

City of Broken Arrow



INVITATION TO BID

Bid Number: 24.150

Annual Fire Protection Equipment Services and Maintenance

SUBMIT PROPOSALS

By 10:30 a.m. (Local Time) Wednesday, May 22nd, 2024, to:

The City of Broken Arrow Purchasing Division
1700 W. Detroit (East Building)
Broken Arrow, Oklahoma 74012
(918) 259-7000 Ext. 7361

ALL BIDS MUST BE TURNED IN BY THE ABOVE STATED TIME AND TO THE ABOVE STATED ADDRESS. ANY BID NOT RECEIVED AT THE ABOVE ADDRESS ON OR BEFORE THE STATED TIME WILL BE REJECTED. THERE ARE NO EXCEPTIONS.

There will be a mandatory pre-bid meet on Monday, May 13th, 2024. Please meet at Broken Arrow Operations Building located at 485 N Poplar Ave, Broken Arrow, OK, 74012 at 9:00am (CST) in room C113.

ATTENDANCE (IN PERSON) AT THE PRE-BID MEETING IS REQUIRED TO SUBMIT A BID.

Local time shall mean the time indicated on the Purchasing Division's computers as set by "Coordinated Universal Time -6 hours."

Bidders Are Expected To Examine The Solicitation, Statement Of Work, Specifications, Instructions, And All Amendments. Failure to do so will be At the Bidder's Risk.

All Manufacturers, Suppliers or Contractors Are Encouraged To Bid.

Annual Fire Protection Equipment Services and Maintenance

The City of Broken Arrow invites sealed bids for: **Annual Fire Protection Equipment Services and Maintenance**, in accordance with the provisions, specifications and bidding instructions set forth in this invitation for bid. Bids will be received by the Purchasing Division at 1700 W. Detroit, Broken Arrow, Oklahoma, no later than **10:30a.m. on Wednesday, May 22nd, 2024 (local time)**. Bids will be publicly opened and read aloud **on the same day- Wednesday, May 22nd, 2024, at 11:00 a.m. at the Broken Arrow Operations Building located at 485 N Poplar Ave, Broken Arrow, OK 74012.**

Late bids will not be considered.

To be considered, your bid must be submitted on a copy of this Invitation to Bid. Bidders shall sign this form in the space provided on the "Terms" and "Signature Sheet" and return bid documents to: The City of Broken Arrow, Purchasing Division, 1700 W. Detroit. **Bid documents must be returned in a sealed envelope. Mark outside of an envelope with Invitation for Bid Number 24.150 and opening date of bid (May 22nd, 2024).**

GENERAL PROVISIONS FOR INVITATION TO BID

GP-1 Definitions

- (a) ITB means Invitation to Bid
- (b) Release means purchase order issued against the specified contract.
- (c) Solicitation means an Invitation to Bid
- (d) City means the City of Broken Arrow

GP-2 Explanation to Bidders

Bidders who need clarifications shall contact the Purchasing Division or the individual shown on the ITB. Oral explanations or instructions given before bid opening will not be binding. Any information given to a bidder concerning a solicitation will be provided promptly to all other bidders as an amendment if that information is necessary in submitting bids or if the lack of it would be prejudicial to other bidders.

GP-3 Type of Contract

This is a firm fixed price contract for immediate delivery and definite quantities for the supplies/services specified. Should this contract be for indefinite quantities it will be so stated in the contract.

GP-4 Preparation of Bids

- (a) Bidders are expected to examine the solicitation, statement of work, instructions, and all amendments. Failure to do so will be at the bidder's risk.
- (b) Each bidder shall provide the information required by the solicitation. Bids shall be typewritten or written in ink and signed. Penciled bids will not be accepted. The person signing the bid shall initial erasures or other changes.
- (c) Any usage amounts specified are estimates only and are not guaranteed to be purchased.

- (d) Unit price shall be entered on the form provided or a copy thereof.
- (e) If the supplier wishes to bid “all or none” this must be clearly shown on the bid.
- (f) Recipients of this solicitation not responding with a bid shall return only the “Statement of No Interest”

GP-5 Amendments to Invitation to Bid

- (a) If this solicitation is amended, then all terms and conditions, which are not modified, remain unchanged.
- (b) Bidders shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment with the bid documents.

GP-6 Oral Agreements

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the ITB or the resulting contract. The Purchasing Division must make all modifications to the contract in writing.

