



INVITATION FOR SEALED BID

TAC 84

Description: Travel Agency Services
Department: City of Tulsa

NIGP Commodity Code(s): 961-78-00-000-0

Total pages including this page is 16

NOTE: FAXING OF BID WILL NOT BE ACCEPTED

Important Instruction – Read Carefully:

If you have obtained these bid specifications from either of:

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

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

you must notify the buyer **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.

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

Note #1: Signature of authorized agent required

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

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

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

200 CIVIC CENTER, ROOM 109, TULSA, OKLAHOMA 74103

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

DATE OF OPENING: February 1, 2001

BID NUMBER: TAC 84

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: January 22, 23, 24, 25, 26, 2001

Bid must be accompanied by bidder's bond, cashier's check or certified check in the amount of: _____

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: _____ Date: _____

Signature: _____

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 84

Travel Agency Services City of Tulsa

(1) Discount on Airline Tickets _____ %

(2) Type and amount of Any Transaction Fees Charged: _____

(3) Additional Services Provided at NO ADDITIONAL COST:

(A) Car Rental Reservations	yes	no
(B) Hotel Reservations	yes	no
(C) Passport and Visa Service Assistance	yes	no
(D) Fax and Internet Services	yes	no
(E) Life Insurance	yes	no
(F) Others: (Please list) _____		

(4) For Reservations, contact _____ at _____
Name phone #

TAC 84

TRAVEL AGENCY SERVICES

CITY OF TULSA

INTENT:

THE INTENT OF THESE SPECIFICATIONS IS TO SET MINIMUM REQUIREMENTS, NOT TO OTHERWISE LIMIT BIDDING FOR THE SUPPLY OF **TRAVEL AGENCY SERVICES**.

GENERAL:

THE CITY INTENDS TO ESTABLISH A CONTRACT FOR TRAVEL SERVICES TO BE UTILIZED BY ALL CITY DEPARTMENTS AND AGENCIES. COMPLIANCE WITH THE CITY OF TULSA TRAVEL POLICY WILL BE REQUIRED. A COPY OF THIS POLICY IS AVAILABLE BY CONTACTING THE PURCHASING DIVISION OF THE FINANCE DEPARTMENT, 596-7561.

THE CITY RESERVES THE RIGHT TO MAKE MULTIPLE AWARDS OR AWARD THE BID TO BACKUP SOURCES.

VENDOR QUALIFICATIONS:

BIDDERS MUST PRESENT EVIDENCE THAT THEY ARE COMPETENT AND HAVE THE NECESSARY FACILITIES, EXPERIENCE AND FINANCIAL RESOURCES TO FULFILL THE CONDITIONS OF THESE SPECIFICATIONS. THE SUCCESSFUL BIDDER AGREES THAT IF SELECTED, IT WILL ENTER INTO A CONTRACT WITH THE CITY OF TULSA AND WILL FURNISH TO THE CITY ALL DATA AND DOCUMENTATION HEREIN REQUIRED.

TO PROVIDE INFORMATION FOR EVALUATION, BIDDERS MUST SUBMIT AS A PART OF THEIR BID THE FOLLOWING INFORMATION:

- 1) A LIST OF NO LESS THAN THREE REFERENCES. THE LIST MUST CONTAIN THE NAMES AND ADDRESSES OF CUSTOMERS OF COMPARABLE SIZE TO THE CITY OF TULSA FOR WHOM YOU HAVE PROVIDED TRAVEL SERVICE FOR A MINIMUM OF ONE YEAR.**
- 2) NUMBER OF EMPLOYEES IN YOUR COMPANY.**
- 3) NUMBER OF YEARS YOUR COMPANY HAS BEEN IN BUSINESS.**

4) A LIST OF BANK REFERENCES. THE LIST MUST CONTAIN THE NAMES AND ADDRESSES OF ANY BANK(S) YOU CURRENTLY OR IN THE PAST HAVE UTILIZED AS A BUSINESS.

THE RIGHT IS RESERVED TO DISQUALIFY ANY BIDDER WHO DOES NOT MEET THE MINIMUM QUALIFICATIONS. FAILURE TO PROVIDE THE REQUESTED INFORMATION WILL BE CAUSE TO DISQUALIFY A VENDOR'S BID.

VENDOR MUST BE ABLE TO PROVIDE THE FOLLOWING:

- ◆ INVOICE THE CITY OF TULSA FOR EACH TICKET
- ◆ IDENTIFY THE DEPARTMENT ORDERING THE TICKET WITH EITHER A CENTER NUMBER OR TRAVEL AUTHORIZATION NUMBER ON EACH TICKET AND INVOICE
- ◆ DELIVER AIRLINE TICKETS TO ACCOUNTS PAYABLE, CITY HALL, ROOM 905, ALONG WITH AN ITINERARY
- ◆ FAX A CONFIRMATION TO THE PERSON MAKING RESERVATIONS TO CONFIRM THAT THE TICKET HAS BEEN BOOKED AT THE RATE QUOTED
- ◆ HAVE AN AGREEMENT WITH A NATIONAL CAR RENTAL COMPANY AND MAKE RESERVATIONS WHEN REQUIRED
- ◆ HAVE THE ABILITY TO BOOK HOTEL RESERVATIONS. IF A DEPOSIT IS REQUIRED, PAY AND INVOICE THE CITY OF TULSA.

