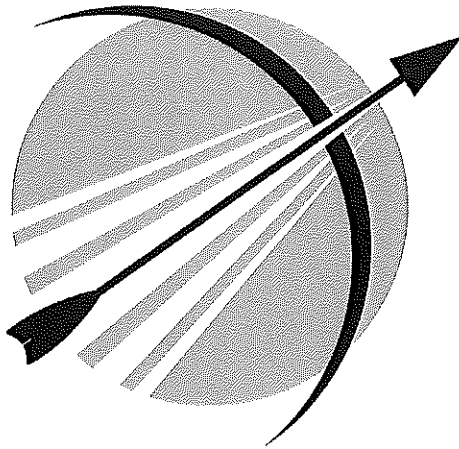


City of Broken Arrow



INVITATION TO BID

Bid Number: 17.127

Self-Contained Breathing Apparatus

SUBMIT PROPOSALS

By 3:30 p.m. (Local Time) January 10th, 2017 to:

**The City of Broken Arrow Purchasing Division
P.O. Box 610
1700 W. Detroit (East Building)
Broken Arrow, Oklahoma 74013
(918) 259-8361**

**Bid Openings Are Held At the Broken Arrow Operations Office Building
485 North Poplar, Conference Room C107
Broken Arrow, Oklahoma 74012**

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.

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.

Self-Contained Breathing Apparatus

The City of Broken Arrow invites sealed bids for Self-Contained Breathing Apparatus, 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, January 10th, 2017 until 3:30 p.m. local time. Bids will be publicly opened and read aloud on January 11th, 2017 at 10:30 a.m. at the Broken Arrow Operations Office Building, 485 North Poplar, Conference room C107 Broken Arrow, OK **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. If mailed, mail to P.O. Box 610, Broken Arrow, Oklahoma 74013. **Bid documents must be returned in a sealed envelope. Mark outside of an envelope with Invitation for Bid Number 17.127 and opening date of bid (January 11th, 2017).**

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 F.O.B. Destination

All deliveries shall be F.O.B. Destination, Freight Prepaid. Destination shall mean the receiving dock located at 1700 W. Detroit, Broken Arrow, Oklahoma 74012 or other point specified within the City of Broken Arrow as specified in the purchase order. The City of Broken Arrow assumes no responsibility for goods until accepted at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until

accepted by authorized City of Broken Arrow personnel. The successful supplier shall be responsible for filling, processing and collecting all damage claims.

GP-6 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-7 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-8 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-9 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-10 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-11 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-12 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-13 Extension of Contract

The City may extend the term of this contract up to ninety (90) days if mutually agreed upon by both parties in writing.

GP-14 Ordering

Any supply and/or service to be furnished under this contract shall be ordered with issuance of written purchase orders or other approved means 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-15 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-16 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-17 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-18 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-19 Bid Conformity

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

GP-20 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-21 Conflict of Interest

The Invitation to Bid hereunder is subject to the provisions of the Oklahoma Statutes. All suppliers 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 suppliers firm or any of it's branches.

GP-22 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-23 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 attorneys 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 and not to be restrictive. Equipment offered shall be of equivalent dimensions, quality and performance. Bidder offering other equipment shall submit, with their bids, an itemized comparison with this specification documenting equivalence for dimensions, quality and performance. The offered equipment shall provide the following features as noted hereinafter.

The Following Are Minimum Requirements

INTENT OF SPECIFICATIONS

It is the intent of these specifications to secure Self-contained breathing apparatus and supplied air respirators complete per the following specifications to include all manufacturers standard equipment for the City of Broken Arrow Fire Department.

