State of Oklahoma
Oklahoma State Bureau of Investigation

Solicitation

1. **Solicitation #:** 30291

2. **Solicitation Issue Date:** May 15, 2012

3. **Brief Description of Requirement:**

Contract resulting from this ITB shall be for lawn services at least once a week to consist of mowing, edging, weeding, trimming, fertilizing, weed and insect control and cleanup during nine (9) months of the year (July, August, September, October, November, March, April, May and June) at the Oklahoma State Bureau of Investigation's Southwest Regional Office and Laboratory located at 5 N.E. 22nd Street, Lawton Oklahoma.

4. **Response Due Date**[1]**:** 05/31/2012 **Time**: 3:00 p.m. CST/CDT

5. **Issued By and RETURN SEALED BID TO**[2]**:**

Agency Name: Oklahoma State Bureau of Investigation

- U.S. Postal Delivery: 6600 N. Harvey Place, Oklahoma City, OK 73116
- Carrier Delivery: 6600 N. Harvey Place, Oklahoma City, OK 73116

6. **Solicitation Type** (check one below)**:**

- ☑ Invitation to Bid
- ☐ Request for Proposal
- ☐ Request for Quote

7. **Shipping Location**: 5 N.E. 22nd, Lawton, Oklahoma 73507

8. **Contracting Officer**:

Name: Mary Reznicek
Phone: 405-879-2650
Email: mary.reznicek@osbi.ok.gov

[1] Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments")
[2] If "U.S. Postal Delivery" differs from "Carrier Delivery, use "Carrier Delivery" for courier or personal deliveries

State of Oklahoma
Oklahoma State Bureau of Investigation

Responding Bidder Information

"Certification for Competitive Bid and Contract" (see page 3) ***MUST*** *be submitted along with the response to the Solicitation.*

1. **RE: Solicitation #** 30291

2. **Bidder General Information:**

FEI / SSN : _____ VEN ID: _____

Company Name: _____

3. **Bidder Contact Information:**

Address: _____

City: _____ State: ____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone #: _____ FAX#: _____

Email: _____ Website: _____

4. **Oklahoma Sales Tax Permit[1]:**

☐ YES – Permit #: _____

☐ NO – Exempt pursuant to Oklahoma Laws or Rules

5. **Registration with the Oklahoma Secretary of State:**

☐ YES - Filing Number: _____

☐ NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. **Workers' Compensation Insurance Coverage:**

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

☐ YES – include a certificate of insurance with the bid

☐ NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2001, § 2.6 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)[2]

_____ _____
Authorized Signature Date

_____ _____
Printed Name Title

[1] For frequently asked questions concerning Oklahoma Sales Tax Permit, see http://www.tax.ok.gov/faq/faqbussales.html
[2] For frequently asked questions concerning workers' compensation insurance, see http://www.ok.gov/oid/Consumers/Workers' Compensation Information.html

State of Oklahoma

Oklahoma State Bureau of Investigation

Certification for Competitive Bid and/or Contract
(Non-Collusion Certification)

A certification shall be included with any competitive bid and/or contract submitted to the State for goods or services.

Solicitation or Purchase Order #: 30291

Supplier Legal Name: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, 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 said bid;
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, nor
   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.

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 this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

☐ the competitive bid attached herewith and contract, if awarded to said supplier;

OR

☐ the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature	Certified This Date
Printed Name	Title
Phone Number	Email
Fax Number	

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A. GENERAL PROVISIONS

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

A.1.1. "Acquisition" means items, products, materials, supplies, services and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;

A.1.2. "Bid" means an offer in the form of a bid, proposal or quote a bidder submits in response to a solicitation;

A.1.3. "Bidder" means an individual or business entity that submits a bid in response to solicitation;

A.1.4. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and

A.1.5. "Supplier" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders, and shall be submitted with any other forms completed as required by the solicitation.

A.2.2. Bids shall be submitted to the procuring agency in a single envelope, package, or container and shall be sealed. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", DCS-FORM-CP-004SA, 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.