GP-7 Submission, Modification, or Withdrawal of Bids

- (a) Bids and bid modifications shall be submitted on proper forms and in sealed envelopes or packages addressed to the Purchasing Division, P.O. Box 610, Broken Arrow, Oklahoma 74013 or if hand delivered, deliver to the office of the Purchasing Division, 1700 W. Detroit, Broken Arrow, Oklahoma. The outside of the envelope or package shall show the opening date and time, the ITB number, and the name and address of the bidder.
- (b) The Purchasing Division will open sealed bids at the time and place specified.
- (c) Any bid received in the Purchasing Division after the exact time specified for receipt will not be considered.
- (d) Bids may be withdrawn or modified by written notice if received no later than forty-eight hours before the bid opening time and date.

GP-8 Bid Compliance

The City of Broken Arrow reserves the right to reject any bid that does not comply with the requirements and specifications of the ITB. **A bid shall be rejected when the bidder imposes terms or conditions that would modify requirements of the ITB or limit the bidder’s liability to the City.**

GP-9 Evaluation and Award

- (a) The City shall evaluate bids in response to this solicitation and will award a contract to the bidder whose bid is determined to be the lowest responsive, responsible bid.
- (b) The City may (1) reject any or all bids, (2) accept other than the lowest bid, and (3) waive informalities or minor irregularities in bids received.
- (c) The City reserves the right to accept by item, groups of items or by the total bid.
- (d) The City may award multiple contracts for the same or similar supplies to two or more sources under this solicitation.

GP-10 Notice of Award

Notice of award letter or purchase order resulting from this ITB will be furnished to each successful bidder and shall result in a binding contract without further action by either party. It shall be the successful bidder’s responsibility to reproduce and distribute copies to all authorized dealers listed in your bid response. No additions, deletions or changes of any kind shall be made to this contract without prior approval of the Purchasing division.

GP-11 Termination of Contract

- (a) This contract can be canceled by the supplier for just cause with a thirty (30) day written request and upon written approval from the Purchasing Division.
- (b) The City may cancel with just cause upon written notification to vendor.
- (c) Immediate cancellation shall be administered when violations are found to be an impediment to the function of the City and detrimental to its cause, or when conditions preclude the 30-day notice.
- (d) If this contract is terminated, the City shall be liable only for payment under the payment provisions of this contract for supplies and/or services rendered before the effective date of termination.

GP-12 Period of Contract Performance

The period of performance for goods and/or services subject to this solicitation and any resulting contract shall be from July 1st, 2024, to include at the option of City of Broken Arrow, one-year annual renewal periods for July 1, 2025, to June 30, 2026, and July 1, 2026, to June 30, 2027.

GP-13 Ordering

Any supply and/or service to be furnished under this contract shall be ordered issuance of written purchase orders by the City. There is no limit to the number that may be issued. Delivery to multiple destinations may be required. Any order dated prior to expiration of this contract shall be performed. In the event of conflict between a purchase order and this contract, the contract shall have precedence.

GP-14 State and Federal Taxes

Purchases by the City of Broken Arrow are not subject to any sales tax or Federal Excise tax. Exemption letters will be furnished upon request.

GP-15 Contractor Invoices

- (a) The vendor shall be paid upon submission of proper invoices to Accounts Payable, P.O. Box 610, Broken Arrow, Oklahoma 74013 at the prices stipulated on the contract. Invoices shall contain the contract number (if applicable) and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment. The Company or Corporation bidding shall be the only office authorized to receive orders, invoices and receive payment. If the bidder wishes to ship or provide service from a point other than the address listed on the face of the bid, he will furnish a list of these locations. No ordering or invoicing will be done at these locations.
- (b) In cases of partial delivery, the City may at its option make partial payment, dependent on the dollar value, or hold all invoices for final delivery to be completed.

GP-16 Prompt Payment Discounts

Discounts for prompt payment will not be considered in the evaluation of offers. However, any discount offered will be annotated on the award and may be taken if payment is made within the discount period.

GP-17 Gratuities

The right of the successful bidder to perform under this contract may be terminated by written notice if the Purchasing Division determines that the successful bidder, or its agent or another representative offered or gave a gratuity (e.g., an entertainment or gift) to an officer, official or employee of the City to obtain a contract.

GP-18 Bid Conformity

By submitting a response to this solicitation, the bidder attests that the supplies or services conform to specified contract requirements.

GP-19 Warranty

The successful bidder agrees the products furnished under this contract shall be covered by the most favorable commercial warranties the contractor gives to any customer for such products; and rights and remedies provided herein are addition to and do not limit any rights afforded to the City by any other clause of this contract.

GP-20 Conflict of Interest

The Invitation to Bid hereunder is subject to the provisions of the Oklahoma Statutes. All supplies must disclose with the bid the name of any officer, director or agency that is also an employee of the City of Broken Arrow or any of its agencies. Further, all suppliers must disclose the name of any City Official or City Employee who owns, directly or indirectly, any interest of twenty-five percent (25%) or more in the supplier's firm or any of its branches.

