



# REQUEST FOR QUOTE # 18102

RFQ # 18102  
PPD

Quotation Due By: 01/27/2015  
Bid Due Time: 10:00:00 AM

REPLY TO:

VENDOR INFO:

VENDOR #: 99999.00

Samantha E. Prince  
PURCHASING DEPARTMENT  
Grand River Dam Authority  
226 W DWAIN WILLIS AVE  
PO BOX 409  
VINITA OK 74301

NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS 1: \_\_\_\_\_

ADDRESS 2: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

PHONE: 918-256-0638  
FAX: 918-256-1051  
EMAIL: sprince@grda.com

**NOTE:**

1.This is a standard bid. Please scan and email your quote to sprince@grda.com - The bid opening date for this RFQ is January 27, 2015 at 10:00 a.m. Central Time. A mandatory site visit will be held on January 21, 2015 at 10:00 a.m. Central Time at the GRDA Engineering & Technology Center, Holway Hall 9933 E 16th Street, Tulsa Ok 74128. All questions regarding this bid must be in writing and emailed to sprince@grda.com by cut-off date of January 22, 2015 at 5:00 p.m.

2.A completed non-collusion certificate is required and must be submitted with your bid.

3.This RFQ form must be signed by an authorized representative of your company in the space provided in the lower right hand corner of this form. Please list or stamp your company name in the upper left portion of the form under Quotation Dept.

4.The award to the successful bidder will be based on the lowest and best bid received that meets the specifications listed below and the requirements herein. Preference may be given to E-pay vendors if analysis estimates that such appears to result in a lower cost to GRDA.

\*\*\*\*\* Read the General Bidding Instructions attached to this RFQ for further instructions\*\*\*\*\*

**5.GRDA Visa Payment**

GRDA provides a Visa payment program which invoices payment by a secure Visa account number assigned to the supplier after award of contract. Notification of payments and required invoice information are issued to your designated Accounts Receivable contact by e-mail remittance payment. Preference may be shown during the evaluation process to bidders that agree to accept the Visa payment of invoices. To learn more about the benefits of the Visa payment program, and to obtain answers to FAQ, click or copy and paste the following URL into your browser: [www.bankofamerica.com/epayablesvendors](http://www.bankofamerica.com/epayablesvendors).

Will accept payment by Visa: Yes \_\_\_\_ No \_\_\_\_ (check one)

Visa acceptance signature: \_\_\_\_\_

Designated Accounts Receivable Contact for Visa remittance advices:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**BLANKET AGREEMENT PERIOD**

The blanket agreement is for a 12 month period, commencing on date of award, and ending one year from that date.

**BLANKET AGREEMENT TYPE AND PRICING**

This is a firm, fixed price or fixed percent discount, indefinite delivery and indefinite quantity blanket agreement. The GRDA may, or may not, buy the quantity mentioned in this blanket agreement. Any reference to quantity provided in the blanket agreement is an estimate only, and shall not serve to obligate the GRDA to purchase any minimum quantity, nor shall any such reference serve to establish any maximum quantity that the vendor is required to furnish. The vendor

must clear all shipments, if applicable, with the GRDA prior to shipping any portion of this blanket agreement. Pricing as submitted shall contain all direct and indirect costs associated with unit price, e.g., insurance, fees, taxes, profit, overhead, general and administrative expenses. All travel expenses to be incurred by the vendor in performance of the blanket agreement shall be included in the total bid price / agreement amount.

**CANCELLATION CLAUSE**

The Authority may terminate the contract for default or any other just cause upon a 30 day written notification to the contractor.

LINE ITEM	DESCRIPTION	NUMBER OF UNITS	UNIT OF MEASURE	UNIT PRICE	LINE COST	LEAD TIME
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1	ETC - Custodial and event prep Phase I - 2nd floor current finished area - per month \$_____	1.0	\$	_____	_____	_____
	Phase II - 1st floor east end and 2nd floor current finished area per month \$_____					
	Phase III - 1st floor complete and 2nd floor current finished area per month \$_____					
	Phase IV - 1st floor complete, 2nd floor finished and additional 2nd floor southwest corner  per month \$_____					

Site Visit Required.

Service Location:  
9933 E 16th Street, Tulsa Ok 74128

All vendor employees will need pre-approved background checks conducted by GRDA's Department of Homeland Security. Vendor must notify termination of employment within 12 hours, so access can be terminated. In the event of a new hire by vendor, that said employee must have a background check before providing cleaning services to GRDA.