A.2.4. 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 will be rejected as non-responsive.

A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

A.3. Solicitation Amendments

A.3.1. If an amendment is issued, then the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The procuring agency must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.

A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the procuring agency.

A.3.3. It is the Bidder's responsibility to check frequently for any possible amendments that may be issued. The procuring agency is not responsible for a bidder's failure to acquire any amendment documents required to complete a solicitation.

A.4. Bid Change

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the procuring agency with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation:

A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:

A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;

A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and

A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State or local) contracts terminated for cause or default.

A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

A.6. Bid Opening

Sealed bids shall be opened by the Oklahoma State Bureau of Investigation located at 6600 N. Harvey Place, Oklahoma City, Oklahoma at the time and date specified in the solicitation as the Response Due Date and Time.

A.7. Bids Subject to Public Disclosure

Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The Chief Administrative Officer of the requesting agency shall make the final decision as to whether the documentation or information is confidential.

A.8. Late Bids

Bids received by the procuring agency after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.9. Legal Contract

A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the procuring agency, shall constitute a contract.

A.9.2. The Contract resulting from this solicitation will consist of the following documents in order of preference: Contract award documents, including but not limited to the Purchase Order, Contract Modifications, required certification statement, affidavit, and change orders; the solicitation including any amendments; and the successful bid to the extent that the bid does not conflict with the requirements of the Contract award documents or solicitation or applicable law. In the event there is a conflict between any of the preceding documents, the Contract award documents prevail over the solicitation, and both the Contract award documents and the solicitation shall prevail over the successful bid.

A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.

A.10.2. Bidders guarantee unit prices to be correct.

A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

A.11. Manufacturers' Name and Approved Equivalents

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.12. Clarification of Solicitation

Clarification pertaining to the contents of this solicitation shall be directed in writing to the Contracting Officer specified in the solicitation.

A.13. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid

may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 580:15-4-11.

A.14. Award of Contract

A.14.1. The procuring agency may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the procuring agency to be in the best interest of the State of Oklahoma.

A.14.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.

A.14.3. In order to receive payments from the State of Oklahoma, suppliers who are not registered on the State of Oklahoma Vendor Registration list must complete the "Vendor/Payee Form" (www.ok.gov/OSF/documents/osfvend.pdf). Non-U.S. suppliers who are not registered on the State of Oklahoma Vendor Registration List must complete a W-8BEN (www.irs.gov/pub/irs-pdf/fw8ben.pdf). Failure to do so may delay contract award.

A.15. Contract Modification

A.15.1. The Contract is issued under the authority of the procuring agency who signs the Contract. The Contract may be modified only through a written Contract Modification, signed by the procuring agency approving official.

A.15.2. Any change to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procuring agency in writing, or made unilaterally by the Supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the Supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

A.16. Delivery, Inspection and Acceptance

A.16.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The bidder(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.

A.16.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the procuring agency.

A.17. Invoicing and Payment

A.17.1. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.

A.17.2. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

A.18. Tax Exemption

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

A.19. Audit and Records Clause

A.19.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.

A.19.2. The successful bidder(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.20. Non-Appropriation Clause

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.21. Choice of Law

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

A.22. Choice of Venue

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

A.23. Termination for Cause

A.23.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the procuring agency. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.

A.23.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the procuring agency determines that an administrative error occurred prior to Contract performance.

A.23.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.24. Termination for Convenience

A.24.1. The State may terminate the Contract, in whole or in part, for convenience if the procuring agency determines that termination is in the State's best interest. The procuring agency shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the procuring agency.

A.24.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

A.25. Insurance

The successful bidder(s) awarded the Contract shall obtain and retain insurance, including worker's compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the procuring agency with evidence of such insurance and renewals.

