

TABLE OF CONTENTS

A GENERAL PROVISIONS.....6
B. SPECIAL PROVISIONS 13
C. SOLICITATION SPECIFICATIONS 13
D. EVALUATION 19
E. INSTRUCTIONS TO SUPPLIER 19
F. Checklist 20
G. OTHER 20
H. PRICE AND COST 20

B. SPECIAL PROVISIONS

B.1. Purpose:

The Oklahoma Department of Wildlife Conservation is seeking a contractor to rent and install tents, carpet, pipes and drapes for the 2018 Wildlife Expo.

B.2. Terms:

- B.2.1. The Oklahoma Department of Wildlife; hereinafter referred to as the "Agency or ODWC" reserves the right to review any and/or all bids submitted prior to the award of contract. Proposals received after the scheduled deadline will not be accepted
- B.2.2. Firm, Fixed and Indefinite Quantity Contract
- B.2.3. This contract is for an indefinite quantity and the State, may or may not; buy the quantity mentioned in this contract.
- B.2.4. The State objects to and shall not consider any additional terms and conditions submitted by a Bidder, including any appearing in documents attached as part of a Bidder's response. In submitting its response, a Bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response

B.3. Contract Period

Initial contract period is from date of award thru June 30, 2019. Contract may be renewed at the same terms and conditions for one (1) additional successive one year period.

B.4. Shipping

- B.4.1. Ship to: Lazy E Arena 9600 Lazy E Drive, Guthrie, OK 73044

C. SOLICITATION SPECIFICATIONS

C.1. Tent Rental and Installation

- C.1.1. (15) – 15' X 15' Frame Tents
(25) – 20' X 20' Frame Tents
(2) – 20' X 20' Frame Tent with Roll-up walls
(3) – 20' X 40' Frame Tents

(1)- 20x40 frame tent with walls
- C.1.2. Price to include set up, staking, and water barrels (50 gallon) for stabilization of tents and removal.
- C.1.3. Year #1: Price to include delivery to the address below on September 17, 2018:
Lazy E Arena, 9600 Lazy E Drive, Guthrie, OK 73044
- C.1.4. Year #1: Price also to include teardown & removal on September 24, 2018.

Bidder must bid all below. Price to include delivery, rental, installation including staking and water barrels, and teardown and removal.

Year #1 Pricing:

- 15' X 15' Frame tent: \$_____per tent*
- 20' X 20' Frame tent: \$_____per tent*
- 20' X 20' Frame tent with roll-up walls \$_____per tent*
- 20' X 40' Frame Tent: \$_____per tent*
- 20x40 frame tent with walls \$_____per tent*

Year #2 Pricing:

- 15' X 15' Frame tent: \$_____per tent*
- 20' X 20' Frame tent: \$_____per tent*
- 20' X 20' Frame tent with roll-up walls: \$_____per tent*

20' X 40' Frame Tent: \$_____per tent*

20x40 frame tent with walls \$_____per tent*

C.2. Carpet Rental and Installation

- C.2.1. (36,000)- 3000 linear feet of 12 ft. carpet
- C.2.2. Commercial Indoor/Outdoor 12 foot wide carpet.
- C.2.3. The carpet must be neutral in color and approved by the Oklahoma Dept. of Wildlife Conservation
- C.2.4. Approximately 3,000 feet of carpet will be needed
- C.2.5. Carpet used to cover the isles of a packed dirt floor inside an arena. Carpet must be secured to the ground to prevent tripping and allow for wheelchairs and strollers. Insulation plates MUST be used with securing stakes to ensure complete removal of all stakes.
- C.2.6. Price to include delivery and installation on September 20, 2018. This will also require it to be installed on the evening of September 20, 2018, after 6 PM.
- C.2.7. Year #1: Price to include delivery to the address below on September 20, 2018:
Lazy E Arena, 9600 Lazy E Drive, Guthrie, OK 73044
- C.2.8. Year #1: Price to include delivery to the address below on September 20, 2018 and teardown and removal on September 24, 2018. Delivery Address: Lazy E Arena, 9600 Lazy E Drive, Guthrie, OK 73044
Bidder must bid all below. Price to include delivery, rental, installations, cleaning and maintenance of carpet during event, and teardown and removal.