**Cleaning Specifications**

**A. Building Service Areas**

1. Keep waste paper, cardboard and rubbish, etc., stored in approved receptacles or assigned rooms. Clean floors, walls and doors, etc., as necessary. Cardboard to be flattened before disposing in dumpster.
2. Dust all pipes, ducts, ventilating grilles, air conditioning machines and other accessible equipment quarterly.
3. Clean all janitor closets at the end of each shift. Clean, rinse and disinfect mop heads nightly. Empty

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and rinse mop buckets nightly.

4. Vacuum cleaners are to be wiped down, cords and plugs to be cleaned and repaired as needed. Brushes and belts should be inspected and replaced as needed. All janitorial equipment will be subject to inspection by property manager at any time.

B. Building Exterior and Entrances Daily Services: (5 days per week)

1. Police and/or sweep sidewalks adjacent to the building.
2. Wash door glass and doorframes.
3. Wipe down horizontal entrance ledges.
4. Remove gum and other adhesive material.
5. Wet mop or flush clean to maintain exterior entrance in a clean condition.
6. Clean and polish all metal finished entrances to building.

C. Entrance Lobbies/Building Corridors

Daily Services: (5 days per week)

1. Sweep and spot clean all flooring.
2. Vacuum carpets completely.
3. Dust ledges within reach.
4. Damp mop spillage as needed.
5. Spot clean walls and doors.
6. Clean entrance door glass.
7. Clean directory board glass.
8. Clean entrance mats as necessary.
9. Clean and polish all metal at entrances and other areas of building lobby.
10. Clean and polish drinking fountains.
11. Vacuum ceiling tiles adjacent to ceiling vents as needed.
12. Clean ceiling vents as needed.
13. Police any planter areas for trash and debris.

Weekly Services:

1. Spot clean carpet in heavy traffic areas.
2. Machine polish and/or apply finish to all non-carpeted areas to maintain excellent appearance.
3. Dust and spot clean interior signage.
4. Dust out Fire Extinguisher.

D. Elevators and Escalators

1. Vacuum and spot clean carpeting in elevators daily as needed.
2. Clean elevator doors, frames, walls, saddles, and tracks daily.
3. Vacuum tracks and wipe escalators clean daily.
4. Spot shampoo carpeting as necessary.

LINE ITEM	DESCRIPTION	NUMBER OF UNITS	UNIT OF MEASURE	UNIT PRICE	LINE COST	LEAD TIME
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- 5.Clean and polish all metal daily.
- 6.Clean ceilings and ceiling grilles, if any, of elevators quarterly.
- 7.Clean light fixtures as needed.
- 8.Please note special care is needed in the maintenance of any stainless steel in and around the elevator doors and return panels.

E. Stairways

- 1.Remove debris and spot clean daily.
- 2.Sweep completely and dust as needed twice per week.
- 3.Mop stairs completely quarterly or as needed.
- 4.Clean light fixtures semi-annually or as needed.

F. Restrooms

- 1.Clean and sanitize restrooms, wash basins, all dispensers, and chrome fittings.
- 2.Clean mirrors and frames.
- 3.Wet mop floors with disinfecting water.
- 4.Sanitize toilets, both sides of toilet seats, urinals and sanitary napkin receptacles.
- 5.Dust ledges and partitions, and light fixtures.
- 6.Report to building office any fixture not working properly.
- 7.Damp clean walls, partitions, ledges, sills and counters.
- 8.Refill all dispensers (towels, tissue, hand soap, seat covers)
- 9.Gather all waste and dispose.
- 10.Spot wash partitions, walls and doors.
- 11.If any, vacuum ceiling tiles adjacent to ceiling vents as needed.

Monthly Services:

- 1.Dust vacuum ceiling vents, if any.
- 2.Wash partitions and ceramic tile walls.
- 3.Machine scrub floors as necessary.
- 4.Perform high dusting, including walls.
- 5.Machine polish and/or apply finish to floors to maintain excellent appearance.

G. Office Area

Daily Services: (5 days per week)

- 1.Gather all waste and dispose.
- 2.Dust mop tile with chemically treated dust mops.
- 3.Vacuum carpets in usage areas.
- 4.Dust desks, desk legs, chairs, chair legs and all other office furniture.
- 5.Clean desktops where clear.
- 6.Dust desk accessories and computer monitors.

