mayor. The Mayor shall have the authority to award contracts within the purview of this chapter.
2. Lowest Secure Bidder. Contracts shall be awarded to the lowest secure bidder meeting specifications. Bid Specifications may include a point system for evaluating the lowest secure bid. In determining "lowest secure bidder", in addition to price, the following factors shall be considered:
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;

- b. whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
- c. the character, integrity, reputation, judgment, experience and efficiency of the bidder;
- d. the quality of performance of previous contracts or services;
- e. the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- f. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- g. the quality, availability and adaptability of the supplies or contractual services to the particular use required;
- h. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- i. where an earlier delivery date would be of great benefit to the requisitioning agency, the date and terms of delivery may be considered in the bid award, and
- j. the number and scope of conditions attached to the bid.
- k. if a point system has been utilized in the bid specifications, the number of points earned by the bidder.

BID EVALUATION

Evaluation of the bids will be based upon a point system in which 3 points will be given to the bidder whose net price for each line item is lowest; 2 points given to the second low bidder per item and 1 point to the third lowest. Award of bid will be made to the bidder whose point total is highest.