



The City of  
**OKLAHOMA CITY**

INVITATION TO BID

NOTICE is hereby given that The City of Oklahoma City will receive bids at the **OFFICE of the CITY CLERK, 200 North Walker, Oklahoma City, Oklahoma 73102**, until 10:00 a.m. on November 10, 2009, for the following:

Bid Number: BID104028 Title: Data Entry and Imaging Oklahoma City Cityworks Work Orders for One Year with Two One-Year Renewal Options

A **mandatory** pre-bid conference will be held on Thursday, October 29, 2009 at 10:00 a.m. at the Public Works Department, Central Maintenance Facility, 3738 S.W. 15<sup>th</sup> Street, Building 4, Oklahoma City, OK 73108.

You are invited to submit a bid to supply the items specified. Invitations to bid will be posted on the City's web site at: [www.okc.gov](http://www.okc.gov). The specifications and bid documents may be downloaded from that site. Electronic bidding may be available on certain bids. If so, the bid will be specifically noted and an access link will be provided. If the bid is not identified as an electronic bid, then only sealed, hard copy bids will be accepted.

Hard copy and electronic bids filed with the City Clerk will be opened at the time stated, or later, in the Conference Room, located on the 2nd floor of the Municipal Building. Bids received after the above stated date and time, **will not be accepted, and will be returned to the bidder unopened**. There will be no exceptions to this policy. All bids will remain on file at least 48 hours thereafter before a pricing agreement/contract award will be recommended to the Oklahoma City Council.

Prior to pricing agreement/contract award: Original signatures will be required on the following forms: Bid/Pricing Agreement/Contract Form & Non-Discrimination Statement, Anticollusion Affidavit. Other important forms include the Vendor Registration / W-9 Form, Authorization Agreement for Electronic Funds Transfer, and the Title VI Compliance Report of Employment, General Instructions and Requirements for Bidders, technical specifications, and other pricing pages or questionnaires (if applicable).

Bids will only be accepted electronically via the City's web site or, in hard copy at the City Clerk's Office. Faxed or emailed bids will not be considered.

If you have questions, or need additional information, you may contact me at (405) 297-2353 or email [debbie.berlin@okc.gov](mailto:debbie.berlin@okc.gov).

Debbie Berlin, Buyer  
Finance Department  
Procurement Services Division

**IMPORTANT: On hard copy bids please write the bid number, bid opening date, and title (as listed above) on the lower left corner on the outside of your bid envelope. Put the information on a label or draw a box around it to make it easier to see.**

**BID/PRICING AGREEMENT/CONTRACT FORM & NON-DISCRIMINATION STATEMENT**  
THIS FORM MUST BE COMPLETED BY THE BIDDER PRIOR TO PRICING AGREEMENT/CONTRACT AWARD.

**INSTRUCTIONS:** This document MUST be completed prior to pricing agreement/contract award. Failure to properly execute the signature portion on the bid/pricing agreement/contract form prior to pricing agreement/contract award will result in rejection of your bid. This form constitutes your bid and will be the pricing agreement/contract document under which you are to perform, should your bid be accepted, so it must be properly and completely executed. It is, therefore, essential that you are aware of it's terms as well as those contained in the specifications.

For hard copy bids, return the bid/pricing agreement/contract form, along with all accompanying documents and specifications, to the attention of: City Clerk/Secretary, The City of Oklahoma City, Municipal Building, 200 N. Walker, Oklahoma City, OK 73102. The envelope must be sealed and clearly identified on the outside with the bid number, item description, bid opening date and the bidder's name and address. Invitations to bid will be posted on the City's web site at: www.okc.gov. The specifications and bid documents may be downloaded from that site. Electronic bidding may be available on certain bids. If so, the bid will be specifically noted and an access link will be provided. If the bid is not identified as an electronic bid, then only sealed, hard copy, bids will be accepted. Electronic bids may only be submitted through the City's web site.