LOWEST FARE GUARANTEE:

THE SUCCESSFUL CONTRACTOR SHALL GUARANTEE TO OFFER THE CITY THE LOWEST AVAILABLE PRICE ON AIRLINE TICKETS BY THE USE OF JOINT FARES, EXCURSIONS OR OTHER DISCOUNTS OR METHODS WHICH MAY BE AVAILABLE AT THE TIME OF TICKETING. CONTRACTOR WILL INCLUDE IN ITS BID A STATEMENT ADDRESSING THE GUARANTEE OF THE LOWEST FARE AND DETAILING THE METHODS WHICH WILL BE USED TO INSURE COMPLIANCE. THE CITY WILL AT ITS DISCRETION AUDIT THESE FARES TO ENSURE IT IS BEING OFFERED THE LOWEST AVAILABLE FARES. TERMINATION OF THIS CONTRACT MAY ENSUE IF IT IS DETERMINED THAT THE LOWEST FARE HAS NOT BEEN OFFERED. THE CONTRACTOR AGREES TO REFUND THE DIFFERENCE BETWEEN THE LOW AVAILABLE FARE AND THE FARE OFFERED IF THIS SITUATION SHOULD ARISE.

TICKETING:

ALL TICKETS MUST CLEARLY STATE THAT REFUNDS BY AIRLINES OR TRAVEL AGENTS WILL BE REFUNDED TO THE CITY OF TULSA.

THE SUCCESSFUL BIDDER WILL MAINTAIN A RECORD OF TRAVEL CREDITS OR OTHER PROMOTIONAL AWARDS ACCUMULATED BY THE CITY. IT IS UNDERSTOOD THAT RESERVATIONS ARE MADE IN THE CITY'S NAME AND THAT, THEREFORE, THE CITY WILL RETAIN FREQUENT FLYER AND OTHER AWARDS.

PREMIUMS WILL NOT, HOWEVER, BE A CONSIDERATION IN DETERMINING WITH WHOM AIR TRAVEL WILL BE BOOKED.

DELIVERY:

DELIVERY OF TICKETS TO THE CITY OF TULSA SHALL BE MADE BY DIRECT EMPLOYEES OF THE SUCCESSFUL CONTRACTOR. EXCEPT FOR EMERGENCY SITUATIONS, THE TRAVEL AGENT WILL BE RESPONSIBLE FOR DELIVERING TICKETS AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO SCHEDULED DEPARTURE. THESE TICKETS WILL BE DELIVERED TO THE TRAVELER'S WORK ADDRESS. EACH INDIVIDUAL CITY DEPARTMENT WILL CALL THE SUCCESSFUL TRAVEL AGENCY TO MAKE THEIR TRAVEL RESERVATIONS.

MANAGEMENT REPORTS:

THE SUCCESSFUL CONTRACTOR WILL BE REQUIRED TO PROVIDE A QUARTERLY STATEMENT TO THE CITY DETAILING THE SERVICES THAT HAVE BEEN PROVIDED. THE FORMAT OF THE REPORT WILL BE AT THE CONTRACTOR'S DISCRETION; HOWEVER, THE REPORT WILL CONTAIN THE FOLLOWING INFORMATION AS A MINIMUM:

- 1) ***NAME OF CITY DEPARTMENT***
- 2) ***DATE OF SERVICE***
- 3) ***INVOICE NUMBER***
- 4) ***PASSENGER/CUSTOMER NAME***
- 5) ***ROUTING ITINERARY (INCLUDING FLIGHT NUMBERS AND AIRLINES USED)***
- 6) ***FARE CHARGES***
- 7) ***COACH FARE FOR SAME ROUTING***
- 8) ***DIFFERENCE BETWEEN 6 & 7***

SERVICES:

IN EVALUATING PROPOSALS, THE CITY WILL CONSIDER SERVICES AND DISCOUNTS OFFERED BY THE AGENTS IN THE FOLLOWING AREAS:

- *AIRPORT PARKING*
- *HOTEL*
- *FREQUENT FLYER PROGRAMS*
- *EMERGENCY SERVICES*
- *CAR RENTALS*
- *FLIGHT INSURANCE*
- *LOST BAGGAGE*
- *DISCOUNTS ON PUBLISHED FARES*

SERVICES AND DISCOUNTS BEING OFFERED SHOULD BE CLEARLY DETAILED IN THE TRAVEL AGENT'S PROPOSAL. THESE ITEMS WILL BE CONSIDERED IN DETERMINATION OF THE SUCCESSFUL VENDOR.