1.00	GENERAL	0	0
	General Description, Requirements & Details	0	0
1.01	It is the intent of the Broken Arrow Fire Department to replace the fleet of Self-Contained Breathing Apparatus (SCBA) and Supplied Air Respirators (SAR).	0	0
1.02	The current fleet of Survivair Panther SCBA were purchased from 2005 and the majority of the breathing air cylinders have a hydrostatic test date that will expire in September 2020.	0	0
1.03	Funding for the purchase of the specified SCBA and components will become available December 1, 2016. In the absence of any unplanned events or delays, February 1, 2017 will serve as the target date for an established contract and purchase order.	0	0
1.04	All SCBA, components and systems will be NIOSH approved at the time of the contract and issued purchase order. NO EXCEPTIONS	0	0
1.05	The specified SCBA shall be compliant to the 2013 edition of NFPA 1981 <i>Standard for Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services</i> . NO EXCEPTIONS	0	0
1.06	The specified SCBA shall include components that are compliant to the 2013 edition of NFPA 1982 <i>Standard for Personal Alert Safety Systems (PASS)</i> . NO EXCEPTIONS	0	0
1.07	The specified SCBA shall be designed and constructed to enable compliance 2013 edition of NFPA 1852 <i>Standard on Selection, Care, and Maintenance of Open-Circuit Breathing Apparatus (SCBA)</i> .	0	0
1.08	The lowest bid meeting specification will be determined through the use of a point evaluation process whereby the bid price will be divided by the number of points awarded to the bid for compliance to the specifications. This value shown as Bid Price/Awarded points will then be multiplied by the total possible points. This new value shown as the Adjusted Bid Price and the lowest value will be considered as the lowest bid meeting specification.	0	0
1.09	The bid price will consist of the total sum of the following paragraphs: 1.22 Manufacturer's programming software; 1.23 BioSystems Posi 3 USB flow tester; 1.24 Bio Systems PosiChek and Posi software; 1.25 Porta-Count fit test software; 1.26 Two ported face pieces for Porta-Count; 1.27 Confined Space Supplied Air Respirators with escape cylinder; 1.28 60-minute cylinders; 1.29 RIC bags; 1.30 SCBA with integrated TIC; 1.31 Standard SCBA with buddy breather, face pieces and cylinders, 1.31.1-1.31.5 telemetry/communication: See the Price Sheet provided in the bid packet.	0	0

1.10	The Bidder shall <u>not</u> assume that the Broken Arrow Fire Department has the appropriate literature, knowledge or experience to determine an appropriate response to the bid specifications. The Bidder will provide all sales literature, photographs, separate explanatory text or supportive details and information that may be needed to demonstrate both responsiveness and compliance to the specifications.		10
1.11	The bid will include all applicable literature, details, and references to describe and demonstrate compliance to the specifications. The Broken Arrow Fire Department will not use or consider information obtained through web based references, searches or links to various web pages.		10
1.12	Items or issues that are not specifically described in the Bidders response may be considered absent, non-responsive and non-compliant to these specifications and will not be awarded credit or points.		10
1.13	The Bidder will provide a list of Exceptions to the specifications. Provided on a separate page of paper, the exceptions list should address the paragraph number, variance or exception to the specifications, and any applicable evidence of why the variance or exception should be considered as compliant to the specifications.		10
1.14	The Broken Arrow Fire Department is the authority having jurisdiction and retains the sole right in determining compliance to the specifications where the bid response includes Bidder provided exceptions, alternative options or is otherwise subjective as compliant to these specifications.		10
1.15	The Broken Arrow Fire Department retains the right to request Bidders to produce a sample of the specified SCBA and components for purpose of bid evaluation at no cost to the City of Broken Arrow. If requested, the samples will be submitted within ten (10) days after receipt of written notice by the City. Failure to comply may result in rejection of the bid.		10
1.16	The bidder will provide with the bid, a users list of no less than ten (10) references including the applicable contact name, organizational name, address and telephone number.		10
1.17	It is the intent of the Broken Arrow Fire Department to establish an initial 12-month contract with the option of two additional renewals of 12-month duration.		10
1.18	The following communities and fire districts will be allowed to purchase the SCBA and components at the same bid price as awarded to Broken Arrow. These will include, but may not be limited to Barnsdall, Glenpool, Okay, Sapulpa, Bixby, Henryetta, Owasso, Sand Springs, Tulsa, Jenks, Pawhuska, Turley, Collinsville, Oak Grove, Muskogee, Verdigris, Collinsville Rural, Okmulgee, Rolling Hills, Fort Smith, AR, and Rogers, AR.		10
	Scope and Quantities	0	0
1.20	The award of this bid will include the purchase of a minimum number of specified items as well as a prorated number of SCBA back frames with pneumatic systems, cylinders, and face pieces. The precise number of each will be dependent upon the individual bid and costs associated with each item. The Broken Arrow Fire Department is hopeful with the funding available to purchase approximately 120+/- SCBA units, along with other necessary equipment as well as a telemetry set.	0	0
1.21	The award will include each of the quantities shown in paragraphs 1.22 through 1.31.	0	0
1.22	Two copies of manufacturer's software to program, diagnose and record SCBA use and operation.		10

