

Attachment A

Office Supplies

PRICING SUMMARY

Note: Pricing is to be firm through June 30, 2025.

Office Supplies

Quarterly Cost	\$ <u>8,041.11</u>
Core Items (See Attached)	\$ <u>1,861.63</u>
Non-Core Items (See Attached)	\$ <u>6,179.43</u>

Attach the following:

- Questionnaire responses
- One (1) original proposal agreement for review of legal terms and conditions:
- Sample catalog
- Pricer schedule showing your entire catalog showing prices to be used for this agreement.
Due to nature of sealed bid, pricing schedule must be printed and cannot be sent electronically)

Attachment A (Continuation)

1. List other optional services along with pricing.

N/A \$ N/A

2. List any value-added services and / or volume discount information.

N/A

Comments/Notes:

Attachment B

Terms and Signature Sheet

indicate length of time requires, in calendar days, for delivery/completion after notification of award (oral or written), as this may be a factor in making an award. ONE (1)* Calendar days.

All prices shall be F.O.B. Destination: Location shown within bid documents under the heading GP-5 or as may be stated on the purchase order or verbal instructions given at time order is placed.

In compliance with this invitation for **BID: 25.103** and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified.

My signature certifies that the accompanying bid is not the result of or affected by any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Federal, State, or City Law. Furthermore, I understand that fraudulent and collusive bidding is a crime under Federal, State, and City Law and can result in fines, prison sentences, and civil damage awards. I hereby certify that I am authorized to sign this bid for the bidder.

If you desire not to bid on this Invitation, forward your acknowledgement of "No Bid". Return of **only the Statement of No Interest Sheet** with authorized signature and indicate the reason for "No Bid". Failure to comply may be cause for removal of your company's name from the bid list for the subject commodity and/or service.

Complete Legal Name of Bidder:

ADMIRAL EXPRESS

Company Name

Date:

8/7/2024

Address:

1823 N. PELLOWOOD AVE. BROKEN ARROW, OK 74012

Code

City

State

Zip

Signature:

[Handwritten Signature]

Official Title:

PRESIDENT

Please print or type name clearly:

ERIK ISAACSON

Telephone Number:

888-280-7490

Ext. _____

Email Address:

ERIK@ADMIRALEXPRESS.COM

Federal Tax ID Number

37-1844262

THIS BID IS INVALID IF NOT SIGNED BY AUTHORIZED AGENT AND NOTARIZED

This bid is for supplies on an as is needed basis. Our current next day fill rate with the City of Broken Arrow is 98%.

Attachment C

References

Provide a listing of at least three (3) references, preferably school districts but certainly companies of similar size/volume, for whom you have provided these services within the last three (3) years.

(1) Customer Name: BROKEN ARROW PUBLIC SCHOOL Telephone: 918-259-5732
Contact Name: ELIZABETH SAPP Title: DIRECTOR OF PURCHASING
Address: 701 MAIN ST. BROKEN ARROW, OK 74012
Email Address: ESAPP@BASCHOOLS.ORG

(2) Customer Name: QUICKTRIP Telephone: 918-615-7853
Contact Name: DARLYN JONES Title: ADMINISTRATIVE SERVICES SUPERVISOR
Address: 4705 S. 129TH AVE TULSA, OK 74134
Email Address: DRJONES@QUICKTRIP.COM

(3) Customer Name: TULSA COUNTY Telephone: 918-596-5024
Contact Name: AUDRY ROWE Title: FOOD SPECIALIST
Address: 218 W. 6TH ST. SUITE 760 TULSA, OK 74119
Email Address: AROWE@TULSA COUNTY.ORG

Attachment D

INTEREST AFFIDAVIT

The following affidavit is to accompany the proposal:

STATE OF: OKLAHOMA

COUNTY OF: TULSA

ERIK ISAACSON, Of lawful age, being first duly sworn, states that s(he) is the agent authorized by the bidder to submit the attached proposal. Affiant further states that no officer or employee of the City of Broken Arrow either directly or indirectly, owns a twenty-five percent (25%) interest in the bidder's business or such a percentage, which constitutes a controlling interest. Affiant furthers states that the following officers and/or employees of the City of Broken Arrow have some direct or indirect interest in the bidder's business:

For purposes of this affidavit, a direct or indirect interest is defined to include any relationship existing on the date of this affidavit, or which previously existed within the past year. Such an interest shall also be defined to include any business relationship between or among the proposed parties to the contract project and also to include any business relationship between the officers and directors of the proposed contracting parties of the project.

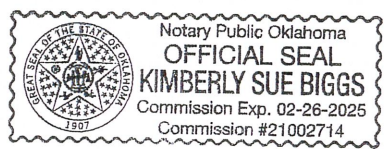
X *[Signature]*

Subscribed and Sworn to before me this 5th day of August 2024

My Commission Expires: 2-26-2025

Kimberly Biggs

Notary Public



Attachment E

PROPOSAL AFFIDAVIT

The following affidavit is to accompany the proposal:

STATE OF: OKLAHOMA

COUNTY OF: TOSIA

ERIK ISAACSON, of lawful age, being first duly sworn, on oath says: 1. (S)he is the duly authorized agent of ADMIRAL EXPRESS, the proposer submitting the competitive offer which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among proposer and between proposer and city officials or employees, as well as facts to 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 offer to which this statement is attached; 2. (S)he is fully aware of the facts and circumstances surrounding the making of the offer to which this statement is attached and has been personally and directly involved in the proceeding leading to the submission of such proposal; and 3. neither the proposer nor anyone subject to the proposer's direction or control has been a party: a). to any collusion among proposers in restraint of freedom of competition by agreement to submit an offer at a fixed price or to refrain from submitting an offer, b). to any collusion with any city 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 proposers and any city official concerning exchange of money or other things of value for special consideration in the letting of a contract.

X [Signature]

Subscribed and sworn to before me this 5th day of AUGUST 2024

My Commission Expires: 2-26-2025

Kimberly Biggs

Notary Public (or Clerk or Judge)