GP-21 Patents and Royalties

The supplier, without exception, shall indemnify and save harmless the City of Broken Arrow and its employees from liability of any nature or kind, including cost and expense for or on account of any copyrighted, patented, or process, or article manufactured or used in the performance of the contract including its use by the City of Broken Arrow. If the supplier uses any design, device or materials covered by letters, patent, copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from such design, device, or materials in any way involved in the work.

GP-22 Immigration Compliance

I. Contractor:

- a. has complied, and shall at all times during the term of this Contract, comply in all respects with all immigration-related laws, statutes, ordinances and regulations including without limitation, the Immigration and Nationality Act, as amended, the Immigration Reform and Control Act of 1986, as amended, and the Oklahoma Taxpayer and Citizen Protection Act of 2007 (Oklahoma HB 1804) and any successor laws, ordinances or regulations (collectively, the Immigration Laws"); and
- b. has properly maintained, and shall at all times during the term of this Contract, maintain any and all employee records required by the U.S. Department of Homeland Security ("DHS"), including, without limitation, properly completed and maintained Form I-9s for each of the Contractor's employees; and
- c. has verified the employment eligibility for all employees hired on or after July 1, 2008, through DHS's E-Verify system, and shall at all times continue to verify the employment eligibility of all employees hired during the term of this Contract; and
- d. has required, and will at all times during the term of this Contract, require any sub-contractor utilized, hired or sub-contracted for by Contractor for the completion or undertaking of any duties, tasks or responsibilities under this Contract, to comply the requirements and obligations imposed by the Immigration Laws and set forth in Paragraph (I), parts (a), (b) and (c), above, with regards to each of the sub-contractor's employees.

- II. Contractor will indemnify, defend and hold harmless City against any loss, cost, liability, expense (including, without limitation, costs and expenses of litigation and reasonable attorney's fees) demands, claims, actions, causes of action, liabilities, suits, damages, including special and consequential damages that arise from or in connection with, directly or indirectly, Contractor's failure, deliberate or negligent, to fulfill its obligations and representations regarding verifying the employment eligibility of its employees and the employees of any subcontractor utilized by Contractor as set forth more fully in Paragraph I above.

Specifications

The following specifications are intended to define the level of quality and performance of the requested equipment or service and not to be restrictive. Equipment or service offered shall be of equivalent dimensions, quality, and performance. Bidder offering other equipment or service shall submit, with their bids, an itemized comparison with this specification documenting equivalence for dimensions, quality, and performance. The offered equipment or service shall provide the following features as noted hereinafter.

The Following Are Minimum Requirements

Annual fire extinguisher, sprinkler, alarm, and range hood inspection and maintenance services

City of Broken Arrow Facilities
Broken Arrow, Oklahoma

Scope of Work: The City of Broken Arrow is accepting bids for the following items for the 2024-2025 year:

- Annual fire extinguisher inspections (approximately 379 extinguishers in 115 facilities)
 - Fire extinguisher service (As needed)
 - Semi-annual kitchen range hood inspections (7 locations)
 - Annual fire sprinkler inspections (25 locations)
 - Annual fire alarm inspections (26 locations)
 - General fire suppression system and equipment maintenance and repair (As needed)
- (See attached Inspection List)

I. General

- General:** All work under this project is to be done by the service provider and includes all transportation, materials, labor, and equipment required.
- Subcontracting:** Work shall not be assigned or subcontracted by the contractor in part or whole without the written consent of the City of Broken Arrow
- Insurance:** Service provider performing work shall maintain Comprehensive General Liability Insurance. The coverage shall be for amounts not less than: \$500,000 bodily injury each person, \$1,000,000 bodily injury each occurrence, and \$1,000,000 property damage each occurrence. A Certificate of Insurance indicating at least these amounts shall be provided with bid.
- Certifications:** All bidders must have a current State of Oklahoma license with an unlimited commercial fire extinguisher, sprinkler, alarm, and kitchen range hood licensees. Individuals working for the company shall have the appropriate license for the work they are performing.
- Agreement Period:** July 1, 2020, through June 30, 2021. It is the intent of this proposal to enter into an annual agreement for fire protection equipment services with an option to renew annually for up to four subsequent years. The agreement shall remain in force until the expiration date or unless 30 days written notice has been given to by either party terminate the agreement.
- Site visits:** All service providers desiring to provide fire protection equipment services are encouraged to visit the facilities and become familiar with the sites and the associated fire equipment prior to submitting a bid. The quantities listed on the attached Inspection List are deemed to be accurate based on the City's inventory and past billing records. The service provider shall not be relieved from assuming all responsibility for properly estimating the total work and the cost of performing the required services due to a failure to investigate the conditions or becoming acquainted with all services to be performed.