THIS PRICING AGREEMENT/CONTRACT is made and entered into, by and between \_\_\_\_\_ hereinafter referred to as "bidder" and The City of Oklahoma City, a municipal corporation, or a Public Trust hereinafter referred to as the "Contract Entity."

WITNESSETH:

WHEREAS, the governing body of the Contract Entity has approved certain specifications and requested by notice that bids be submitted thereon; and

WHEREAS, this document until executed by the Mayor/Chairman of the Contract Entity constitutes the bidder's proposal; and

NOW, THEREFORE, that in consideration of the covenants, agreements and representations as hereinafter set forth, it is mutually agreed by the parties that:

1. The bidder agrees to sell and deliver to the Contract Entity, the items of material and/or services, specified in the submitted bid proposal, which is attached hereto and made a part of this pricing agreement/contract, or as listed below:

Item Number	Description	Quantity	Unit	Unit Price	Check here if bid prices are attached <input type="checkbox"/>	Total
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Delivery in \_\_\_\_\_ days F.O.B. Oklahoma City, Oklahoma Grand Total \_\_\_\_\_  
 Discount for Prompt Payment \_\_\_\_\_% \_\_\_\_\_ Days

2. The Bidder expressly warrants that all articles, material, and/or work covered in this pricing agreement/contract will conform to the specifications attached and hereby incorporated, as if set forth in full herein; and further warrants that the same shall be of good material and workmanship, and free from defects.

3. If any of the goods fail to meet the warranties contained in Paragraph 2, above, the bidder, upon notice from the Contract Entity, shall promptly correct or replace the same at the bidder's expense. If the bidder shall fail to so do, the Contract Entity may cancel this order as to all such goods, and in addition, may cancel the then remaining balance of this order. After notice to the bidder, all such goods will be held at the bidder's risk. The Contract Entity may, at the bidder's direction, make available such goods to be returned to the bidder at the bidder's risk, and all transportation charges, both to and from the original destination, shall be paid by the bidder. Any payment for such goods shall be refunded by the bidder unless the bidder promptly corrects or replaces the same at the bidder's expense.

4. The Contract Entity agrees to pay to the bidder the price and amount in accordance with Paragraph 1 above, based on the quantity actually purchased, upon delivery to and acceptance by the Contract Entity, of the material and/or service[s] above described and upon the filing by the bidder, and approval by the Contract Entity, of a verified claim for the amount due.

5. The bidder agrees, in connection with the performance of work under this pricing agreement/contract:

a. That the bidder will not discriminate against any employee or applicant for employment, because of race, creed, color, sex, age, national origin, ancestry or disability. The bidder shall take affirmative action to insure that employees are treated without regard to their race, creed, color, age, national origin, sex, ancestry or disability. Such actions shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The bidder agrees to post, in a conspicuous place available to employees and applicants for employment, notices to be provided by the City Clerk/Secretary of the Contract Entity setting forth the provisions of this section, and;

b. That the bidder agrees to include this non-discrimination clause in any subcontracts connected with the performance of this pricing agreement/contract.

6. In the event of the bidder's non-compliance with the above non-discrimination clause, this pricing agreement/contract may be canceled or terminated by the Contract Entity. The bidder may be declared by the Contract Entity ineligible for further pricing agreement[s]/contract[s] with the Contract Entity until satisfactory proof of intent to comply is made by the bidder.

7. The risk of loss or damage shall be borne by the bidder at all times until the acceptance of goods, properly packed, by the Contract Entity.

8. This pricing agreement/contract, specifications and any attachments constitutes the entire understanding and agreement of the parties upon the subject matter hereof. There is no agreement, oral or otherwise, which is not contained in or attached to this pricing agreement/contract. This pricing agreement/contract may not be modified or assigned unless approved in writing and signed by both parties.

9. The parties assume and understand that the variables in the bidder's cost of performance may fluctuate; consequently, the parties agree that any fluctuations in the bidder's costs will not alter the bidder's obligations under this pricing agreement/contract nor excuse performance or delay on the bidder's part.