1.23	One Bio Systems Posi 3 USB flow tester will be provided.		10
1.24	Two copies of Bio systems PosiChek software to flow test the respirators. One for an existing PosiChek3 and one for the new Posi 3 USB flow tester.		10
1.25	Two copies of software for Porta-Count respirator quantitative face piece fit testing.		10
1.26	Two ported face pieces of each size for fit testing (1) TSI Port-A-Count Quantitative Fit Tester to include (2) vendor respected face piece port-a-count adapters		10
1.27	Four (4) supplied air respirators (SAR)with 4,500 psi 10-minute escape cylinders.		10
1.28	Four (4) cylinders with cylinder valve, 60-minute/87 cubic feet capacity.		10
1.29	Two (2) Rapid Intervention Crew (RIC) bags with transfill hose connection, RUC, EBSS buddy breathing connection, & spare mask with connection for civilian and firefighter. Bags will have drag strap and tie off hoist rings, and 100' of rope, as well has highly illuminated straps and or markings for easy identification. Bottles will be provided in paragraph above.		10
1.30	(30) SCBA's with Integrated Thermal Imaging Camera (TIC) capability, dual (EBSS) buddy breather capability, telemetry feature/location/accountability capability, radio interface/ bluetooth capability, with with three face pieces with H.U.D. capability and two 45-minute cylinders. As a quick reference, 30 SCBA with TIC's, and dual EBSS would include 90 face pieces and 60 cylinders.		25
1.31	Identify the cost of one (1) Broken Arrow Fire standard SCBA consisting of 1 back frame with harness and pneumatic system with dual EBSS (buddy breathing), telemetry feature/location/accountability capability, radio interface/ bluetooth capability, (3) three face pieces with H.U.D. capability and (2) two 45-minute cylinders. Though the number will be dependent upon the availability of funds, it is the intent of the Broken Arrow Fire Department to purchase approximately (100) of the Broken Arrow Fire standard SCBA. The actual number of Broken Arrow Fire standard SCBA will be dependent upon the cost of the aforementioned items. As a quick reference, (100) SCBA's would include 300 face pieces, and 200 cylinders.		15
1.31.1	RFID or other tagging system issued to each member of the department to scan each SCBA with user information to interface with a telemetry/accountability system		15
1.31.2	SCBA syncs wirelessly/bluetooth with portable radios for communication		15
1.31.3	Telemetry software to identify FF information, air percentage, and send Mayday		25
1.31.4	(1) Dell 14" Rugged Laptop with appropriate software to run telemetry system		10
1.31.5	(1) Dell docking station to remotely mount and charge Dell Rugged Laptop		10
1.32	Additional items shown as options will be shown and documented separately on the Price Sheet Summary but not included into the bid evaluation. The items may or may not be purchased with the primary order of product.	0	0
	Delivery and Payment	0	0
1.33	The estimated number of calendar days from date of P.O. or Contract to delivery of all materials will not exceed 45 days.		10
1.34	Payment for delivered product may be accomplished through one or more invoices that correspond to partial shipments.	0	0
1.35	All products will be delivered to the Broken Arrow Fire Department, Physical Resources 1821 West Detroit, Broken Arrow, OK 74012.	0	0

1.36	Fire Department Physical Resources has a fork lift at the 1821 W. Detroit address to off load delivered goods.	0	0
1.37	Whenever possible, the delivered SCBA, face pieces, cylinders and related respirator components should be shipped in crates instead of individual packages.		10
1.38	The delivered SCBA, Face pieces, cylinders and related components will be identified with serial numbers that are also demonstrated by a barcode. The selected barcode language will be described to allow the Broken Arrow Fire Department to scan the item, confirm the number and enter it into the Fire Department inventory.		10
1.39	The awarded Bidder will be expected to provide no less than ten (25) of the specified SCBA, (25) face pieces and (25) cylinders within a period of (14) days from award for the purpose of training.		10
	Performance Bond, Product Liability and Solvency	0	0
1.40	The Bidder will provide a performance bond for replacement of SCBA and related equipment in the amount of 100 percent of the bid price. The bond will be required at the time of the contract signing and will be terminated at the acceptance of all ordered SCBA and related components within a 120 days from the date of the original order.		10
1.41	The manufacturer of the SCBA and related respirator components will have a product liability insurance of no less than \$5 million. The successful bidder and manufacturer shall defend any and all suits and assume all liability for the use of a patented device or an article forming a part of the respirator provided through these specifications.		10
1.42	The solvency of the manufacturer of the SCBA and related respirator components is a concern of the City of Broken Arrow. Each bid shall include a financial statement from Dun and Bradstreet or other nationally recognized accounting firm.		10
	SPECIFICATIONS	0	0
	General Description and Data	0	0
1.43	Identify the weight of the back frame with batteries, harness assembly, pneumatic system and buddy breather without a cylinder.		10
1.44	Identify the weight of a nominal 6-inch diameter 4,500 psi 45-minute carbon fiber cylinder with cylinder valve without pressurized air.		10
1.45	Identify the weight of medium face piece with medium nose cup without regulator.		10
1.46	Identify the volume of air space inside a medium size face piece.		10
1.47	Identify the volume of air space inside the medium size nose cup.		10
1.48	Identify the breathing resistance while wearing and breathing the SCBA		10
1.49	Identify the breathing resistance while wearing the face piece with an attached Air Purifying Adapter and a fresh P100 cartridge.		10
1.50	Identify the peak expired CO ₂ inside the nose cup while wearing the full face piece with an attached Air Purifying Adapter and a fresh P100 cartridge.		10
1.51	Identify the fit factor range for each size face piece using a Port-A-Count quantitative fit tester.		10
	Back Frame and Harness	0	0
1.52	The back frame will be used to support and protect the cylinder, pneumatic system, electronic system as well as be adjustable frame length for use of different height firefighters.		20