A.26. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.27. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

A.28. Compliance with Applicable Laws

The products and services supplied under the Contract shall comply with all applicable federal, state and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

A.29. Special Provisions

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

B. SPECIAL PROVISIONS

B.1 Billing

Supplier will bill the OSBI on a monthly basis in arrears for services. Claims for reimbursement of services shall be submitted in arrears and within 90 calendar days of the provision of services. The Supplier will send one copy of their invoice bearing the purchase order number to:

OSBI
Attention: Accounting Department
6600 N. Harvey
Oklahoma City, Oklahoma, 73116

B.2 Insurance

The Supplier shall maintain insurance in the following amounts. The OSBI must be notified if the insurance policies are being cancelled or not being renewed.

B.2.1 A Certificate of Insurance indicating general liability insurance with a minimum combined single limit of $1,000,000 is required.
B.2.2 A Certificate of Insurance indicating Workers' Compensation Insurance in compliance with the Oklahoma Workers' Compensation Law is also required.
B.2.3 Both Certificates of Insurance must be provided to the OSBI after an award of contract and before any work begins.

B.3 Supplier Registration

The successful Bidder will be required to complete vendor registration with the Oklahoma Department of Central Services prior to award.

C. SOLICITATION SPECIFICATIONS

C.1 **Lawn Services** - Contract resulting from this ITB shall be for lawn services at least once a week to consist of mowing, edging, weeding, trimming, fertilizing, weed and insect control and cleanup during nine (9) months of the year (July, August, September, October, November, March, April, May and June). OSBI expects lawns and grounds to be professionally maintained consisting of, but not limited to the following:

C.1.1 Grass shall be cut at a professional, uniform two inches (2") level for all grass, edged and free of weeds.
C.1.2 Flowerbeds shall be trimmed and free of weeds.
C.1.3 Trees and shrubs shall be trimmed and properly shaped.
C.1.4 Rocks, wood chips, mulch, etc. are to be contained in their designated areas.
C.1.5 Liquid edger (or equivalent) shall be used to prevent grass and weeds from growing in pavement and sidewalk cracks and along curbs and fence lines and anywhere grass/weeds cannot be reached with a weed eater.
C.1.6 Sprinkler heads damaged by Contractor are to be repaired/replaced immediately.
C.1.7 Prior to mowing, the Supplier shall remove trash, litter, lose objects and debris from the area to prevent cutting into small unsightly pieces or the launching of objects with cutting blades.

C.1.8 On mowing days, Supplier will clean up the lawn and grounds including removing trash, twigs, tree branches, and other debris from beds and grounds, and trim grown cover, trees and shrubs.

C.1.9 The Contractor shall keep the premises and surrounding area free from accumulation of cuttings, debris and trash caused by operations under the Contract. Contractor is responsible for removing and disposing of all trash and debris from the work site. Contractor shall dispose of all trash and debris off of the site.

C.1.10 Contractor will employ only trained and qualified workers who are proficient in performing lawn and grounds maintenance. These personnel shall at all time be employees of the Contractor (no sub-contractors or franchises without written permission from OSBI). Contractor's employees are required to be a minimum age of eighteen with direct supervision on the premises or the age of twenty-one if not directly supervised.

Contractor and Contractor's employees must be United States citizens or be legally eligible to work in the United States. Contractor shall provide proof of eligibility of Contractor or Contractor's employees to work in the United States as indicated to comply with OSBI requirements or local, State and Federal laws.

C.1.11 All equipment and tools shall be furnished by the Contractor and shall be properly maintained in proper working condition. Proper equipment should be used for each job task in order to provide a professional looking lawn.

C.1.12 Supplier will furnish and apply proper types and amounts of fertilizer and weed control treatments for the entire premises, including flowerbeds, shrubs, trees, etc. at proper times throughout the year. It is the Supplier's responsibility to maintain a professional looking lawn without weeds, bare spots, scorched grass, shrubs or plants, diseased shrubs or trees, dead branches, etc. Supplier shall submit to the OSBI a one-year schedule showing what months fertilizer, weed killer, or any other lawn or flowerbed substances will be applied to lawns and flowerbeds, that Supplier routinely uses to promote and protect the lawns, flower beds, and grounds before any work begins. Supplier shall furnish to the OSBI Facility Manager or designee a Work Report, or a receipt if done by someone other than the Supplier, to OSBI each time any type of substance is applied. Work Report/receipt shall include type of treatment provided, the date applied, the location and the specific area(s) that were treated.