Year #1 Pricing:

Carpet: \$_____per square foot*

Year #2 Pricing:

Carpet: \$_____per square foot*

C.3. Pipe and Drape Rental and Installation

INSIDE THE LAZY E ARENA

- C.3.1. All drapes must be hunter green or black unless otherwise indicated. Tables must be 6 or 8 feet in length.
- C.3.2. Year #1: Price to include delivery and installation at the address below on September 17-19, 2018
Lazy E Arena, 9600 Lazy E Drive, Guthrie, OK 73044
- C.3.3. Year #1: Price also to include teardown and removal on September 24, 2018.
- C.3.4. (20) – 10 X 10 booths
Including: 8 foot backdrop
3 feet sides
1 skirted table
2 chairs

Year #1 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

Year #2 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

- C.3.5.** (30) – 10 X 10 booths
Including: 3 foot backdrop
3 feet sides
1 skirted table
2 chairs

Year #1 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

Year #2 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

- C.3.6.** (15) 10 X 20 booths
Including: 8 foot backdrop
3 feet sides
2 skirted tables
4 chairs

Year #1 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

Year #2 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

- C.3.7.** (10) – 10 X 20 booths
Including: 3 foot backdrop
3 feet sides
2 skirted tables
4 chairs

Year #1 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

Year #2 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

- C.3.8.** (5) – 10 X 30 booths
Including: 8 foot backdrop
3 feet sides
3 skirted tables
6 chairs

Year #1 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

Year #2 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

C.3.9. (5) – 10 X 30 booths

Including: 3 foot backdrop

3 feet sides

3 skirted tables

6 chairs

Year #1 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

Year #2 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

C.3.10. (2) 20 X 50 booths

Including: 8 foot backdrop

3 feet sides

5 skirted table

10 chairs

Year #1 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

Year #2 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

C.3.11. (2) 10 X 10 booth

Including: 3 sides that are 8 feet

1 skirted table

2 chairs

Year #1 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

Year #2 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per booth*

C.3.12. (1) 30 X 50 booth

Including: 30 feet of 12 foot backdrop

50 feet of 3 foot SIDES

5 skirted tables

10 chairs

Year #1 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per each* 30 X 50 booth

Year #2 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per each* 30 X 50 booth

C.3.13. 300 feet of 8 or 10 foot backdrop including: sandbags to hold poles in place

Year #1 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per 300' of 8' or 10' backdrop*

Year #2 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per 300' of 8' or 10' backdrop*

C.3.14. 100 feet of 3 foot drape.

Year #1 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per 100' of 3' drape*

Year #2 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per 100' of 3' drape*

C.3.15. 60 feet of 8 foot backdrop including: sandbags to hold poles in place

15 Skirted tables
225 plain tables with Kwik covers
360 chairs

Year #1 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per 60' of 8' backdrop*

Year #2 Pricing:

Price to include delivery, rental, installation, and teardown & removal: \$_____per 60' of 8' backdrop*

C.3.16. Also, bidder must bid below where indicated:

Year #1 Pricing: 15 - Extra skirted tables: \$_____per skirted tables

Year #2 Pricing: 15 - Extra skirted tables: \$_____per skirted tables

Year #1 Pricing: 225 - Extra plain tables with Kwik covers: \$_____per plain tables with Kwik covers

Year #2 Pricing: 225 - Extra plain tables with Kwik covers: \$_____per plain tables with Kwik covers

Year #1 Pricing: 360 chairs: \$_____per chairs

Year #2 Pricing: 360 chairs: \$_____per chairs

D. EVALUATION

- D.1.** Right to Waive Minor Irregularities: The State reserves the right to waive minor irregularities in the bidders' responses
- D.2.** This Invitation to Bid will be awarded based on the **Lowest and Best** criteria.
- D.2.1.** Selection of a Contractor for contract negotiations does not guarantee a contract with the State.

E. INSTRUCTIONS TO SUPPLIER

E.1. Solicitation Submission

E.1.1. Bidder shall provide:

- OMES FORM CP 076 – Responding Prospective Supplier Information
- OMES FORM CP 004 – Certification for Competitive Bid and/or Contract
- OMES FORM CP 011 Amendments (if applicable)
- Price /Cost. For the section C items.
- Vendor Payee Form
- Original should be clearly marked "Original." Supplier must submit one original copy of their solicitation to include all of the documents in this section.

E.2. Vendor/Payee Form

- E.2.1.** For existing vendors; verify the vendor information on the Solicitation Request. If any of the information is incorrect then a Vendor/Payee Form must be completed and submitted with your sealed bid.
- E.2.2.** For new vendors; enter your information on the Solicitation Request and complete the Vendor/Payee Form. This Form must be submitted with your sealed bid.