1.53	The back frame will include cut outs to be used as hand holds to carry the SCBA while not being worn.		10
1.54	The top of the back frame will be provided with an opening large enough to allow a gloved hand to enter and grip while lifting. A suitable alternate to the opening will be the inclusion of a fabric strap that provides a lifting mechanism at the top of the SCBA. Regardless of the design, the opening or strap will have the ability to support a given load. <750-lbs = 0 points, 750-lbs = 5 points, 1,000-lbs = 10 points		10
1.55	The cylinder will be secured to the back frame with two points of attachment. One located near the cylinder valve and the second consisting of a retaining system near the middle of the cylinder.		10
1.56	The cylinder securing system near the cylinder valve will not use or be dependent upon the pneumatic system for securing the cylinder to the back frame.		10
1.57	The retaining system located near the middle of the cylinder will consist of an adjustable metal strap.		10
1.58	The metal cylinder strap will have a rolled edge to eliminate the risk of a sharp edge that could produce injury to the user or cylinder.		10
1.59	The cylinder retaining strap will consist of two latches. The first or primary latch will be of a conventional cam type latch.		10
1.60	The second latch will be designed to ensure that the cam latch does not inadvertently release tension on the cylinder strap. This latch by itself will lock into position.		10
1.61	The cylinder strap used to secure the cylinder will be fully adjustable to enable the use of cylinders of different diameter (30, 45, 60 minute cylinders).		10
1.62	The locking mechanism for the cylinder strap will be locking cam type latch that can be operated with a single hand fitted with a structural firefighting glove.		10
1.63	The adjustable cylinder strap shall not use a hook and loop system also known by the trade name of Velcro®.		10
1.64	The cylinder retaining strap will be provided with reflective or luminescent material that will cover no less than 25% of the surface area of the strap.		10
1.65	The harness assembly will include padded shoulder straps approximately three inches wide.		10
1.66	The underside of the shoulder pads that will be in direct contact with the user's shoulders, approximately six inches from the attachment to the back frame, will be provided with a high friction type fabric to keep the straps in place while the SCBA is in use.		10
1.67	The high friction fabric will be full width of the shoulder strap and no less than four inches nor greater than six inches in length.		10
1.68	The shoulder straps will be provided with closed cell foam padding to improve comfort without the absorption of water or transfer of heat.		10
1.69	The shoulder straps will be constructed of a flame resistant material that will channel protect the various pneumatic hoses and wires from heat, physical exposure while simultaneously preventing them from becoming a snag hazard.		10
1.70	The upper and exposed surface of the shoulder straps will be provided with reflective material over no less than 25% of the exposed surface.		10
1.71	The shoulder straps will include take-up straps that are attached to the lower part of the back frame and connect to the shoulder straps at parachute type friction buckles.		10

1.72	The take up straps will be constructed of a fire resistant fabric that will produce sufficient friction at the parachute buckles to ensure continued and proper adjustment while being worn.		10
1.73	The take up straps will be no less than 1-1/2 inches nor greater than 2-1/2 inches wide and of suitable length to accommodate a user with a 30-inch through 60-inch chest.		10
1.74	The take up straps will be of sufficient length to allow a user with a 54-inch chest to tie the excess or tail of the take up straps together prior to or during a SCBA conversion for rapid extrication of the user. Though it does not illustrate the process of tying the chest straps, the concept of the process may be seen at http://www.fireengineering.com/articles/print/volume-165/issue-3/features/firefighter-down-the-abcs-of-scba-emergencies.html .		10
1.75	An alternative to the ability to tie the excess take up straps together may be acquired through the installation of a chest or cross over strap at or about the shoulder parachute straps that is of sufficient strength in material, fastening points and fastener to keep the shoulder straps in position during rapid extrication.		10
1.76	The back frame will be provided with a pivoting waist or lumbar assembly to provide weight transfer onto the hips and to improve ergonomics while wearing the SCBA.		10
1.77	The waist and lumbar area will be provided with a wide and padded belt assembly to improve comfort and protection of the user.		10
1.78	The waist and lumbar padding will be covered in fire resistant material.		10
1.79	The waist and lumbar padding will be connected with two take up straps, one left and one right, that will attach to the waist and lumbar pad with parachute type friction buckles.		10
1.80	The left and right waist take up straps will mate with one another through the use of a seatbelt type connection.		10
1.81	The waist connector will have the ability to quickly release through the depression of the front and center button should the user become entangled or entrapped.		10
1.82	The seatbelt type connector will be of sufficient strength to support the user when the SCBA is converted.		10
1.83	The parachute type friction buckles will be constructed of metal.		10
1.84	The parachute buckles will be large enough to be adjusted while wearing structural firefighting gloves.		10
1.85	All straps and harness components will be designed and installed to accommodate replacement without the use of tools.		10
1.86	A snap hook retainer will be provided on the left shoulder strap to allow face piece to be stored while not in use.		10
	Cylinder	0	0
1.87	All pressurized air cylinders will be new with a manufactured date within one month of the date delivered to the Broken Arrow Fire Department.		10
1.88	All breathing air cylinders will be compliant to the manufacturer's specifications and approved by DOT, NIOSH and NFPA.		10
1.89	All SCBA cylinders will be designed to store breathing air at a nominal pressure of 4,500 psi.		10
1.90	The escape cylinders for the confined space supplied air will be rated for 10 minutes with a maximum pressure of 4,500 psi.		10