To schedule an inspection of a site or multiple sites, contact Rob Holt, Building Maintenance Service Coordinator @ 918-259-7000 ext. 7229 or by Cell (918) 633 -1555 or by e-mail at jholt@brokenarrowok.gov .

Complies with this section **Yes** ____ **No** ____

II. Inspections

- A. Annual inspection and tagging of all fire extinguishers in all City of Broken Arrow facilities in accordance with NFPA guidelines.
- B. Annual fire sprinkler inspection in all equipped City of Broken Arrow facilities in accordance with NFPA guidelines
- C. Annual fire alarm systems inspection in all equipped City of Broken Arrow facilities in accordance with NFPA guidelines
- D. Semi-annual kitchen range hood system inspection in all equipped City of Broken Arrow facilities in accordance with NFPA guidelines
- E. All inspections: After each annual inspection, a service report for each building shall be sent to the Building Maintenance Service Coordinator.
- F. All inspections: Must be completed in the month of August with a deadline of August 31st, 2024.

Complies with this section **Yes** ____ **No** ____

III. General maintenance

- A. Perform fire extinguisher recharging services as needed.
 - B. Perform fire extinguisher hydrostatic static testing as needed.
 - C. Perform minor repair work* to fire sprinkler systems as needed.
 - D. Perform minor repair work* to fire alarm systems as needed.
 - E. Perform minor repair work* to kitchen range hood systems as needed.
- *Minor repair work means parts and labor for maintenance or repair work beyond the scope of inspections, usually being able to be completed in four hours or less.

Complies with this section **Yes** ____ **No** ____

IV. Specific information

- A. Work beyond the scope of annual inspections: Any general maintenance (non-inspection repair work) needed, or as requested by the City, shall be brought to the attention of the Building Maintenance Manager. A written quote shall be provided, and if approved, will be accomplished under a separate repair order from the annual inspection agreement. Depending on estimated cost of additional repair work, quotes or bids may be required from several service companies. In this case the quote that is most advantageous to the City will be awarded the repair work.
- B. Invoicing: After each inspection, service or repair an invoice shall be sent to the Building Maintenance Manager. The service provider shall provide for a work authorization form or similar which will be signed and dated by City personnel at the facility, indicating the work was performed. The service provider will attach this work authorization form along with an invoice detailing the work accomplished for payment. All invoices shall be itemized by building and directed to the Building Maintenance Manager.

Invoices shall contain the following information:

- 1. Invoice number and date of service
- 2. Location of work
- 3. Itemized price of product(s) or services
- 4. Total price of invoice
- 5. Attached copy of the signed work authorization form or similar

- C. Changes in scope of work: The City may make changes within the general scope of the services to be performed by giving notice to the service provider and subsequently confirming such changes in writing. The City shall recognize no change by the service provider without written approval.
- D. Adding facilities/inspections/services: The City reserves the right to add facilities and equipment to the contract provided that the price for additional services is no higher than other facilities or equipment on this bid.
- E. Schedule of Work: Upon award, vendor shall have all annual and semi-annual inspections complete by August 31, 2015. General maintenance or minor repairs shall be completed throughout the agreement period as needed. All work, scheduled or unscheduled, shall be approved by the Building Maintenance Manager or his designee.
- F. Work clean up: Upon completion of work, job site cleanup by the service company is required and is limited only to that which is a direct result of the work performed.
- G. Damages: The Service Provider contractor must make all attempts to safeguard City and its employee's personal belongings within the facility and not to damage the facility or any of its amenities or contents. The City reserves the right to collect for loss and damages that are incurred by the contractor. Damages will be subject to claim by the City under provisions of public liability and the contractor's insurance policy. **The City's Minimum Insurance requirements are included in this proposal. Proof of compliance must be included with your proposal.**
- H. References: Provide at least three references from the Tulsa/Broken Arrow metropolitan area where you currently provide similar services.
- I. Warranties: Provide information regarding any workmanship and parts warranties
- J. Sample Agreement: Provide with bid a sample agreement, if required, for review of terms and conditions
- K. Award of service: No award will be made until the City of Broken Arrow has had sufficient time to evaluate the proposals. The City of Broken Arrow reserves the right to contract in the best interest of the city.

Complies with this section Yes ____ No ____

IV. Items to include with bid packet:

- Proposal pages
- References page
- Terms and affidavits filled out.
- Proof of insurance (The City's Minimum Insurance requirements are included in this proposal.)
- Copy of relevant state licenses or certifications
- Warranty information
- Sample agreement or contract if required.