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- 7. Spot clean doors, door frames, desk tops and counter tops.
- 8. Spot clean around wall switches.
- 9. Spot clean partition door glass.
- 10. Clean and polish drinking fountains.
- 11. Dust all ledges and flat surfaces within reach to maintain them dust free.
- 12. Spot clean spillage from tile floors.
- 13. Cleaning shall be scheduled to avoid excessive use of lights. Upon completion of cleaning, all lights will be turned off.
- 14. Check and lock all doorways, as instructed by Owner.

Weekly Services:

- 1. Perform low dusting not done daily.
- 2. Dust TVs, coat rack and shelves.
- 3. Vacuum carpeted areas complete, including edges.
- 4. Dust all baseboards.
- 5. Dust all door louvers and other ventilation louvers within reach.

Monthly Services:

- 1. Perform high dusting (i.e. door sash, tips of partitions).
- 2. Dust all picture frames, charts and similar hangings not dusted in daily or weekly cleaning.
- 3. Dust or vacuum all wood panels and air vents and ceiling tiles adjacent to air vents.
- 4. Clean and apply finish to resilient floors.
- 5. Dust/clean all blinds.
- 6. Vacuum upholstered furniture.

Semi-Annual Services:

- 1. Machine polish and/or apply finish to all non-carpeted areas to maintain excellent appearance.

H. Break Room areas

Daily Services:

- 1. Empty Dishwasher and reload with any dirty dishes.
- 2. Start Dishwasher at end of day.
- 3. Wipe down all counter top surfaces and backsplash areas.
- 4. Clean and disinfect sink.
- 5. Restock with paper towels and dinner napkins.
- 6. Wipe down and spot clean appliances.
- 7. Sweep and spot mop floors.

Weekly Services

- 1. Clean out refrigerator every Friday of all left

LINE ITEM	DESCRIPTION	NUMBER OF UNITS	UNIT OF MEASURE	UNIT PRICE	LINE COST	LEAD TIME
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overs.

2. Wipe down inside of refrigerator.
3. Wet mop floors with disinfecting water.
5. Clean backsplash with disinfecting cleaner.
6. Remove all items from refrigerator and disinfect.
7. Disinfect inside and outside of all appliances.

Cleaning Services Schedule

I. Office Areas

A. Services Performed Nightly

1. Empty all wastebaskets and containers, supply plastic liners where needed.
2. Police and vacuum all carpeted area traffic lanes with upright vacuum.
3. Carpet cleaning done as request, upon authorization of building management.
4. Spot mop all hard surface areas removing stains and spillage as required.
5. Sweep all uncarpeted flooring in traffic lanes using chemically treated dust mops.
6. Clean, dust all TVs.
7. Collect all small quantities of marked trash, place in plastic trash bags, if applicable, and remove to building trash bins.
8. Wash all drinking fountains.
9. All lights to be extinguished and doors locked after completion of cleaning.
10. Remove noted finger marks from painted surfaces on doors, areas around electric light wall switches and door jams.

B. Services Performed Weekly

1. Completely vacuum all open carpeted areas.
2. Sweep all accessible carpeted flooring using chemically treated dust mops to prevent dust dispersion.
3. Spot clean glass doors, partitions and mirrors in all office areas.
4. Spot clean all noted finger marks, splashes, smudges, and similar marks from all vinyl and painted surfaces including all doors within the height of 8 feet, providing removal does not spoil the existing appearance.
5. Feather dust all open horizontal furniture surfaces. Dusting will not be done if moving of paper work or items on furniture is involved.

II. Restrooms

LINE ITEM	DESCRIPTION	NUMBER OF UNITS	UNIT OF MEASURE	UNIT PRICE	LINE COST	LEAD TIME
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1. Spot mop floors using a germicidal disinfectant cleaner.
2. Clean mirrors and bright work.
3. Wash and disinfect contact areas on basins, urinals and stools using nonabrasive cleaners to remove stains.
4. Refill all toilet tissue, paper towels, hand soap and sanitary products in common areas.
5. Damp wipe; wash with disinfectant when necessary partitions, tile walls and outside surfaces of all dispensers, including soap dishes and receptacles.
6. Empty and sanitize receptacles and sanitary disposal.
7. Polish brass entry door push plates daily.