1.91	All SCBA cylinders will be approved by the manufacturer of the SCBA and will be of a standard carbon-wrapped composite design.		10
1.92	All breathing air cylinders will have a required hydrostatic testing date of no less than every 5 years.		10
1.93	All breathing air cylinders will have a life expectancy of no greater than every 15 years.		10
1.94	All breathing air cylinders will have a background or natural off-white color or carbon fiber gray and be marked with the letters B.A.F.D. if applicable.		10
1.95	All SCBA cylinders will be provided with both glow in the dark and retro-reflective stripes that will fully encircle the cylinder.		10
1.96	The combined width of the glow in the dark and retro-reflective stripes will be no less than six inches on all SCBA cylinders.		10
1.97	All glow in the dark and retro-reflective material will be positioned above and below the position of the retaining strap of the assigned SCBA. The measured quantity will not include, nor will it be covered by, the cylinder retaining strap.		10
1.98	Supplied Air Respirators with escape cylinders will not be required to have glow in the dark or retro-reflective materials on the cylinders.	0	0
1.99	All labels, glow in the dark and retro-reflective materials on the SCBA cylinders will be protected by a layer of clear protective coating.		10
2.00	The standard 4,500-psi 45-minute SCBA cylinders will contain no less than 416 cubic inches of water or approximately 65 cubic feet of pressurized air.		10
2.01	The standard 45-minute SCBA cylinder will measure no greater than 6.3 inches in diameter.		10
2.01	The specified 60-minute 4,500-psi cylinders will contain no less than 550 cubic inches of water or approximately 87 cubic feet of pressurized air.		10
2.02	The specified 60-minute cylinder will measure approximately 7.1 inches in diameter and no greater than 24 inches lengthwise including the cylinder valve.		10
	Cylinder Valve Assembly	0	0
2.03	Secured into the back frame, the cylinder valve will be on the user's rear right side.		10
2.04	Access to the cylinder valve will not be obstructed by any component of the SCBA back frame, pneumatic system, alarm systems, etc.		10
2.05	The cylinder valve will be provided with a standard CGA threaded connection or a quick connect fitting.		10
2.06	If the cylinder is provided with a CGA threaded connection, each cylinder will be provided with a removable CGA to quick connect adapter. Also each cascade system will be provided with an adapter for each fill station/slot if applicable to fill cylinders with the quick connect adapters.		10
2.07	The cylinder valve will be provided with a round full face gauge to register the internal pressure of the cylinder.		10
2.08	The cylinder gauge will have a movable needle that is positioned above a white face gauge with numerical pressure designations graduated in x100 psi with color background of green representing full and red representing at or near empty.		10
	First Stage Regulator and Assembly	0	0
2.09	The cylinder receiver will accept and secure the cylinder fitted with a quick connection adapter.		10
2.10	The primary low pressure alarm will consist of a bell or tactile alarm that simultaneously produces an audible signal.		10
2.11	The primary low pressure alarm will not require batteries or electronics.		10