Complies with this section Yes ____ No ____

End of Specifications

Inspection List
Page 1 of 4

Site Name	Address	Fire Extinguisher	Fire Sprinkler System	Fire Alarm	Range Hood
Animal Shelter	4121 E Omaha St	4	X	X	
Arrowhead Office	300 E Washington St	1			
Arrowhead Concession	300 E Washington St	1			
Arts 302	302 S Main St	3			
Battle Creek Cart Shop	3200 N Battle Creek Dr	2			
Battle Creek Clubhouse	3200 N Battle Creek Dr	4		X	X
Battle Creek Maintenance Facility	1051 W Omaha St	4			
Battle Creek Meet Room	3200 N Battle Creek Dr	4			
Battle Creek Reception Hall	3200 N Battle Creek Dr	4	X		
Camino Villa Clubhouse	2810 E Madison	1	X	X	
Central Park Community Center	1500 S Main St	16	X	X	
Central Park Family Aquatic Pool	1400 S Main St	2			
Central Park Family Aquatic Pool House	1400 S Main St	1			
Challenger Sports Complex Concession	3201 S 41st St	3			
City Hall	220 S 1st St	21			
City Hall Annex (HR)	201 S 1st St	3			
Country Aire Pool	100 N Fir	1			
Country Aire Pool House	100 N Fir	1			
DMV	1635 S Main	3			
Events Park Office	21101 E 101st St	1			
Fire Station #1	120 W Kenosha	2			X
Fire Station #2	2300 W Norfolk Dr	7	X	X	X
Fire Station #3	5420 S 23rd St	3	X	X	X
Fire Station #4	6201 E Kenosha	3	X		
Fire Station #5	3301 W Houston	2	X	X	
Fire Station #6	315 N 9th St	6	X	X	X
Fire Station #7	201 E Washington St	3	X	X	X
Fire Station Old #3 / Sign Shop	8000 S Elm Pl	3			
Fire Station Old #7 / Radio Shack	2900 S Elm	3			
FLEET Maintenance	1700 W Detroit St	16			
FLEET Jiffy Lube	1700 W Detroit St	3			

Inspection List
Page 2 of 4

Fuel Island - FLEET	1700 W Detroit St	2			
Fuel Island - Street & Stormwater	2304 S 1st Pl	2			
General Service Building - Operations	485 N Popular	6	X	X	
Historical Museum	400 S Main St	8	X	X	
ISSC Al Graham	2221 W Shreveport St	1			
ISSC Baseball Office	1209 W Shreveport	3	X	X	
ISSC Baseball EAST Concession	1209 W Shreveport	1			
ISSC Baseball WEST Concession	1209 W Shreveport	1			
ISSC Maintenance Building	8900 S Aspen Ave	4		X	
ISSC Soccer Headquarters	1701 W Shreveport	1			
ISSC Soccer EAST	1701 W Shreveport	1			
ISSC Soccer WEST	8860 S Aspen Ave	1			
Justice Center	2304 S 1st Pl	9	X	X	
Lift Station - 209th	4501 E Kenosha	1			
Lift Station - Adams Creek	1800 N 65th St	1			
Lift Station - Adams Creek North	2950 N 37th St	1			
Lift Station - Animal Shelter	3420 N 41st St	1			
Lift Station - Aspen Creek	2800 W Florence St	1			
Lift Station - Bass Pro Booster	299 N Elm Pl	1			
Lift Station - Battle Creek Booster	1049 W Omaha St	1			
Lift Station - Berwick	6222 W Durham St	1			
Lift Station - Cambridge Estates	8356 Wright Ave	1			
Lift Station - Creekside	1424 N 70th St	1			
Lift Station - Dresser Rand	20600 E 81st St	1			
Lift Station - Easley 245th	6818 S 245th E Ave	1			
Lift Station - Expressway	1313 N 6th	1			
Lift Station - Greens	3490 N 23rd St	1			
Lift Station - Greenbriar	4221 N Aspen	1			
Lift Station - Homeland	2353 E Kenosha St	1			
Lift Station - Indian Springs Country Club	900 W Quinton St	2			
Lift Station - ISSC 1	1400 W Shreveport St	1			
Lift Station - ISSC 2	14000 S 145 th St	1			
Lift Station - ISSC 3	1707 W Shreveport S	1			
Lift Station - Kenwood Hills Booster	595 E Kenosha	1			
Lift Station - Lakeside Villas	6218 W Utica Court	1			
Lift Station - Oneta	6701 E 71st Street	1			
Lift Station - Parklane	79th & Colony	1			
Lift Station - Pinalto	1301 E Memphis	1			