10. This pricing agreement/contract shall be inoperative during such period of time that the aforesaid delivery or acceptance may be rendered impossible by reason of fire, Act of God or government regulation. Provided, however, to the extent that the bidder has any commercially reasonable alternative method of performing this pricing agreement/contract by purchase on the market or otherwise, the bidder shall not be freed of any obligations hereunder by this clause, even though the goods intended for this pricing agreement/contract were destroyed or their delivery delayed because of an event described above.

11. The shipping or receiving of any goods under this pricing agreement/contract shall not be deemed, or be, a waiver of any right to damages for any prior failure to ship or receive any goods.

12. This pricing agreement/contract shall be governed by the laws of the State of Oklahoma.

13. The bidder shall be responsible for complying with all applicable federal, state and local laws.

**The undersigned individual states that the Bidder will be bound by its bid, the specification, the terms and conditions of the pricing agreement/contract, and the requirements for bidders.**

WITNESS the hands of the parties hereto:

→ → → THIS FORM MUST BE COMPLETED BY THE BIDDER PRIOR TO PRICING AGREEMENT/CONTRACT AWARD ← ← ←

Sign Here ✕

Signature of Individual \_\_\_\_\_ Title \_\_\_\_\_

Note: The owner or an officer of the business or corporation may sign this document. A Corporate Seal or a letter of authorization is needed for any other signer. For instance, if a Salesman or Manager signs this form, a letter of authorization or Corporate Seal is to be attached.

Printed Name of Individual \_\_\_\_\_

Company Name and Address [Please Print] \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number and Fax Number if any \_\_\_\_\_

**ANTICOLLUSION AFFIDAVIT**

THIS FORM MUST BE COMPLETED PRIOR TO PRICING AGREEMENT/CONTRACT AWARD.

The undersigned individual, of lawful age, being duly sworn, upon his/her oath, deposes and says: That the undersigned individual has the lawful authority to execute the within and foregoing proposal for, and on behalf of, the bidder; that the bidder has not, directly or indirectly, entered into any agreement, express or implied, with any bidder or bidders, having for its object the controlling of the price or amount of such bid or bids, the limiting of the bids or the bidders, the parceling or farming out to any bidder or bidders or other persons, of any part of the pricing agreement/contract or any part of the subject matter of the bid or bids, or of the profits thereof, and that bidder has not and will not divulge the sealed bid to any person whomsoever, except those having a partnership or other financial interest with the bidder in the said bid or bids, until after the said sealed bid or bids are opened.

The undersigned individual further states that the bidder has not been a party to any collusion: among bidders in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from bidding; or with any city/trust official, city/trust employee or city/trust agent as to the quantity, quality, or price in the prospective pricing agreement/contract, or any other terms of the said prospective pricing agreement/contract; or in any discussions between the bidders or city/trust official, city/trust employee or city/trust agent concerning the exchange of money or other thing of value for special consideration in the letting of a pricing agreement/contract. The bidder states that it has not paid, given or donated or agreed to pay, give or donate to any city/trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of pricing agreement/contract pursuant to this bid.

Witness the hands of the parties hereto:

**The undersigned individual states that the Bidder will be bound by its bid, the specification, the terms and conditions of the pricing agreement/contract, and the requirements for bidders.**

**→ → → THIS FORM TO BE COMPLETED BY THE BIDDER PRIOR TO PRICING AGREEMENT/CONTRACT AWARD ← ← ←**

Sign Here ✕

Signature of Individual

Title

Printed Name of Individual

Company Name and Address [Please Print]

Zip Code

Telephone Number and Fax Number if any

**TO BE COMPLETED BY THE NOTARY:**

State of \* \_\_\_\_\_ )

County of \* \_\_\_\_\_ )

[\*State and County where notarized must be written in for bid to be considered.]

SS.

Signed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_.  
 [Day] [Month] [Year] [Print the name of the individual who signed above.]