2.12	The Universal Air Connection will be located on the user's rear left side.		10
	Pneumatic System and Second Stage Regulator	0	0
2.13	With the exception of CGA threads and connections, the SCBA and confined space SAR will not use threaded connections.		10
2.14	With the exception of flexible hoses at the first stage, the hoses that are provided from the first stage to the control unit and second stage regulator will be protected inside the back frame and covered shoulder straps.		10
2.15	A single hose without a disconnect will be provided between the first and second stage regulator.		10
2.16	A swivel will be provided between the supply hose and the second stage regulator to allow movement without negatively impacting the positioning of the face piece.		10
2.17	The hose supporting the second stage regulator will be located on the user's left side.		10
2.18	A storage holster for the second stage regulator will be located on the user's left side and attached to the left waist level take up strap.		10
2.19	The hose that supports the gauge alarm or control unit will be positioned on the user's right chest.		10
2.20	The chest located gauge alarm or control module will include both a direct reading analog and an electrically operated digital reading of the cylinder air pressure.		10
2.21	The chest located gauge alarm or control module will be capable of being placed against the user's face piece with the pneumatic system pressurized.		10
2.22	The chest located gauge alarm or control module will be designed and positioned where it can be elevated to the user's face piece when desired but retained in position where it does not strike the arm, neck or otherwise flail during donning or doffing the SCBA.		10
2.23	The chest located gauge alarm or control module will be provided with a direct reading mechanical pressure gauge that displays the cylinder pressure in increments x100 psi.		10
2.24	The gauge face will include a band of green background color to illustrate if the cylinder is full and a red background color to illustrate that the cylinder is at or below 33%.		10
2.25	Each SCBA will be provided with a redundant UAC connection provided on the front right side of the user.		50
2.26	The redundant UAC connection will be designed to both receive air from a source of greater pressure as well as supply air to a user with lower pressure. The concept essentially renders each SCBA as a Rapid Intervention Crew (RIC) kit		50
2.27	The second stage regulator will be separable from the face piece without the use of tools, or finger managed screws or similar fasteners.		10
2.28	The second stage regulator will be provided with a bypass or purge valve.		10
2.29	When the second stage regulator is correctly and securely attached to the face piece, the purge or bypass valve will be in a horizontal position.		10
2.30	SCBA's will have at least a 36-inch long pre-connected buddy breathing hose that will be provided and stored within a closed pouch located on the right side of the user. The hose will be provided with both a male and female fitting to enable connection between SCBAs and will also enable each SCBA to be connected to a fixed supplied air hose such as in an aerial platform.		10

2.31	The pouch containing the buddy breathing hose and fittings will be constructed of fire resistant material with opening on two sides that are secured by heat resistant hook and loop fastener known as Velcro®. The forward portion of the pouch will be designated by a strip of reflective material that measures no less than one-half inch wide by no less than three inches long.		10
2.32	The buddy breathing hose pouch will be as small as possible and designed to minimize the risk of becoming snagged on objects.		10
2.33	The couplings used with the buddy breather hoses will be Hansen breathing air couplings.		10
	Face Piece	0	0
2.34	Each member of the Fire Department will be personally assigned a face piece that will be used with all full face respirators while in use with air purifying canisters, cartridges, supplied air or self-contained breathing air.		10
2.35	The face piece will be separable from the second stage regulator. While each member will be assigned a face piece, they will not be assigned their own second stage regulator.		10
2.36	The face piece will be designed to allow a standard hood to be used in providing protection to the face, head and neck with the user moving his or her head in all positions without exposing skin on the head, face or neck.		25
2.37	The face piece will be designed to accommodate both a positive and negative pressure check with each donning of the face piece with the pneumatic system pressurized.		50
2.38	The face piece will be provided in three sizes consisting of small, medium and large.		10
2.39	The nose cup within the face piece will be exchangeable and made in no less than three sizes.		10
2.40	The face piece will be provided with a fabric net type tension system.		10
2.41	The face piece will be capable of being fully submerged into water without the need to remove components or systems.		10
2.42	Face Piece will have an external amplification system that is blue-tooth to the face piece		25
2.43	The user will have Heads Up Display (HUD)but the face piece will not be required to use batteries.		25
2.44	Using special frames, the face piece will be designed to accommodate corrective lenses.		10
	Electronics	0	0
2.45	All electronic systems will automatically turn on with the pressurization of the pneumatic system.		25
2.46	A single shared battery source will support all electronic systems.		50
2.47	Each SCBA will be provided with two rechargeable battery packs to allow one to be in use on the SCBA and the second being charged or staged for a total of 260.		25
2.48	The battery packs will be rechargeable and each station will be provided with (2) battery bundle chargers, as well the Training Center, PSC, & Physical Resources for a total of (20)		25
2.49	The batteries will be lithium ion.		25
2.50	All electronic systems will be Intrinsically safe for Class 1 Division 1 environments.		25