C.1.13 OSBI reserves the right to point out requirements being missed or neglected. Anything not acceptable in accordance with the contract shall be corrected immediately. Failure to do so will constitute grounds for filing Contractor complaints with the Department of Central Services potentially leading to corrective action, up to and including termination of contract.

C.1.14 Contractor shall immediately replace dead or diseased plants, trees, flowers, shrubs, etc. when noticed or when brought to Contractor's attention. OSBI will provide plant materials for those plants, trees, shrubs, etc. that need to be replaced at no fault of the Contractor. Contractor will be responsible for purchase of plants, trees, flowers, shrubs, etc. that are damaged due to Contractor or Contractor's employee neglect.

In the future, should funding become available to purchase new or replacement plants, trees, flowers and shrubs, the Contractor will provide a cost to purchase and install or replace such items as requested by the Facility Manager or designee. Contractor will be responsible for replacing any plants, trees, flowers, shrubs, or other materials bought by the Contractor at OSBI's request should they die or become diseased.

C.1.15 Supplier must provide the OSBI Facility Manager or designee a completed Work Report each time work is performed including any special project. The report will include:

C.1.15.1 Summary of work completed.
C.1.15.2 Any assistance needed from OSBI, i.e., watering, sprinkler issues, etc.
C.1.15.3 Any other information necessary to assure proper maintenance of the lawn and grounds.

C.2 **Hazardous Materials** - All hazardous materials used by the Contractor to fulfill the requirements of this contract shall be marked as such. The Contractor shall provide the OSBI Facility Manager or designee the appropriate Material Safety Data Sheet (MSDS) for each product before the work has started. Disposal of such products off of State property is the responsibility of the Contractor and shall be done in accordance with all applicable laws, guidelines, regulations and codes.

C.3 **Damage to OSBI Property** – Damage to OSBI property as a result of negligence or intent by Contractor's employee(s) or sub-contractors shall be professionally repaired at no cost to the OSBI. The Contractor shall complete such repair at Contractor's cost or reimburse the OSBI for having the repair done by another Contractor.

C.4 **Emergencies** - In an emergency affecting safety of person or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury or loss.

C.5 **Ozone Alert Days** - When an announcement is made by the Department of Environmental Quality (DEQ) that a day is declared an Ozone Alert Day, the contractor shall observe the day by following DEQ guidelines for improving air quality. Following the observance of the Ozone Alert Day, the Contractor shall be given reasonable time to recover the grass to the terms stipulated in this contract. The Contractor shall not be held responsible for exceeding contract limits until recovery is complete.

C.6 **Optional Services** – The Supplier shall provide a cost for the following services as an option. The OSBI may or may not contract for these services.

C.6.1 Mulch. Supplier will provide and install two inches (2") of mulch for all beds, shrubs, and, where applicable around trees. Mulch will be provided on a quarterly basis. Mulch type to be approved by the OSBI Facility Manager or designee.
C.6.2 Granite Chips. Supplier will provide and install two inches (2") of biodegradable granite chips. Granite chips will be provided annually. Color to be approved by the OSBI Facility Manager or designee.

D. EVALUATION

D.1 Bids shall first be evaluated based on the mandatory administration requirements such as incomplete forms, form entries improper, improper alterations, absence of company authorized signature, absence of notary signature and seal, failure of acknowledging amendments, additional bidder terms and conditions, incomplete confirmation of onsite inspection, and absence or incomplete of onsite inspection form. Bidders that do not fully meet mandatory administration requirements, and do not submit and complete documents

and information required shall be deemed as non-responsive and shall not be considered further.

D.2 The OSBI shall evaluate bids in response to the solicitation and will award a contract to the supplier whose bid is determined to be the lowest and best responsive bid from a responsible bidder. Past performance shall be based on information provided by the supplier and any other information the State of Oklahoma may obtain by following up on the information provided by the supplier and/or through other sources (i.e., Supplier's performance on previously awarded delivery orders/contracts and/or contracts with other State entities, reference responses, etc).