B. Services Performed Weekly

1. Mop floors using germicidal disinfectant cleaner.
2. Scrub non-contact areas on fixtures using a disinfectant cleaner to remove stains.

III. Building Lobbies, Corridors and Passageways

A. Services Performed Nightly

1. Police and vacuum all carpeted areas and spot clean all soil marks from vinyl and painted surfaces, including all doors within the height of 8 feet providing removal does not spoil the existing appearance.
2. Spot clean glass on both sides in all entrance and lobby area doors.
3. Dust all fixtures, railings, ledges, sills within the reach of 8 feet.
4. Dust and clean all directory signs including glass covered directory signs.
5. Wash, clean and polish water fountains.
6. Dust mop and damp mop hard surfaces flooring.
7. Empty all wastebaskets and containers.
8. Spot clean carpet for noted spillage.

B. Services Performed Weekly

1. Hand brush or vacuum all carpet edges, baseboards, and other inaccessible areas.
2. Police and sweep stairway landings and steps. Spot mop noted spillage.

IV. Elevators

A. Services Performed Nightly

1. Clean all doors at all levels using approved

LINE ITEM	DESCRIPTION	NUMBER OF UNITS	UNIT OF MEASURE	UNIT PRICE	LINE COST	LEAD TIME
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method.

2.Hand vacuum interior carpeted areas completely.

3.Clean and polish all interior siding. Method and material

used will be dictated and predicted on material in the interior of cabs.

I. Office Areas

A. Services Performed Monthly

1.Brush or port-a-vac all carpet edges or other areas inaccessible to upright vacuuming or dust mopping.

2.Dust vertical wall surfaces and spot clean as needed.

3.Dust fixtures, pictures, ledges and window sills and lockers within reach of 8 feet.

4.Spray buff hard surface floors.

B. Services Performed in Semi-Annual Basis

1.Dust all blinds on rotating 6 month basis or as needed.

C. Services Performed As Needed

1.Strip and wax hard surface flooring up to 2 times per year.

2.Clean all baseboards/kick plates.

II. Restrooms

A. Services Performed Monthly

1.Clean restrooms exhaust fan grills.

2.Wash all vinyl and tile walls and partitions in lavatories in areas requiring attention.

B. Services Performed As Needed

1.Spray buff hard surface waxed floors.

2.Machine scrub all floors using a germicidal disinfectant solution in all restrooms.

3.Hand scrub edges of floors/baseboards to remove all dirt buildup.

III. Building Lobbies, Corridors and Passageways

A. Services Performed Monthly

1.Completely mop landings and steps in stairwells.

2.Wipe down handrails, piping and tops of lights.

B. Services Performed As Needed

1.Spray buff hard surface waxed floors.





# REQUEST FOR QUOTE # 18102

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- 2.Clean all baseboards as required.
- 3.Wipe down common area doors/frames to remove dirt and dust.
- 4.Arrange delivery of food items.

IV. Break Room areas

A. Daily Services:

- 1. Empty Dishwasher and reload with any dirty dishes.
- 2. Start Dishwasher at end of day.
- 3. Wipe down all counter top surfaces and backsplash areas.
- 4. Clean and disinfect sink.
- 5. Restock with paper towels and dinner napkins.
- 6. Wipe down and spot clean appliances.
- 7. Sweep and spot mop floors.

B. Weekly Services

- 1. Clean out refrigerator every Friday of all left overs.
- 2. Wipe down inside of refrigerator.
- 3. Wet mop floors with disinfecting water.
- 5. Clean backsplash with disinfecting cleaner.
- 6. Remove all items from refrigerator and disinfect.
- 7. Disinfect inside and outside of all appliances.

C. Day Service requirements: (as needed)

- 1. Setting and re-setting of break rooms, reception areas, conference rooms, for meeting/events that require food and beverages.
  - a.Prepare tea, coffee and water as needed.
  - b.Keep beverages refreshed during event.
  - c.Arrange tables, chairs or meeting rooms according to meeting specifications.
  - d.Coordinate delivery of food with food vendors.
  - e.Clean up after meeting/event; remove all trash with food to outside dumpster.
  - f.Cover and put left over food and beverages in refrigerator.

