

March 24, 2020

Dear Sir/Madam,

The Tulsa Planning Office at INCOG is soliciting bids for a three-year contract starting July 1, 2020, to construct and post signs providing notice of rezoning for the Tulsa Metropolitan Area Planning Commission and notice of special exception uses for Tulsa Board of Adjustment.

Enclosed you will find a complete bid packet including specifications for submitting your bid to INCOG.

For additional information please contact Jani Wertin (jwertin@incog.org) or Susan Miller (smiller@incog.org) at the Tulsa Planning Office. The main office number is 918.584.7526.

All bids must be returned and received in the office of Troy Wilborn, INCOG, no later than 4:00 p.m. May 5, 2020 in order to be considered.

Sincerely,



Susan Miller, AICP, Director
Tulsa Planning Office at INCOG

SCOPE OF SERVICES

General

The Contractor is to provide and post signs for the Indian Nations Council of Governments (INCOG) and the Tulsa Planning Office which notify the public of public hearings before the Tulsa Metropolitan Area Planning Commission (TMAPC) and the City of Tulsa Board of Adjustment (BOA). Each sign must be placed by the contractor on the site where the action is requested. These sites may be located anywhere within the corporate boundaries of the City of Tulsa as may be modified at any time during the term of the contract as a result of any annexation of additional territory, or throughout the unincorporated portions of Tulsa County.

Description of Signs

1. Workload

The Contractor will be responsible for meeting all of INCOG's requirements for signs and for properly posting on all properties under application for zoning changes for a period of 36 months beginning July 1, 2020. Based on the combined caseload of TMAPC and BOA in 2019, INCOG estimates that 17 signs will be needed each month.

2. Legal Posting Time Requirements

TMAPC meets the 1st and 3rd Wednesday each month and the City Board of Adjustment meets the 2nd and 4th Tuesday each month. By law, the signs must be placed on the property NOT LESS THAN 20 DAYS prior to the TMAPC hearing and NOT LESS THAN 10 DAYS prior to the BOA hearing. Overlap occurs, and approximately 30-40 signs could be posted at any one time.

3. Size, Design, and Materials

The signs provided by the Contractor shall be 24 inches wide by 42 inches tall, include black text and graphics on a yellow background, and adhere to the design template provided by INCOG, which features information in English and Spanish. The signs shall be constructed of durable, all-weather materials that can withstand normal winds at the specified sign size. The design template may be found at: <http://tulsaplanning.org/rfp/sign-services/>

4. Changeable Copy

The Contractor is responsible for preparing all changeable portions of the zoning sign so that it accurately provides the information necessary for legal notification of the proposed zoning ordinance amendment. The changeable portions include the case number, the existing and proposed zoning district, the proposed use, the size of the tract involved, and the date, time, and place of the public hearing.

5. Sign Placement

The Contractor is responsible for providing a method of securing and supporting the sign so that when posted, all information on the sign is easily readable from the street and the sign will not be blown down by normal winds.

At least one sign per street frontage is required. If the subject property has more than 1,000 feet of street frontage on a single street, at least one sign must be posted for each 1,000 feet of street frontage or fraction thereof on that street.

Posting of Signs

1. Legal Posting Time Requirements

The Contractor shall properly post the appropriate zoning sign(s) at each site requested by INCOG not less than twenty (20) days prior to the scheduled public hearing for that TMAPC case and not less than ten (10) days prior to the scheduled public hearing for that BOA case.

2. Case Information

INCOG will provide the Contractor a map of each case site showing the location of all required signs and the direction they must face. The sign must be placed on the site in approximately the same location and oriented in the same direction as shown on the map of the site provided by INCOG. INCOG will also provide the Contractor with the following information about each case:

- a. The case number
- b. The existing and proposed zoning district
- c. The proposed use or the nature of the proposed special exception use
- d. The location of the tract/parcel
- e. The date, time, and place of the public hearing

All of this information, as well as the site maps, will be emailed to the Contractor at least 28 days before the TMAPC public hearing date or 18 days before the BOA public hearing date.

3. Photo Requirement

To ensure legal posting time requirements are fulfilled, Contractor shall take photos of the posted signs as proof of installation and email these photos to INCOG not less than twenty (20) days prior to the scheduled public hearing for that TMAPC case and not less than ten (10) days prior to the scheduled public hearing for that BOA case.

4. Removal Requirement

The Contractor shall remove all signs he/she has posted within 7 business days after the date of the hearing specified on the sign.

5. Inaccurate or Improperly Located Signs

If the Contractor posts a sign containing inaccurate information, or if the sign is improperly located or oriented, it shall be the responsibility of the Contractor to correct the error by the end of the next working day after notification by INCOG of the error.

6. Sign Replacement

If the sign is properly posted but is then blown down, vandalized, or stolen before the hearing, the Contractor shall replace or repair the sign by the end of the next working day after verbal notification by INCOG of the problem, at the cost of the Contractor.