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 REPRESENTATION, 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.

CONTRACT:

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO ENTER INTO CONTRACT WITH THE CITY IN ACCORDANCE WITH ITEM 15 OF THE **TERMS AND CONDITIONS** AS PRINTED ON PAGE 4 OF THE **INVITATION FOR SEALED BIDS** FORM. THE TERM OF THE CONTRACT WILL BE FOR ONE (1) YEAR WITH OPTION TO RENEW FOR TWO (2) ADDITIONAL YEARS, RENEWABLE ANNUALLY WITH AGREEMENT BETWEEN BOTH PARTIES CONCERNED.

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.

ALTERING BIDS:

BIDS CANNOT BE ALTERED OR AMENDED AFTER SUBMISSION DEADLINE. ANY INTERLINEATION, ALTERATION, OR ERASURE MADE BEFORE OPENING TIME AND DATE MUST BE INITIALED BY THE SIGNER OF THE BID, GUARANTEEING AUTHENTICITY. BIDS MUST BE SUBMITTED IN INK OR TYPEWRITTEN, PENCILING WILL NOT BE ACCEPTED.

RIGHT TO AUDIT:

BIDDER FULLY UNDERSTANDS AND HEREBY AGREES BY THE SUBMISSION OF THIS BID THAT SHOULD BIDDER BE AWARDED THIS BID AND SUBSEQUENTLY ENTER INTO CONTRACT WITH THE CITY TO FURNISH THE GOODS, SERVICES, MATERIALS AND/OR SUPPLIES CALLED FOR HEREUNDER, THE BIDDER SHALL, UPON ANY REASONABLE REQUEST BY CITY AND DURING BIDDER'S NORMAL BUSINESS HOURS, GRANT CITY STAFF INGRESS ONTO BIDDER'S PREMISES WHERE BIDDER'S BOOKS AND RECORDS ARE KEPT AND FURTHER AGREES THAT BIDDER SHALL PROVIDE CITY STAFF PERSONNEL REASONABLE ACCESS TO AND SUCH CLERICAL ASSISTANCE AS CITY'S STAFF MAY REQUIRE FOR EXAMINATION AND AUDIT OF BIDDER'S BOOKS AND RECORDS AS RELATE TO GOODS, SERVICES, MATERIALS AND/OR SUPPLIES FURNISHED CITY DURING THE TERM OF ANY CONTRACT RESULTING BETWEEN BIDDER AND CITY PURSUANT TO THIS BID.

AMERICANS WITH DISABILITIES ACT:

THE CONTRACTOR SHALL TAKE THE NECESSARY ACTIONS TO ENSURE ITS FACILITIES AND EQUIPMENT ARE IN COMPLIANCE WITH THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT. IT IS UNDERSTOOD THAT THE PROGRAM OF THE CONTRACTOR IS NOT A PROGRAM OR ACTIVITY OF THE

CITY OF TULSA. THE CONTRACTOR AGREES THAT ITS PROGRAM OR ACTIVITY WILL COMPLY WITH THE REQUIREMENTS OF THE ADA. ANY COSTS OF SUCH COMPLIANCE WILL BE THE RESPONSIBILITY OF CONTRACTOR. UNDER NO CIRCUMSTANCES WILL CONTRACTOR CONDUCT ANY ACTIVITY WHICH IT DEEMS TO NOT BE IN COMPLIANCE WITH THE ADA.

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:

E. AWARD OF CONTRACT.

1. AUTHORITY OF 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. 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, AND;

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 DOCUMENTS:

BIDDER SHALL RETURN ALL BID DOCUMENTS INTACT EXACTLY AS FURNISHED IN ITS ORIGINAL FORM. ALL BID DOCUMENTS REQUIRING SIGNATURE MUST BE SIGNED BY AN AUTHORIZED AGENT OF THE COMPANY BIDDING. PRINTING YOUR NAME IN LIEU OF SIGNATURE WILL NOT BE ALLOWED. **FAILURE TO COMPLY WILL RESULT IN REJECTION OF YOUR BID.**

APPENDIX A

TRAVEL PAYMENT HISTORY

THE CITY OF TULSA GUARANTEES NO SET AMOUNT OF TRANSACTIONS. HOWEVER, THE FOLLOWING PAYMENT INFORMATION IS PROVIDED SOLELY FOR THE BIDDER'S INFORMATION.

<u>YEAR</u>	<u>DOLLARS PAID TO TRAVEL AGENCY</u>
1996	\$174,549.40
1997	\$231,016.12
1998	\$269,100.45
1999	\$241,021.55