*NOTE: All prices must be quoted FOB: Destination. All freight charges to delivery point must be included in the unit price quoted for each line item. All packaging, handling, delivery and any other surcharges must also be included in the price quoted for each line item.*

PAYMENT TERMS: \_\_\_\_\_

QUOTE EXPIRATION DATE: \_\_\_\_\_

QUOTATION NUMBER: \_\_\_\_\_

QUOTED BY (please print): \_\_\_\_\_

SHIP TO:

COMPANY NAME: \_\_\_\_\_



# REQUEST FOR QUOTE # 18102

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SIGNATURE: \_\_\_\_\_

null null null

DATE OF QUOTE: \_\_\_\_\_

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**THIS IS NOT AN ORDER.** We would be pleased to receive your quotation for furnishing the above. This form must be completed **in full** (including signature) and returned by the due date above. You may attach additional pages if necessary. If attached, the Non-Collusion form must be completed and returned with your quotation. NO PARTIAL SHIPMENTS OR PARTIAL PAYMENTS WILL BE ALLOWED WITHOUT PRIOR APPROVAL.

All articles purchased hereunder shall be in accordance with the Bidding Procedures and General Terms & Conditions contained on the attached sheets.

\_\_\_\_\_



GRAND RIVER DAM AUTHORITY

# NON-COLLUSION CERTIFICATE

RFQ / RFP # \_\_\_\_\_

**A Non-Collusion Certificate shall be included with any competitive bid or contract submitted to the Authority for goods or services exceeding \$5,000.00 (but not exceeding \$50,000.00), with the exception of those for the purpose of repairs and improvements to GRDA facilities.**

A. For purposes of competitive bid or contract, I certify:

1. I am the duly authorized agent of \_\_\_\_\_, (Company Name), 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 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 contractor, nor anyone subject to the bidder's or contractor'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, nor, whether competitively bid or not, 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.

B. The contractor further certifies that no person who has been involved in any manner in the development of said contract while employed by the State of Oklahoma shall be employed to fulfill any of the services provided for under said contract.

C. If any contract pursuant to this bid is for professional services as defined in 74 O.S. § 85.2.25, and if the final product is a written proposal, report or study, the contractor further certifies that (s)he has not previously provided the state agency or any other state agency with a final product that is a substantial duplication of the final product of the proposed contract.

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Certified this Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Fax Number*

\_\_\_\_\_  
*E-Mail*

**Grand River Dam Authority is an agency of the State of Oklahoma.  
Administrative Headquarters • 226 West Dwain Willis Avenue • Vinita, Oklahoma 74301 • 918-256-5545**

# INSURANCE REQUIREMENT "B"



## MINIMUM INSURANCE REQUIREMENTS

### COMPREHENSIVE GENERAL LIABILITY

Bodily Injury	\$500,000.00 per person \$1,000,000.00 per occurrence
Property Damage	\$1,000,000.00 per occurrence

### COMPREHENSIVE AUTOMOBILE LIABILITY

Should include owned, non-owned and hired autos

Same limits as General Liability

### WORKERS' COMPENSATION

As required by the laws of the State of Oklahoma and Employers' Liability limit of \$100,000.00

**These limits could be satisfied by either primary coverage or a combination of primary and umbrella coverage.**

**A Certificate of Insurance must accompany bids on any work to be performed for GRDA.**

**The Certificate of Insurance must show the name and address of the insured, the GRDA Purchase Order number and/or description of the job to be performed for GRDA, limits of coverage, policy number, effective and expiration dates, etc. The cancellation clause must provide that the Authority is to receive ten (10) days written notice prior to cancellation or to the making of any material change. The successful bidder must inform the insurance agent to submit a revised Certificate of Insurance at renewal of the coverage if the GRDA work will extend until that time.**