2.51	The user will have Heads Up Display (HUD) within view in or about the face piece illustrating the volume of breathing air. The HUD will display in a series of LED lights 100%, 75%, 50% and 33% or lower.		10
2.52	In addition to the HUD lights for the user, a red light will be visible to others that the SCBA is operating with low air pressure.		10
2.53	The SCBA will be provided with a PASS device that automatically engages with the pressurization of the pneumatic system.		10
2.54	The PASS device will be designed to be manually placed into alarm without pressurization of the pneumatic system.		10
2.55	The manually operated PASS Alarm button will be comparably larger than the other tactile button switches on the gauge alarm/control module. The manual switch will be positioned on the front face of the gauge alarm/control module and made with a distinguishable color.		10
2.56	The PASS device will be provided with a thermal alarm that is measured by sensors at the device and based upon a time temperature curve. Exposure to heat in excess of the established curve will produce a visual and audible alarm indicating that the user is being exposed to excess heat.		10
2.57	Switches used to operate the electronic module or to reset the PASS will be positioned on the side of the chest located gauge alarm or control module.		10
2.58	The PASS device will data log when the PASS is turned on, when the PASS activates any alarm, when the PASS alarm is activated manually, when the PASS alarm was reset, when the PASS was turned off and when the PASS low power source warning signal activates.		10
2.59	The PASS device will also record regulated air pressure of the pneumatic system.		10
2.60	The PASS device will record the time of operation.		10
2.61	The unit will have the ability to record no less than 25 hours of recorded history.		10
2.62	The chest located gauge alarm/control module will be operated by push button type switches that have a clearly visible in shape, color and tactile variation from the balance of the module whereby the switches slightly recessed with a raised protrusion that is approximately 3/16 of an inch tall.		10
2.63	The push button switches on the gauge alarm or control module will require the user to momentarily depress them by nearly 3/16 of an inch. A press and hold type switch is not acceptable.		10
2.64	Chest located gauge alarm/control module to be electronically illuminated or backlit. Glow in the dark will not be considered as illuminated or backlit.		10
2.65	Chest located gauge alarm will produce a electronically generated digital number to display the cylinder pressure. The electronically produced font will be approximately one-half inch tall.		10
2.66	In addition to providing both a direct and electronic reading of the cylinder pressure, the chest located gauge alarm or control module will display the amount of total time remaining based upon the user's breathing rate. The gauge alarm or control module will update and display the amount of time every 30 seconds.		10
2.67	The digital image of the chest located gauge alarm or control module will automatically illuminate and display a digital pressure when the module is raised for viewing.		10
2.68	The SCBA will have a method by which the electronic systems may be tested to ensure proper operation.		10
	Confined Space Supplied Air Respirator and Powered Air Purifying Respirator	0	0

2.69	The SCBA face piece used with the SCBA will be capable of being used with the confined space Supplied Air Respirator (SAR).		10
2.70	The confined space SAR will include a belt mounted escape cylinder of breathing air rated for 10 minutes.		10
2.71	The harness assembly for the confined space SAR will be constructed of Kevlar.		10
	Routine and Scheduled Maintenance	0	0
2.72	The face piece will be designed to be submerged during decontamination and cleaning without the need to remove electronic components.		10
2.73	The Second stage regulator will be designed to be submerged during decontamination and cleaning without the need to remove electronic components.		10
2.74	With the exception of repairs, neither the first nor second stage regulator will require flow testing on a Posi-Chek, or similar bench test machine, at an interval greater than annually.		10
2.75	Identify the frequency that a certified SCBA technician must inspect and maintain the following components or systems:		0
2.76	a. Back frame and harness assembly		10
2.77	b. Pneumatic system		10
2.78	c. First Stage regulator		10
2.79	d. Second Stage regulator		10
2.80	e. Face piece		10
2.81	f. Electronic systems		10
2.82	Identify any forced overhaul or scheduled replacement of parts or components.		10
2.83	The Bidder will develop the Broken Arrow Fire Department Physical Resource SCBA and Respirator repair center as an authorized repair center for the manufacturer of the SCBA and respirators.		10
2.84	The Bidder will stock common repair and replacement parts on consignment. The Broken Arrow Fire Department will reimburse the Bidder for any parts that are removed from inventory and not subject to warranty repair.		10
	Training	0	0
2.85	It is the intent of the Broken Arrow Fire Department to become a formal and approved service center for the care and maintenance of the specified SCBA and related systems.		10
2.86	Provide service technician training for no less than five (5) Broken Arrow Fire Department technician candidates.		10
2.87	If the technician training is to be provided in excess of 50 miles of 1700 West Detroit Broken Arrow, Oklahoma 74012, the Bidder will arrange for tuition, travel, meals, lodging and tuition for the technician candidates.		10
2.88	The Bidder will provide a Train-the-Trainer program to ten (10) Fire Training Officers on the use, field maintenance, cleaning and general care of the SCBA and respirators.		10
2.89	Both the train-the-trainer and technician training will be completed within 30 days of the issued purchase order.		10
	Warranty	0	0
2.90	The Back frame and harness system will be warranted for parts and labor for deficiencies in design, material or workmanship. 5-yr = 3 points: 10-yr = 6 points: 15-yr = 10 points		10

