

INVITATION TO BID

Sports Officials

Bid No. 20054



August 03, 2019

City of Altus

509 S. Main Street

Altus, OK 73521

580-477-1950

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**INVITATION FOR BID
CITY OF ALTUS, OKLAHOMA**

Sealed bids will be received until **Wednesday, August 21, 2019 @ 3:00 PM** in the office of the Clerk / Treasurer, City of Altus, 509 South Main, Altus, OK 73521.

For additional information contact Parks & Recreation at (580) 481-2265.

GENERAL INSTRUCTIONS

1. Bidders are invited to be present at a public bid opening at the following time and date:
Wednesday, August 21, 2019, 3:00 PM.
2. Bid must be sealed and: “**BID 20054** “Sports Officials” clearly marked on the bottom left hand corner of the bid envelope and mailed or delivered to the City of Altus at the above address. Bidder must include a return address on the top left-hand corner of the bid envelope.
3. Bid only on the forms provided herewith.
4. Delivery/completion dates must be included for all items bid.
5. All materials are to be quoted FOB Altus, Oklahoma; prepaid and allowed.
6. The City reserves the right to reject any or all bids for (30) days prior to award.
7. The City reserves the right to accept separate items in a bid.
8. Any bid received after the time set for the opening of bids, shall not be considered by the awarding agency and shall be returned unopened to bidder submitting the same.
9. Trade names, catalog numbers, and model numbers may be used in this bid for the purpose of describing and establishing the quality level required. Such reference is not intended to restrict the bidding in any way and no preference is intended or implied.
10. The City of Altus does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment, in the provision of services, in the selection of suppliers, or the awarding of contracts.
11. Awards shall be based on a determination of the lowest responsive and responsible bid. “Responsive” includes a determination by the City of Altus of the materiality of the bidder’s errors, omissions, or exceptions. “Responsible” bids as determined by the City of Altus, must convey the capability to perform in good faith, with integrity and reliability.

**CITY OF ALTUS
ALTUS, OKLAHOMA**

BID # 20054

BID OPENING DATE: Wednesday, August 21, 2019 @ 3:00 PM CDT

SUBJECT: Sports Officials

SCOPE: Furnish and deliver new material or equipment per attached specifications.

COMPETITION: Specifications provided are based on the CITY needs and functions within the scope of operations. Specifications herein described are for use as a guideline, are not established arbitrarily to limit competition and are not intended to be restrictive to AMA requirements.

GENERAL CONDITIONS: The units furnished under this Invitation to Bid shall be of the latest improved model in current production (as offered to commercial trade) and shall be of good quality as to workmanship and materials used.

The Bidder represents that all equipment offered in this Invitation shall be new and unused equipment. USED, SHOPWORN, DEMONSTRATOR, PROTOTYPE, OR DISCONTINUED MODELS ARE NOT ACCEPTABLE.

Bidders must submit with their bid (or have on file with the City of Altus the latest descriptive literature and specifications on equipment the Bidder proposes to furnish.

EXCEPTIONS: Equipment bid shall meet minimum standards. Any variation or deviation shall be clearly indicated by the Bidder on a separated sheet to be attached to the Bidder's proposal.

INSPECTION: All materials/equipment delivered shall be subject to inspection after delivery. If deficient in any respect, the material/equipment shall be rejected and returned at Bidder's expense for full credit or replacement at no additional cost to the CITY.

PRICES: All formal bids submitted in response to this Invitation shall be irrevocable for thirty (30) calendar days following the bid opening date, excepting mutually agreed extensions.

WARRANTY: Manufacturer's standard warranty shall apply unless otherwise specified in bid specifications.