# GENERAL BIDDING INSTRUCTIONS FOR STANDARD & EMERGENCY BIDS

1. Bids shall be submitted to the designated purchasing agent at the Grand River Dam Authority (hereinafter referred to as "GRDA" or "the Authority") at the address on the attached RFQ or RFP form on or before the date (and time, if applicable) indicated. Bids shall be in conformity with these and any additional instructions to bidders and shall be submitted on GRDA's form. **The RFQ (Request for Quote) or RFP (Request for Proposal) form must be completed in full and signed by the bidder.** If your bid response necessitates additional space, you may attach additional pages; however, the RFQ or RFP form must be completed, signed and reference the additional pages. All bid responses shall be typewritten or handwritten in ink, and any corrections to bids shall be initialed in ink. Quotations or proposals submitted in pencil shall not be accepted.
2. Quotations or proposals may be submitted to GRDA via postal mail, delivery service, fax or e-mail, provided all required signatures can be transmitted successfully.
3. **Non-Collusion Certificate:** RFQs or RFPs anticipated to exceed a total amount of \$5,000 shall be accompanied by a Non-Collusion Certificate. This certificate shall be completed by the bidder and include a signature in ink of an authorized company representative (preferably the bidder) with full knowledge and acceptance of the bid proposal. In the case of bids submitted via fax or e-mail, the Non-Collusion Certificate may be submitted with the bid. Purchase orders in excess of \$5,000 will not be released to the successful bidder without receipt of a properly signed certificate for the bid.
4. In the event the unit price and line total extension do not agree, the unit price shall be considered the quoted price accepted for evaluation.
5. **Freight Terms:** All prices shall be quoted FOB: Destination/Freight Allowed. All packaging, handling, shipping and delivery charges shall be included in the unit price quoted for each line item. No exceptions shall be granted unless approved by the guidelines of the GRDA Chief Financial Officer or designee.
6. **Other Surcharges:** Any additional surcharges (such as HazMat charges, fuel surcharges, set-up fees, etc.) shall be included in the unit price quoted for each line item. All additional charges are considered a part of the cost of the goods, and bids shall be evaluated to include these additional charges.
7. **Tax-Exempt Status:** GRDA is an agency of the state of Oklahoma and is specifically exempt from the payment of sales tax by Oklahoma state statute, Title 68 O.S.A. § 1356 (10). An excerpt from the statute shall be furnished upon request.
8. **Questions arising during the bidding process should be submitted in writing to the GRDA purchasing agent named on the RFQ or RFP.** The GRDA purchasing agent shall coordinate a reply from the end user to ensure that all potential bidders are provided the same information. Under no circumstances shall a bidder discuss pricing with any GRDA employee prior to the bid opening.
9. All bids submitted shall be subject to GRDA's Purchasing Policy and Procedures, General Terms and Conditions, the bidding instructions and specifications, the Oklahoma Open Records Act, other statutory regulations as applicable, and any other terms and conditions listed or attached herein – all of which are made part of this Request for Quote or Request for Proposal.
10. GRDA reserves the right to reject any and all bids, and to contract as the best interests of the Authority may require. GRDA reserves the right to reject any bids that do not comply with the requirements and specifications of the Request for Quote or Request for Proposal. All bid responses become the property of GRDA and are subject to the Oklahoma Open Records Act. GRDA shall endeavor to protect technical information designated by the bidder as proprietary information; however, only technical information (i.e., "trade secrets") may be considered proprietary – pricing and other non-technical aspects of the quote shall be considered non-proprietary.
11. **"Sole Brand" or "No Sub" Items:** Items with a "Sole Brand" or "No Sub" designation in the description shall be furnished as the specified manufacturer and model/part number. No exception may be taken to the specification, and no alternate shall be accepted. In those cases where a manufacturer has discontinued the specified model/part number, the bidder shall indicate so on the RFQ. If a replacement item is available, the new model/part number shall be indicated on the RFQ form and the price quoted. It shall also be noted whether the replacement item is a direct replacement for the obsolete part number originally requested. If not, or if the specifications differ in any way, the bidder shall explain in detail, and corresponding drawings or descriptive literature shall be included with the quote.