Payment of Contractor

1. The Contractor shall submit a monthly bill which shows the case number for each sign posted and date of the posting.
2. INCOG will pay the Contractor once a month for all the signs posted and maintained during the previous month, at a rate accepted in the bid. INCOG will pay the Contractor the same amount for each sign properly posted and maintained, regardless of its location.
3. INCOG will not pay the Contractor for any sign which is incorrect or in the wrong location, unless the problem is corrected within the time period specified above.

INSTRUCTIONS TO BIDDERS

1. All bids must be accompanied by a properly executed bidder affidavit.
2. All bids must include a mock-up/prototype of the proposed sign. Mock-up does not need to be the actual size of a finished sign, but it must be constructed of the proposed sign materials, and include the design template found at: <http://tulsaplanning.org/rfp/sign-services/>
3. All bids must be made on the bid form provided by INCOG (fillable PDF at link above).
4. Only bids which provide all the information required will be considered.
5. INCOG reserves the right to reject any or all bids.
6. All bids must be received in the office of Troy Wilborn of INCOG before 4:00 p.m., May 5, 2020, in order to be considered.
7. All bids will be open to the public at 4:30 p.m. May 5, 2020, in the Conference Room, INCOG offices, 2 West 2nd Street, Suite 800.
8. All bids shall remain in effect for at least 30 days after the bid opening.
9. The successful bidder will be required to be licensed and bonded to erect signs in the City of Tulsa, execute a written contract, provide their own insurance, and begin the placement of signs no later than July 1, 2020.
10. The contract will be for three (3) years and the bidder must provide a bid price(s) for the entire three (3) year period.
11. If the lowest acceptable bidder refuses to accept the contract, INCOG will negotiate with the next lowest acceptable bidder.
12. The City of Tulsa's requirements for sign permits and fees will be waived for all zoning signs.
13. The Scope of Services provides detailed information concerning the work required of the successful bidder.
14. Any questions concerning the bidding procedure or the Scope of Services should be directed to Jani Wertin or Susan Miller at Tulsa Planning Office at INCOG, 2 West 2nd Street, Suite 800, Tulsa, OK, 74103, 918.584.7526.
15. Directions for Submitting Bid(s):
Envelopes containing bids must be sealed, marked and addressed as:

INCOG, c/o Troy Wilborn
re: Zoning Sign Bid
2 West 2nd Street, Suite 800
Tulsa, Oklahoma 74103

Please print in large letters on both sides of the envelope:

BID ENCLOSED – DO NOT OPEN UNTIL 4:30 P.M., MAY 5, 2020

BIDDER AFFIDAVIT

Title 74 O.S. § 85.22 (OSCN 2020)

Any competitive bid submitted to the State of Oklahoma or contract executed by the state for goods or services in excess of Five Thousand Dollars (\$5,000.00) shall contain a certification, which shall be in substantially the following form:

A. For purposes of competitive bids, I certify:

1. I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract,
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1 of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

Bidder's signature

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

NOTARY PUBLIC (OR CLERK OR JUDGE)

My commission expires _____, 20____.

BID FORM

For supplying and posting of Zoning and Special Exception Signs for the Tulsa Planning Office at INCOG.

To: Tulsa Planning Office at INCOG

In compliance with your invitation for bids, the undersigned hereby proposes to furnish all signs, labor, equipment, and materials and to perform all work in strict accordance with the specifications, schedules and conditions set forth in the Scope of Services for the following amount: \$_____ per zoning sign properly posted and maintained from July 1, 2020, to June 30, 2023.

The undersigned agrees that upon written acceptance of this bid by INCOG, the undersigned will, become licensed and bonded, provide at their own cost the necessary insurance, enter into a written contract and commence work on or before July 1, 2020.

The undersigned bidder agrees that the following is the original value of the zoning signs they would fabricate under the terms of this contract: \$_____ per zoning sign. This value would be used in computing the cost to INCOG of the signs, if the contract is terminated for cause.

Description of signs to be provided:

1. Sign Size: Length: _____ Width: _____ Thickness: _____
2. Material(s) that signs will be constructed of: _____
3. Describe how sign will be held in place on the site:

A Certificate of Insurance for Contractor's employees providing services under this contract and for the Contractor for the term of this contract must be attached. Insurance must be provided at the Contractor's expense and shall include Worker's Compensation and Liability Insurance. INCOG shall be a named "insured", and the minimum Limits of Liability shall be \$500,000.

The undersigned represents that they operate as an individual, partnership, corporation, incorporated in the State of Oklahoma; if otherwise, please specify: _____

CAUTION: Bids shall not be qualified by exceptions to the bidding conditions.

Name of Firm or Individual

Business Address, City, State, ZIP

Email Address

Telephone

Bid Authorized by: (Type or Print Name): _____

Title of Person Authorizing Bid: _____

Signature - please sign in ink _____

DIRECTIONS FOR SUBMITTING BID(S):

Envelopes containing bids must be sealed, marked and addressed as:

INCOG, c/o Troy Wilborn
re: Zoning Sign Bid
2 West 2nd Street, Suite 800
Tulsa, Oklahoma 74103

Please print in large letters on both sides of the envelope:

BID ENCLOSED - DO NOT OPEN UNTIL 4:30 P.M., MAY 5, 2020