CITY OF ALTUS, OKLAHOMA

SPECIFICATIONS

Parks & Recreation – Sports Officials

1. Length of this price agreement shall be for one (1) full year.
2. Quantities shown on proposal sheet are numbers for 2019-2020 seasons. Game numbers can either increase or decrease.
3. Games will be played Monday-Friday starting at 5:30 P.M. until 10:00 P.M. and on Saturdays starting at 8:00 A.M. until 10:00 P.M.
4. It is the bidder's responsibility to provide proper attire and materials for officials.
5. The number of officials and scorekeepers are listed on proposal sheet. These numbers must be met. Any reduction in staff will result in a reduction of pay.
6. Must carry liability insurance and workers compensation.
7. Bid should be listed as price per person not per game. A price for officials and a price for scorekeepers.
8. The city will provide scorebooks for games. These are to be turned in, properly filled out, after completion of the day's games.
9. The use of foul language will not be tolerated. Said official shall be removed from gym for time to be determined by the recreation staff. The removal of an official during a game will eliminate said officials pay for that game.
10. Invoices must be turned in on Monday following the previous week of games played.
11. A member of the organization has to be in attendance for all games.
12. Officials will assist staff in loading and unloading of equipment when able. (helmets, balls, bats, etc.)
13. Games cancelled prior to 5:30 P.M. Mon-Fri or prior to 9:00 A.M. on Saturday shall not be paid.
14. The official's representative will assist staff in checking coach's badges, calming altercations that may arise, and deciding punishment for players, coaches and fans who violate conduct rule.

<u>LEAGUE PLAY</u>	<u>(THESE ARE TOTALS FROM THE 2017-2018 SEASONS)</u>			
	TOTAL GAMES	# OF WEEKS	OFFICIALS/GAME	SCOREKEEPERS/GAME
FOOTBALL (FLAG)	42	7	3	1
Sept.21-Nov.11				
GIRLS BASKETBALL	244	7	2	2
Sept.30-Nov.18				
BOYS BASKETBALL	488	9	2	2
Jan.8-Mar.17				
GIRLS SOFTBALL	259	7	2	1
May 5-June 16				
BOYS BASEBALL	328	7	2	1
May 5 - June 16				

15. WORKMEN’S COMPENSATION & EMPLOYER’S LIABILITY INSURANCE

Workmen’s Compensation insurance in statutory limits as required by the law of the state of Oklahoma covering all employees who have performed any of the obligations assumed by the Contractor under these contract documents including employer’s liability insurance with \$1,000,000 limit. This insurance is to protect Contractor against any and all claim resulting from injuries to or death to employees engaged in work under this contract.

16. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

Such public liability and property damage as will protect Contractor from claims or damages for personal injury including assault and battery, and accidental death as well as for claims for property damages, which may arise from operations under this contract, whether such operations be by himself or any subcontractor, or by anyone directly or indirectly employed by either of them, the minimum amounts of such insurance be as follows:

Public Liability Insurance in an amount not less than \$100,000 for injuries, including accidental death, to any one person, and subject to the same limit for each person, in an amount not less than \$1,000,000 for one accident.

Property Damage Insurance: limits shall be carried in the amounts of not less than \$50,000 for any one accident and an aggregated limit of \$100,000.

Automobile Public Liability Insurance in an amount not less than \$100,000 for injuries, including accidental death, to any one person and subject to the same limit for each person, in an amount not less than \$1,000,000 for one accident.

Bidder Submittal Sheet

I submit the following sealed bid for the above services to be performed, in accordance with all specifications of the City of Altus.

\$ _____ Price Per Person (OFFICIAL)

\$ _____ Price Per Person (OFFICIAL)

\$ _____ Price Per Person (SCOREKEEPER)

\$ _____ Price Per Person (SCOREKEEPER)

Signature of Authorized Representative

Date of Bid Submittal _____

Name of Company _____

Contact _____

Address _____

City/State/Zip _____

Telephone _____ Fax _____

NON-COLLUSION AFFIDAVIT

FURNISHING GOODS OR SERVICES IN EXCESS OF \$5,000.00
TO BE FILED WITH COMPETITIVE BID
61 O.S. §§ 115, 138; 74 O.S. § 85.22

STATE OF OKLAHOMA)
) SS.
COUNTY OF JACKSON)
)
OTHER STATE: _____)
)
COUNTY OF: _____)

Pursuant to Sections 115 and 138 of Title 61 of the Oklahoma Statutes, and Section 85.22 of Title 74 of the Oklahoma Statutes, this statement is hereby submitted:

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 city officials or employees, as well as facts pertaining to the giving or offering of things of value to city 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 city 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 city official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any efforts or offers with state agency or political subdivision officials (city officials) or others to create a sole brand acquisition or a sole source acquisition in contradiction to Section 2 of this act.

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 City of Altus, Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

Certified this _____ day of _____, 20____.

Affiant
(Signature- Contractor, Supplier, Service Provider)

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

(SEAL) _____
Notary Public

My Commission Expires: _____;

My Commission Number: _____.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