E. INSTRUCTIONS TO SUPPLIER

E.1 Response

Bidder must complete and return the Bidder Response Form to include a minimum of three (3) references of businesses that the Bidder has provided services similar in size and scope or function within the past two (2) years.

E.2 Site Inspection

It is recommended that all Contractors review the site to familiarize themselves with the property prior to bidding. Site inspections **MUST** be scheduled in advance by calling Ed Moore at 580-355-6144.

F. CHECKLIST

F.1 Responding Bidder Information (Page 2 of DCS/Purchasing – Form 076SA) including said documents required per this page.

F.2 Bid Non-Collusion Certification (Page 3 of DCS/Purchasing – Form 004SA).

F.3 Bidder Response Form.

F.4 Envelope – Insert the name and address of the bidder in the upper left corner of the single envelope, package or container. ITB Number must appear on the face of the single envelope.

F.6 Initial in ink, each alteration.

F.7 All amendments signed (if any are issued).

G. OTHER

None

H. PRICE AND COST

Bidder must provide a cost to complete grounds maintenance services as specified in this document on a monthly basis for the initial term and four (4) options to renew.

OKLAHOMA STATE BUREAU OF INVESTIGATIN
SOUTHWEST REGIONAL OFFICE AND LABORATORY
GROUNDS MAINTENANCE SERVICES

BIDDER RESPONSE FORM

Solicitation Number: 30291
Due Date: Thursday, May 31, 2012 by 3:00 p.m. CST

MAIL/HAND DELIVERY: OSBI, 6600 N. Harvey Place, OKC, OK 73116
E-MAIL: Mary.Reznicek@osbi.ok.gov
FAX: 405-879-2650 – Attention: Mary Reznicek

Company Name: _____
Address: _____
Contact Person: _____ **Phone Number:** (___)_____

References: Provide three (3) references of businesses that you have provided services similar in size and scope or function within the past two (2) years.

1. Business Name: _____
   Address: _____
   Contact Person: _____ Phone Number: (___) _____
   Time Period Services Provided: _____

2. Business Name: _____
   Address: _____
   Contact Person: _____ Phone Number: (___) _____
   Time Period Services Provided: _____

3. Business Name: _____
   Address: _____
   Contact Person: _____ Phone Number: (___) _____
   Time Period Services Provided: _____

Grounds Maintenance Services Monthly Rate for Nine (9) Months Per Year

July 1, 2012 through June 30, 2013	$_____
July 1, 2013 through June 30, 2014	$_____
July 1, 2014 through June 30, 2015	$_____
July 1, 2015 through June 30, 2016	$_____
July 1, 2016 through June 30, 2017	$_____

OSBI – SWRO/SWRL GROUNDS MAINTENANCE BIDDER RESPONSE FORM

Optional Services – These May or May Not be Awarded

1. **Mulch. Supplier will provide and install two inches (2") of mulch for all beds, shrubs, and, where applicable around trees. Mulch will be provided on a quarterly basis. Mulch type to be approved by the OSBI Facility Manager or designee.**

July 1, 2012 through June 30, 2013	$_____
July 1, 2013 through June 30, 2014	$_____
July 1, 2014 through June 30, 2015	$_____
July 1, 2015 through June 30, 2016	$_____
July 1, 2016 through June 30, 2017	$_____

2. **Granite Chips. Supplier will provide and install two inches (2") of biodegradable granite chips. Granite chips will be provided annually. Color to be approved by the OSBI Facility Manager or designee.**

July 1, 2012 through June 30, 2013	$_____
July 1, 2013 through June 30, 2014	$_____
July 1, 2014 through June 30, 2015	$_____
July 1, 2015 through June 30, 2016	$_____
July 1, 2016 through June 30, 2017	$_____

Signature: _____
Owner or Owner's Authorized Representative

Name/Title: _____

Date: _____