My Commission Number: \_\_\_\_\_  
 [Oklahoma]

Notary Public Printed Name

My Commission Expires: \_\_\_\_\_  
 [Date/Year]

Notary Public Signature

[49 Okla. Stat. 1985 §119]



VENDOR REGISTRATION / W-9 FORM

\*\*\*\*\* SUBSTITUTE W-9 \*\*\*\*\*

Federal Taxpayer Identification Number (FIN):

Grid for Federal Taxpayer Identification Number (FIN)

OR Social Security Number: (IF INDIVIDUAL OR SOLE PROPRIETORSHIP)

Grid for Social Security Number

PRINT HERE: NAME OF BUSINESS OR OWNER, IF SOLE PROPRIETOR/INDIVIDUALLY OWNED

CERTIFICATION: Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct taxpayer identification number...
(2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding...
(3) I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

SIGN HERE: DATE:

\*\*\*\*\*VENDOR REGISTRATION FORM\*\*\*\*\*

INSTRUCTIONS: Please mark all that apply to you or your company.

- Sole Proprietor/Individual Owned
Partnership
Limited Liability Company (LLC)
Lawyer/Attorney

Vertical grid for selection of business type

- Medical Provider
Corporation
Non-Profit (Per IRS 501C3 Regs)
Government

Vertical grid for selection of business type

- New Vendor
One-Time Vendor
Address Change
Federal Tax ID No Change

Vertical grid for selection of business type

SALES ADDRESS:

Form fields for SALES ADDRESS: Individual Name if Sole Proprietorship, Company Name, Street or PO Box, City, State, Zip, Contact Person, E-Mail Address, Telephone Number, Fax Number

BID ADDRESS (if different):

Form fields for BID ADDRESS (if different): Individual Name if Sole Proprietorship, Company Name, Street or PO Box, City, State, Zip, Contact Person, E-Mail Address, Telephone Number, Fax Number

PAYMENT ADDRESS:

Form fields for PAYMENT ADDRESS: Individual Name if Sole Proprietorship, Company Name, Street or PO Box, City, State, Zip, Contact Person, E-Mail Address, Telephone Number, Fax Number

Do you have an electronic catalog? If so, please provide the link to your web site:

Do you wish to receive payments by electronic funds transfer? Attach an EFT/ACH form (available at www.okc.gov).

I certify that the information supplied herein is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer is now debarred or otherwise declared ineligible by an public agency for bidding or furnishing materials, supplies or services, to any other public agency thereof. NOTE: Section 11 of the City Charter prohibits employees of the City from having direct or indirect interest in City Pricing Agreements/Contracts.

Return to: Procurement Services (405) 297-2741 Fax (405) 297-2142 100 N. Walker, Suite #100 Oklahoma City, OK 73102

Signature of Person Authorized to Sign Date Signed
Print Name Title



# Title VI Compliance Report of Employment

AS OF \_\_\_\_\_

EEO/AA OFFICER \_\_\_\_\_ TELEPHONE \_\_\_\_\_

COMPANY/FIRM NAME \_\_\_\_\_ PROJECT NO. \_\_\_\_\_

JOB CATEGORY	WHITE		BLACK		HISPANIC		ASIAN AMER		AMER INDIAN		OTHER (SPECIFY)		TOTAL	HANDI-CAPPED
	M	F	M	F	M	F	M	F	M	F	M	F		
OFFICIAL MANAGER														
PROFESSIONAL														
TECHNICIAN														
PROTECTIVE SERVICES														
PARA PROFESSIONAL														
OFFICE CLERICAL														
SKILLED CRAFT														
SERVICE MAINTENANCE														
TOTAL/ PERCENT														

STATEMENT OF COMPANY'S EQUAL OPPORTUNITY POLICY: \_\_\_\_\_

\_\_\_\_\_

TITLE VI COORDINATOR NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

SIGNED/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

## GENERAL INSTRUCTIONS AND REQUIREMENTS FOR BIDDERS

THESE INSTRUCTIONS, REQUIREMENTS AND ANY SPECIAL INSTRUCTIONS CONTAINED IN THE SPECIFICATIONS ARE A PART OF THE TERMS AND CONDITIONS OF THE BIDDERS PROPOSAL. ANY EXCEPTIONS TO THESE INSTRUCTIONS/REQUIREMENTS OR SPECIFICATIONS MUST BE SPECIFIED AND SUBMITTED WITH THE BIDDER'S PROPOSAL. FAILURE TO INDICATE ANY EXCEPTIONS WILL BE REGARDED AS FULL ACCEPTANCE OF THESE REQUIREMENTS AND INSTRUCTIONS.