E.3. Bid Submission Requirements

- E.3.1.** All Bids must be submitted to Central Purchasing Contracting Officer as identified on the front page of this Solicitation. It is the Bidder's sole responsibility to submit information in the Bid as requested by this Solicitation. The Bidder's failure to submit required information may cause its Bid to be rejected.
- E.3.2.** The Bid should be paginated and indexed in alpha order with reference to specific sections of this Solicitation. All Bids shall be legibly written or typed. Any corrections to Bids shall be initialed. Penciled Bids and penciled corrections shall not be accepted and shall be rejected as non-responsive. Unnecessarily elaborate brochures or other presentations beyond those necessary to present a complete and effective Bid are not desired.
- E.3.3.** Each Bidder must submit one (1) original and one (1) copy of the Bid on thumb drive for a total of two (2) electronic documents in a "machine readable" format. One (1) thumb drive shall be marked as the original and will be considered the official response in evaluating responses for scoring, Open Records Requests, and protest resolution. One (1) thumb drive shall be marked copy. Each Bid must be submitted in a single sealed envelope, package, or container.
- E.3.4.** All information relating to price/costs are to be sent in a separate envelope, on a separate thumb drive clearly marked as "Price/Cost". One (1) thumb drive shall be marked as the original and will be considered the official response in evaluating responses for scoring, Open Records Requests, and protest resolution. One (1) thumb drive shall be marked copy.
- E.3.5.** Faxed or emailed responses will not be accepted. Original hard copies are not required or preferred. This overrides hard copy submittal requirements of A.2.4.
- E.3.6.** The name and address of the Bidder shall be inserted in the upper left corner of the single sealed envelope, package, or container. The solicitation number and solicitation response due date and time must appear on the face of the single envelope, package, or container.
- E.3.7.** Bids shall be in strict conformity with the instructions to Bidder, and shall be submitted with a completed "Responding Bidder Information" OMES Form 076, and any other forms completed as required by this Solicitation.
- E.3.8.** The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES Form 004, must be made out in the name of the Bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- E.3.9.** All Bids submitted shall be consistent with the Oklahoma Central Purchasing Act and associated Rules and subject to the Information Services Act and other statutory laws and regulations as applicable.

- E.3.10.** By submitting a Bid, Bidder agrees not to make any claims for damages or have any rights to damages, because of any misunderstanding or misrepresentation of the specifications or because of any misinformation or lack information.
- E.3.11.** If a Bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in this Solicitation, known to the Bidder, or an error that reasonably should have been known by the Bidder, the Bidder shall submit a Bid at its own risk; and if awarded the Contract, the Bidder shall not be entitled to additional compensation, relief, or time by reason of the error or its later correction. If a Bidder takes exception to any requirement or specification contained in this Solicitation, these exceptions must be clearly and prominently stated in the Bid.
- E.3.12.** Bidders should note that this Solicitation reflects changes in the existing operation to increase efficiencies and streamline business environments in the State of Oklahoma. All previous solicitations or resultant contracts should not be either depended upon, perceived or interpreted to have any relevance to this Solicitation.

F. CHECKLIST

F.1. VENDOR RESPONSE

F.2. Listed below is a checklist of items that are to be returned with the response. This is not an all- inclusive list and it is the Prospective Supplier's responsibility to ensure that they submit all required and requested documentation:

- F.2.1.** OMES Form CP 076 - Responding Prospective Supplier Information.
- F.2.2.** OMES Form CP 004 –Certification for Competitive Bid and/or Contract.
- F.2.3.** OMES-Form-CP-011 Amendments (if applicable).
- F.2.4.** Price/cost for the section C items.
- F.2.5.** Vendor Payee Form, if applicable.
- F.2.6.** Two (2) copies of bid on Thumb drive

G. OTHER

G.1. Questions

- G.1.1.** All questions regarding this solicitation must be submitted in writing and are to be emailed to no later than 3:00PM CST Tuesday, July 31, 2018. Questions are to be emailed to cini.zacharia@omes.ok.gov Questions received after this date will not be answered. An Amendment will be posted after this deadline listing all questions received and their answers.
- G.1.2.** Any communication regarding this solicitation must be sent to the Contracting Officer listed above. Failure to do so (contacting the agency directly), may result in your response being deemed as non-responsive.

H. PRICE AND COST

- H.1.** See Section C items