2.91	The First stage regulator will be warranted for parts and labor for deficiencies in design, material or workmanship. 5-yr = 3 points: 10-yr = 6 points: 15-yr = 10 points		10
2.92	The Second stage regulator will be warranted for parts and labor for deficiencies in design, material or workmanship. 5-yr = 3 points: 10-yr = 6 points: 15-yr = 10 points		10
2.93	The Pneumatic hoses, gauges and system in exception of the first and second stage regulators will be warranted for parts and labor for deficiencies in design, material or workmanship. 5-yr = 3 points: 10-yr = 6 points: 15-yr = 10 points		10
2.94	The Face piece will be warranted for parts and labor for deficiencies in design, material or workmanship. 5-yr = 3 points: 10-yr = 6 points: 15-yr = 10 points		10
2.95	The rechargeable batteries and charger will be warranted for parts and labor for deficiencies in design, material or workmanship. 2-yr = 3 points: 5-yr = 6 points: 10-yr = 10 points		10
2.96	The electronic system and components will be warranted for parts and labor for deficiencies in design, material or workmanship. 5-yr = 3 points: 10-yr = 6 points: 15-yr = 10 points		10
2.97	Where and when applicable, warranty repair that produces labor costs upon the Broken Arrow Fire Department will be reimbursed through the exchange of non-warranted parts. The cost of the specific part will be shown in the agreed upon parts and price list.		10
2.98	A parts with price catalog will be provided and referenced for the repair and warranty of the respirators including a percentage reduction from the described list price.		10
	Options	0	0
2.99	100 cartridges for APR	0	0
3.00	150 face piece adapters to enable the use of a single 40 mm connection CBRN multi-gas canister with the standard SCBA face piece. If an adapter does not exist for this purpose, include 35 small, 175 medium and 90 large face pieces.	0	0
3.01	Mask neck harness/hanging strap	0	0
3.02	Mask bags		
3.03	Additional RFID Tags	0	0
3.04	Additional Lithium Ion Batteries	0	0
3.05	Additional Lithium Ion Battery Docking Station/Chargers	0	0
	TOTAL	Awarded	Possible
		0	2,195

End of Specifications

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. 30 to 45 Days 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 17.127 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.

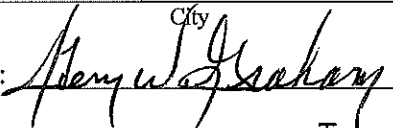
My signature certifies that the accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Federal, State, or City Law. Furthermore, I understand that fraudulent and collusive 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:

Casco Industries, Inc. Date: January 10, 2017
Company Name

Address: 3601 Northwest 10th Street Oklahoma City, OK. 73107
City State Zip Code

Signature:  Official Title: Sales Representative

Please print or type name clearly: Terry W. Graham

Telephone Number: 918-527-8333 Fax Number: 405-945-0401

Federal Tax ID Number: 72 0698936

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

BID AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF: Oklahoma

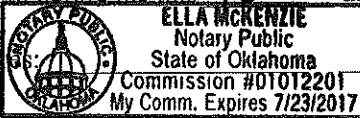
COUNTY OF: Tulsa

Terry W. Graham, of lawful age, being first duly sworn, on oath says: 1. (S)he is the duly authorized agent of Casco Industries, Inc., 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 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 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 Terry W. Graham

Subscribed and sworn to before me this 10th day of January, 2017

My Commission Expires



Ella McKenzie
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: Oklahoma

COUNTY OF: Tulsa

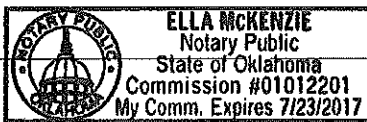
Terry W. Graham, Of lawful age, being first duly sworn, states that s(he) is the agent authorized by the bidder to submit the attached bid. Affiant further states that no officer or employee of the City of Broken Arrow either directly or indirectly, owns a twenty-five percent (25%) interest in the bidder's 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:
None

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 *Terry W. Graham*

Subscribed and Sworn to before me this 10th day of January 20 17

My Commission Expires:



Ella McKenzie
Notary Public

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

STATEMENT OF NO INTEREST

Bid Number: 17.127

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: _____ Fax Number: _____

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 YOUR RETURN ADDRESS	
CITY OF BROKEN ARROW PURCHASING DIVISION P.O. BOX 610 BROKEN ARROW, OK 74013	
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 YOUR RETURN ADDRESS		COMPANY NAME
CITY OF BROKEN ARROW PURCHASING DIVISION P.O. BOX 610 BROKEN ARROW, OK 74013		BID NUMBER OPENING DATE
BIDS		COMPANY NAME
		BID NUMBER OPENING DATE

BIDS MAY BE REJECTED IF THE ABOVE INSTRUCTIONS ARE NOT FOLLOWED