12. **Approved Equivalents:** Unless an item is designated as a “Sole Brand” or “No Sub” item, any manufacturer’s name, brand name, information and/or catalog number listed in a specification is for informational or cross-reference purposes and is not intended to limit competition. Bidders may offer any brand/manufacturer for which they are an authorized representative, provided it meets or exceeds the specification of the listed item. However, if quoting an equivalent product, bidders shall indicate on the RFQ form the manufacturer’s name and part number. Bidder shall also submit any drawings, descriptive literature and specifications for evaluation purposes. Reference to literature submitted with a previous bid shall not satisfy this provision. The bidder shall also provide written confirmation that the proposed equivalent will meet the requested specifications and is not considered an exception. Bids which do not comply with these requirements may be rejected. GRDA warehouses are not permitted to accept any item with a part number differing from that quoted by the bidder. Bids lacking any written indication of intent to furnish an alternate brand, model or part number shall be considered to be in complete compliance with the specifications as listed on the RFQ.
13. **Insurance Certificates:** Any service to be performed that requires the vendor’s employee, vehicle or equipment to be on any GRDA property must be covered by minimum insurance requirements. The workscope to be performed for the Authority shall be evaluated and the minimum insurance requirements shall be provided to prospective bidders with the RFQ or RFP. Evidence of insurance coverage shall be furnished in the form of a Certificate of Insurance, and shall be submitted with the bid response. Bidders shall disclose any subcontractors to be used, and the Authority shall consider the supplier as the single point of contact. The supplier shall assume responsibility for the performance of the subcontractor. Policies shall remain current for the duration of the requested service period, and GRDA shall be notified of any cancellation or revision to policies. Purchase Orders shall not be released to the successful bidder without a current Certificate of Insurance naming GRDA as certificate holder on file. A Memorandum of Insurance shall not be acceptable for this requirement.
14. **MSDS:** Material Safety Data Sheets shall be furnished to GRDA’s Safety Department at the address noted on the PO prior to delivery of items.
15. **Purchase Orders** shall be awarded to the “lowest and best” or “best value” bidder. Line items may be split into multiple orders, taking low items from each respective bidder, or orders may be awarded on an “all or none” basis, whichever is in the best interests of the Authority. Award decisions are further subject to consideration of any additional terms and conditions contained in the bid proposal. Vendor protests must be submitted in writing to the Central Purchasing Unit of GRDA within thirty-six (36) hours of award of Contract or Purchase Order.
16. Successful vendor shall deliver the merchandise or perform the service as quoted. Substitutions or changes without prior approval of the GRDA purchasing agent shall be rejected and returned at the vendor’s expense.
17. **Bidder Responsibilities:** Bidders are to transact all phases of the purchasing function directly with the GRDA purchasing agent. Bidders are to conduct all written and verbal communication with the Authority through the GRDA purchasing agent. Bidders are to conduct negotiations ethically, without attempts to influence through offers of valuable personal gifts or entertainment. Bidders are to make available as requested any technical information which might be of benefit in the bid evaluation.
18. **Supplier List:** The Finance Department maintains a current listing of suppliers with a cross-reference as to products and services offered. Suppliers may have their names added to the list by submitting a completed Vendor Registration/Payee Application, and shall notify the Authority of any update information. If a supplier fails to respond to bid requests after four appropriate solicitations, that supplier may be removed from the active list. Suppliers who do not meet quoted shipping dates or lead times, supply products or services of poor quality, substitute items of unequal quality, continually over-ship or under-ship items, or do not invoice properly may be placed under suspension or disqualified from the active supplier list. Suppliers may voluntarily request to be removed from the supplier database.
19. **Service Contracts:** 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](http://www.dhs.gov/E-Verify). This shall remain in effect through the entire term, including all renewal periods, of the contract. The State may request verification of compliance for any contractor or subcontractor. Should the State suspect or find the contractor or any of its subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the contract for default, and suspension or debarment of the contractor. All costs necessary to verify compliance are the responsibility of the contractor.

# GENERAL TERMS AND CONDITIONS



Any contract or order issued by the Grand River Dam Authority (hereinafter referred to as GRDA) is expressly conditioned upon Seller's assent to these terms and conditions, unless otherwise agreed in writing. Any order issued or filled by Seller shall be deemed to constitute Seller's assent to these terms and conditions. Any additional or different terms submitted by the Seller are hereby expressly objected to by GRDA unless expressly agreed to in writing by GRDA.