1. EXAMINATION BY BIDDERS. All bidders must examine the specifications, drawings, schedules, special instructions and these general requirements prior to submitting any bid/pricing agreement/contract. Failure to examine is at the bidder's own risk.

2. SUBMISSION OF FORMS PRIOR TO PRICING AGREEMENT/CONTRACT AWARD. All bids must be completed in ink or typewritten, on the forms provided by the contracting entity prior to contract award. Any erasures or other changes must be initialed by the individual signing the bid. All bids/proposals will not be considered unless the bid/pricing agreement/contract form is signed by the bidder or an authorized agent prior to award. The anticollusion affidavit must be executed by the bidder/proposer or an authorized representative and notarized. The notarization must contain: [1] the notary's signature [2] jurisdiction where notarization took place (i.e., State of \_\_, County of \_\_), [3] date of notarization, [4] the notary's commission expiration date [5] the notary's commission number (Oklahoma) [6] the notarial seal and [7] comply with all other applicable laws. Failure to properly execute the bid/pricing agreement/contract Form & non-discrimination statement prior to award will result in rejection of the bid.

3. ORIGINAL BID FILED WITH CITY CLERK/SECRETARY. a. Hard Copy Bids: An original of the bid/proposal must be filed with the City Clerk/Secretary in a sealed envelope which clearly identifies:

[1] the bid number, [2] description, [3] bid opening date, and [4] the bidder's name and address. All bids must be time stamped by the City Clerk's/Secretary's office before the hour specified on the opening date. b. Electronic Bids: Invitations to bid will be posted on the City's web site at: [www.okc.gov](http://www.okc.gov). The specifications and bid documents may be downloaded from that site. Electronic bidding may be available on certain bids. If so, the bid will be specifically noted and an access link will be provided. If the bid is not identified as an electronic bid, then only sealed, hard copy, bids will be accepted. Electronic Bids must be submitted through the City's web site. The web site only permits bids from registered bidders up to the bid deadline.

4. DESCRIPTIVE TERMS. Unless the term "no substitute" is used, the use of brand name, manufacturer, make, or catalogue designation in describing an item does not restrict bidders to that particular brand name, etc. The term is simply to indicate the type, character, quality and/or performance equivalence of the item desired. However, the proposed substitution item must be of such character, quality and/or performance equivalence as that indicated in the specifications. A proposed substitute item must include complete data as to the manufacturer's name, type, model number, any descriptive bulletins and specifications.

5. EXCEPTIONS. Any exceptions [variances] to these instructions or specifications must be submitted along with the bidder's proposal. Failure to indicate any exceptions [variance] will be regarded as full compliance with these requirements, specifications and instructions and will be construed to mean that the bidder proposes to furnish the exact commodity as described in the specifications/requirements.

6. UNIT PRICES. A unit price for each unit bid must be shown and include packaging and/or packing, if any, unless otherwise specified. If the quantity is an estimate, the unit price only shall be listed. On items where a quantity is specified, a total shall be entered in the appropriate column of the bid schedule. If an error is made in extension of the price, the unit price shall prevail. Items or estimated quantity will be awarded on a "no guarantee" basis. Prices shall be extended in decimals, not fractions, and shall include transportation and delivery charges, prepaid by the bidder to the destination specified in the special instructions of the specifications.

7. EXEMPTIONS FROM CERTAIN TAXES. The purchase of certain items of equipment and/or materials by the contracting entity is exempt from the payment of excise, transportation and sales tax imposed by the federal, state and/or city governments. Such taxes must not be included in the bid prices. Upon request, applicable federal excise exemption certificates will be furnished.