Inspection List
Page 3 of 4

Lift Station - Shadow Trails	4213 W Winston St	1			
Lift Station - South Park South	6701 S Elm	1			
Lift Station - Timberbrook	6554 S 32nd E Ave	1			
Lift Station - Turnberry Place	3515 E Dearborn St	1			
Lift Station - Villas on the Green	503 N 79th	1			
Lift Station - Wellstone	7751 E Kenosha	1			
Lift Station - Westwind Lift	1903 N 16th	1			
Lift Station - Willow Springs	2595 W Jasper St	1			
Lift Station - Windsor	1703 W Miami St	1			
Military Museum	112 N Main St	4		X	
Nienhuis Aquatic Pool	3201 N 9th St	1			
Nienhuis Football	3201 N 9th St	1			
Nienhuis Maintenance Building	3201 N 9th St	2			
Nienhuis Park Community Center	3201 N 9th St	12	X	X	
Park Grove Cemetery	1000 W Houston	3			
Physical Resources Building	1821 W Detroit St	3			
Playhouse	1800 S Main St	7	X	X	
Public Safety Complex	1106 N 6th St	24	X	X	X
Ray Harral Nature Center	7101 S 3rd St	2	X	X	
Senior Center - Main Place	1800 S Main St	13	X	X	
Senior Center - Annex	1811 S Main St	7	X	X	
Stark Building	1700 W Detroit St	12	X		
Street & Stormwater	2302 S 1st Pl	10		X	
Training Phase 1	4205 E Omaha St	4	X	X	
Training Phase 2	4205 E Omaha St	3	X		
Training Phase 3	4205 E Omaha St	4		X	
Training Shooting Tower by Phase 3	4205 E Omaha St	1			
Training Ammo Building by Phase 3	4205 E Omaha St	1			
Training Police Shooter Building by Phase 3	4205 E Omaha St	2			
Training Storage Building by Phase 3	4205 E Omaha St	2			
Veterans Center	1117 S Main St	2	X	X	
Water Reclamation Treatment Plant - Admin Bldg.	13874 S 177th E Ave	2			
Water Reclamation Treatment Plant - BELT Bldg.	13874 S 177th E Ave	10			
Water Reclamation Treatment Plant - Blower BLDG	13874 S 177th E Ave	3			
Water Reclamation Treatment Plant - CENT BLD	13874 S 177th E Ave	2			
Water Reclamation Treatment Plant - CHLO BLD	13874 S 177th E Ave	3			
Water Reclamation Treatment Plant -Electric Bldg.	13874 S 177th E Ave	1			

Inspection List
Page 4 of 4

Water Reclamation Treatment Plant - GRIT BLD	13874 S 177th E Ave	2			
Water Reclamation Treatment Plant - HEADWORK	13874 S 177th E Ave	5			
Water Reclamation Treatment Plant - RET SLUD	13874 S 177th E Ave	2			
Water Treatment Plant - Admin Building	6670 S 361st St	13	X	X	
Water Treatment Plant - Old Admin Building	6670 S 361 st St				
Water Treatment Plant - High Service (Pump Room)	6670 S 361st St	2			
Water Treatment Plant - RAW Water	6670 S 361st St	2			
Water Treatment Plant – Pretreatment Area	6670 S 361st St	3			
Water Treatment Plant - Pretreatment MCC Building	6670 S 361st St	1			

PROPOSAL SHEET

THIS SHEET MUST BE COMPLETED AND ACCOMPANY BID

BID NUMBER: 24.150

(Page 1 of 3)

Item

Amount

Fire extinguishers
Annual inspection and tag:

2.5 LB - ABC or BC	\$ _____
5 LB - ABC or BC	\$ _____
10 LB - ABC or BC	\$ _____
20 LB - ABC or BC	\$ _____
5 LB - CO2	\$ _____
10 LB - CO2	\$ _____
15 LB - CO2	\$ _____
20 LB - CO2	\$ _____
2.5 LB - Halon	\$ _____
5 LB - Halon	\$ _____
9 LB - Halon	\$ _____
13 LB - Halon	\$ _____

Five-year maintenance:

5 LB - CO2	\$ _____
10 LB - CO2	\$ _____
15 LB - CO2	\$ _____
20 LB - CO2	\$ _____

Six-year maintenance:

2.5 LB - ABC or BC	\$ _____
5 LB - ABC or BC	\$ _____
10 LB - ABC or BC	\$ _____
20 LB - ABC or BC	\$ _____
2.5 LB - Halon	\$ _____
5 LB - Halon	\$ _____
9 LB - Halon	\$ _____
13 LB - Halon	\$ _____