1. Mail or deliver all invoices or correspondence pertaining to the payment of this Purchase Order to: Accounts Payable Department, Grand River Dam Authority, P.O. Box 409, 226 West Dwain Willis Avenue, Vinita, Oklahoma 74301. Seller shall submit invoices, with one copy detailing each item with unit prices, with the top copy being distinguishable as an original, accompanied by one copy of complete shipping papers. If shipment is not made by routing instructions as specified on the face of this Purchase Order, GRDA reserves the right to deduct any excess transportation charges resulting therefrom. Copy of original freight bill must be supplied for payment. Time, in connection with any discount offered, will be computed from date of delivery of items, or from date the correct invoice is received in Vinita, Oklahoma, whichever period of time is the later date. No Oklahoma State Sales or Use Tax shall be included in payment of this Purchase Order.
2. All articles, materials, equipment and supplies (hereinafter referred to as "items") covered by this Purchase Order, unless otherwise specified, are purchased subject to inspection before and during manufacture and upon arrival at destination. GRDA reserves the right to return for full credit and/or refund, at Seller's sole risks and expense, including all transportation and storage charges, all items found defective or furnished contrary to instructions and/or specifications contained herein.
3. In case of default by Seller, GRDA may procure the items or services from other sources and hold Seller responsible for any excess cost occasioned thereby; provided, that if necessity requires the use of items not conforming to specifications, they may be accepted, and payment made at a proper reduction in price. Notwithstanding anything herein to the contrary, GRDA reserves the right to terminate this Purchase Order for its convenience. In the event of such termination, GRDA shall pay and Seller shall accept the reasonable value of all work performed and items delivered by Seller up through the effective date of such termination.
4. Seller warrants that all items covered by this Purchase Order will conform to the specifications, drawings, samples or other description furnished by GRDA, or any revisions thereof, and any items purchased pursuant to this Purchase Order shall be subject to all warranties expressed or implied by law, and will be merchantable of good material and fit and sufficient for the purpose intended, and shall satisfy any performance guarantee requirements as specified herein by GRDA. In the event the items and/or services purchased hereunder do not meet the warranty specified hereinabove, Seller shall promptly repair or replace any defective item at its expense, or re-perform any necessary services, and shall hold GRDA harmless from any and all costs and expenses incurred due to said defective item or performance of services, including the cost for removing any part or product to be repaired or replaced, as well as transportation and installation charges in connection with the repair, replacement or servicing of any parts or equipment. Seller further agrees that the manufacturer's warranties and guaranties of the items purchased hereunder extended to Seller shall extend to GRDA.
5. Seller shall indemnify and hold GRDA harmless from and against any and all loss, costs or expenses arising out of any liens or claims in any way related to the items or services furnished hereunder. Seller shall likewise indemnify and hold GRDA harmless from any patent, trademark or copyright infringement, except items supplied in accordance with design originating with GRDA. Seller shall be an independent contractor. Seller shall protect, defend, indemnify and hold GRDA harmless from any damage or injury to any persons, including Seller's employees or property, and from any claim, demand, action, cost or expense arising out of the activities hereunder as a result of Seller's negligent or intentional wrongful acts. In no event shall Seller's liability be limited under this Purchase Order for the negligent or intentional wrongful acts of the Seller.
6. Seller shall, before any items are shipped and/or any services are commenced, provide GRDA with certificates evidencing that the following minimum insurance will remain in force until Seller's obligations are completed: (a) Workmen's Compensation Insurance, including Employer's Liability Insurance, in accordance with the laws of the state in which Seller may be required to pay compensation; and (b) Public Liability Insurance with an individual limit of not less than \$100,000 and a total for any one accident of not less than \$300,000, unless otherwise specified herein.
7. This Purchase Order (including Seller's right to receive payments hereunder) shall not be assigned or subcontracted in whole or in part without GRDA's prior written consent. No assignment hereof shall relieve this assignor of its obligations hereunder.
8. Service Contracts: 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 Supplier/Contractor/Consultant/Construction Manager/etc. certifies that it and all proposed Subcontractors, whether known or unknown at the time a contract is executed or awarded, 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](http://www.dhs.gov/E-Verify). This shall remain in effect through the entire term, including all renewal periods, of the Contract. The State may request verification of compliance for any Contractor or Subcontractor. Should the State suspect or find the Contractor or any of its Subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.
9. All Items shipped pursuant to this Purchase Order will conform with all municipal, state and federal laws, ordinances and regulations, and Seller will defend and save harmless GRDA from loss, costs or damage by reason of any actual or alleged violation thereof.
10. GRDA hereby notifies Seller that Seller must comply, and by acceptance of this Purchase Order, Seller represents that it has complied with, and will continue to comply with, all applicable federal, state and local laws, regulations or orders.
11. This Purchase Order shall be construed as being performed by both parties in Craig County, Oklahoma, and shall be governed in accordance with the laws of the State of Oklahoma.

*Grand River Dam Authority is an agency of the State of Oklahoma.*

**Administrative Headquarters • 226 West Dwain Willis Avenue • Vinita, Oklahoma 74301 • Phone: 918-256-5545 • Fax: 918-256-1051**