PROPOSAL SHEET CONTINUED

THIS SHEET MUST BE COMPLETED AND ACCOMPANY BID

BID NUMBER: 24.150

(Page 2 of 3)

Hydrostatic testing of extinguishers:

2.5 LB- ABC or BC	\$ _____
5 LB - ABC or BC	\$ _____
10 LB - ABC or BC	\$ _____
20 LB - ABC or BC	\$ _____
5 LB - CO2	\$ _____
10 LB - CO2	\$ _____
15 LB - CO2	\$ _____
20 LB - CO2	\$ _____
2.5 LB - Halon	\$ _____
5 LB - Halon	\$ _____
9 LB - Halon	\$ _____
13 LB - Halon	\$ _____
5 LB – Halon	\$ _____

Fire extinguishers refills and additional charges:

2.5 LB - ABC or BC	\$ _____
5 LB - ABC or BC	\$ _____
10 LB - ABC or BC	\$ _____
20 LB - ABC or BC	\$ _____
5 LB - CO2	\$ _____
10 LB - CO2	\$ _____
15 LB - CO2	\$ _____
20 LB - CO2	\$ _____
2.5 LB - Halon	\$ _____
5 LB - Halon	\$ _____
9 LB - Halon	\$ _____
13 LB - Halon	\$ _____
Pull Pins	\$ _____
O Rings	\$ _____
Tamper Seals	\$ _____
Valve Stems	\$ _____

PROPOSAL SHEET CONTINUED

THIS SHEET MUST BE COMPLETED AND ACCOMPANY BID

BID NUMBER: 24.150

(Page 3 of 3)

Fire extinguishers refills and additional charges continued:

Siphon Tubes	\$ _____
Gauges	\$ _____
Handles	\$ _____
Valve Stem O Rings	\$ _____

Kitchen range hood systems:

Semi-Annual Kitchen Range Hood inspection	\$ _____
ANSUL wet system recharge	\$ _____
Hydrostatic testing of system bottles	\$ _____
Annual replacement of fusible links	\$ _____

Fire sprinkler systems:

Annual inspection per unit	\$ _____
Five-year (5) inspection per unit	\$ _____
Fire pump inspection per unit	\$ _____

Fire Alarm Inspection:

Fire alarm systems annual inspection per unit	\$ _____
---	----------

Maintenance and minor repairs:

- Kitchen range hood system maintenance and repair
 - Labor per hour \$ _____
 - Overtime per hour \$ _____
 - Percentage markup of contractor's cost for parts _____ %
- Sprinkler system maintenance and repair
 - Labor per hour \$ _____
 - Overtime per hour \$ _____
 - Percentage markup of contractor's cost for parts _____ %
- Alarm system maintenance and repair
 - Labor per hour \$ _____
 - Overtime per hour \$ _____
 - Percentage markup of contractor's cost for parts _____ %

City of Broken Arrow, Oklahoma
Minimum Insurance Amounts

Owners Liability Insurance:

Comprehensive General Liability (with Broadform GCL endorsement)	
Per Accident.....	\$1,000,000.00
Bodily Injury, per person.....	\$100,000.00
Property Damage, per claimant.....	\$100,000.00

Public Liability, Other Than Automobile:

Personal Injury, per person.....	\$100,000.00
Personal Injury, per accident.....	1,000,000.00
Property Damage, per person.....	\$100,000.00
Property Damage, per occurrence.....	\$1,000,000.00

Automobile and Truck; Hired and Non-owned:

Personal Injury, per person.....	\$100,000.00
Personal Injury, per accident.....	\$1,000,000.00
Property Damage, per person.....	\$100,000.00
Property Damage, per accident.....	\$1,000,000.00

Employers Insurance:

Employees Liability, per accident.....	\$1,000,000.00
Comprehensive General liability per accident.....	\$1,000,000.00
Bodily Injury, per accident.....	\$1,000,000.00
Property Damage, per claimant.....	\$100,000.00

Workmen compensation:

Legal limits required by the State of Oklahoma

CLIENT REFERENCES

Organization: _____

Address: _____

Contract Person: _____ **Phone:** _____

Date of Services: _____

Description/Scope of Services: _____

Organization: _____

Address: _____

Contract Person: _____ **Phone:** _____

Date of Services: _____

Description/Scope of Services: _____

Organization: _____

Address: _____

Contract Person: _____ **Phone:** _____

Date of Services: _____

Description/Scope of Services: _____

Organization: _____

Address: _____

Contract Person: _____ **Phone:** _____

Date of Services: _____

Description/Scope of Services: _____

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. _____ 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 number **24.150** 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:

Company Name Date: _____

Address: _____
City State Zip Code

Signature: _____ Official Title: _____

Please print or type name clearly: _____

Telephone Number: _____ Email Address: _____

Federal Tax ID Number: _____

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

BID AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF: _____

COUNTY OF: _____

_____, of lawful age, being first duly sworn, on oath says: 1. (S)he is the duly authorized agent of _____, the offeror submitting the competitive offer which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among offerors and between offerors and city 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 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 bid; and 3. neither the offeror nor anyone subject to the offeror's direction or control has been a party: a. to any collusion among offerors 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 offerors and any city official concerning exchange of money or other things of value for special consideration in the letting of a contract.

X _____

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

My Commission Expires: _____
Notary Public (or Clerk or Judge)

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

INTEREST AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF: _____

COUNTY OF: _____

_____, Of lawful age, being first duly sworn, states that s(he) is the agent authorized by the bidder to submit the attached bid. 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 _____

Subscribed and Sworn to before me this _____ day of _____ 20_____

My Commission Expires: _____

Notary Public

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

STATEMENT OF NO INTEREST

BID NUMBER 24.150

IF YOU DO NOT INTEND TO SUBMIT A BID, RETURN THIS FORM IMMEDIATELY

The Purchasing Division of the City of Broken Arrow wishes to keep its vendor list file up-to-date. If, for any reason you cannot supply the commodity/service noted in this bid solicitation, this form must be completed and returned to remain on the particular bid list for future projects of this type.

If you do not respond to this inquiry within the time set for the bid opening date and time noted, we will assume that you no longer supply this commodity/service, and your name will be removed from this bidders list.

We undersigned have declined to submit a bid on commodities or services outlined in the attached bid documents.

____ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below)

____ Specifications are unclear (explain below)

____ We are unable to meet specifications

____ Insufficient time to respond to bid

____ Our schedule would not permit us to perform

____ We are unable to meet bond requirements

____ We are unable to meet insurance requirements

____ We do not offer this product or service

____ Remove us from your vendor list for this commodity or service

____ Other (specify below)

Remarks:

Address: _____

Telephone Number: _____ Email Address: _____

Signed: _____

Print or Type Name of Person Signing: _____

Title: _____

Date: _____

INSTRUCTIONS FOR SUBMITTING A SEALED BID OR QUOTATION

IF SUBMITTING A SINGLE SEALED BID:

1. PLACE BID IN AN OPAQUE ENVELOPE AND SEAL. **TYPE OR PRINT** BID NUMBER AND OPENING DATE IN THE LOWER LEFT CORNERS
2. IF SENDING FEDERAL EXPRESS OR OTHER EXPRESS MAIL REQUIRING A SEPARATE ENVELOPE, PLACE THE ABOVE DESCRIBED IN THE EXPRESS MAILER. **DO NOT** PLACE BID DOCUMENTS IN THE EXPRESS ENVELOPE WITHOUT FIRST PLACING IN A SEPARATE ENVELOPE AS DESCRIBED IN ITEM ONE.

COMPANY NAME
YOU'RE RETURN ADDRESS

CITY OF BROKEN ARROW
PURCHASING DIVISION
1700 WEST DETROIT
BROKEN ARROW, OK 74012

BID NUMBER
BID OPENING DATE

TWO OR MORE BIDS WITH DIFFERENT BID NUMBERS

1. PLACE EACH BID IN DIFFERENT OPAQUE ENVELOPE AND SEAL. **TYPE OR PRINT** BID NUMBER AND BID OPENING DATE IN THE LOWER LEFT HAND CORNERS.
2. PLACE EACH BID IN A LARGER ENVELOPE. **TYPE OR PRINT “BIDS”** IN THE LOWER LEFT HAND CORNER.
3. IF SENDING BY FEDERAL EXPRESS OR OTHER EXPRESS MAIL REQUIRING A SEPARATE ENVELOPE, PLACE THE ABOVE DESCRIBED IN THE EXPRESS MAILER. **DO NOT** PLACE BID DOCUMENTS IN EXPRESS ENVELOPE WITHOUT FIRST PLACING IN A SEPARATE ENVELOPE AS DESCRIBED IN ITEM ONE.

COMPANY NAME YOU'RE RETURN ADDRESS		COMPANY NAME BID NUMBER OPENING DATE
CITY OF BROKEN ARROW PURCHASING DIVISION 1700 WEST DETROIT BROKEN ARROW, OK 74012		COMPANY NAME BID NUMBER OPENING DATE
BIDS		

BIDS MAY BE REJECTED IF THE ABOVE INSTRUCTIONS ARE NOT FOLLOWED