8. PAYMENTS AND DISCOUNTS.

[a] Payment for the materials, supplies, or equipment as specified in the pricing agreement/contract shall be processed promptly after completion of delivery of items and after receipt of properly prepared invoice(s) and/or notarized claim voucher, if applicable. Purchases may be made using a purchasing card however, processing fees may not be added.

[b] Discounts for prompt payment will not be considered in bid evaluations, unless otherwise specified. However, offered discounts will be taken if payment is made within the discount period.

[c] Late charges cannot be assessed against the City or a Trust.

9. DELIVERY.

[a] All prices quoted shall be based on delivery F.O.B. Oklahoma City, Oklahoma or to any points located within the municipal corporate limits (unless otherwise stated in the special instructions) with all charges prepaid to the actual point of delivery.

[b] Bids must show the number of days required for delivery under normal conditions. Unrealistically short or long delivery promises may cause bids/proposals to be rejected. A successful bidder is required to keep the purchasing agent advised at all times of the status of the order. All materials, supplies or equipment shall be delivered within thirty (30) days from the date of the award of the pricing agreement/contract, unless specified otherwise.

10. AWARD OF PRICING AGREEMENT/CONTRACTS. The contracting entity reserves the rights to: award by item, groups of items or all items of the bid; to reject any or all bids in whole or in part; and, waive technical defects, irregularities and/or omissions.

11. BID BONDS. If required by the specifications, a bid bond [or a certified check or cashier's check] in the required amount must accompany the bid. This bond may be retained by the contracting entity as liquidated damages should the successful bidder fail to comply with the terms of this bid/proposal. The City Clerk's/Secretary's office may return all bonds or deposits to unsuccessful bidders after the pricing agreement/contract has been awarded.

12. PERFORMANCE BONDS. If required by the specifications, the successful bidder must post the performance bond, a certified or cashier's check in the amount required prior to award of pricing agreement/contract. The bid bond or deposit may be returned to the successful bidder upon the posting of the performance bond.

13. PATENTS. The bidder agrees to indemnify and save harmless the contracting entity, the purchasing agent and assistants from all suits and actions of every nature and description brought against the bidder and/or any assistants because or for the use of patented appliances, products or processes. The bidder shall pay all royalties and charges which are legal and equitable evidence of such payment or satisfaction shall be submitted upon request of the City/Trust, as a necessary requirement in connection with the final execution of any pricing agreement/contract in which patented appliances, products or processes are to be used.

14. TERMINATION.

[a] The performance of services and/or the delivery of items under any pricing agreement/contract may be terminated by the contracting entity, in whole or in part, whenever it is determined to be in the best interest of the contracting entity.

[b] Any such termination will be effected by delivery to the bidder of a termination notice specifying the extent to which performance or services and/or delivery of ordered commodities is terminated, and the date the termination becomes effective.

[c] After receipt of a termination notice, the bidder shall stop performance of services and/or accept no further orders under the pricing agreement/contract.

15. COMPLIANCE WITH APPLICABLE LAW. All bidders must comply with all applicable federal, state or local laws and regulations. Including Title VI and all provisions of the Civil Rights Act of 1964 42, U.S.C. 2000d-et seq.

16. SELF-INSURED. The City or Trust is self-insured for its own negligence, subject to the Governmental Tort Claims Act, Title 51 sections 151 et.seq.

17. RIGHT TO AUDIT. The contracting entity shall at all times have the right to examine books, papers and records of the successful bidder relative to all aspects of the pricing agreements/contracts awarded as a result of this bid to confirm pricing agreement/contract compliance. Failure to provide the requested information may result in termination of the pricing agreement/contract. This right to audit only affects pricing agreement/contract compliance as a result of this bid, and does not apply to vendor records beyond the scope of the pricing agreement/contract.

18. PROPRIETARY INFORMATION. All material submitted to the City becomes public property and is subject to the Oklahoma Open Records Act upon receipt. If a Bidder does not desire proprietary information in the bid to be disclosed, each page must be identified and marked proprietary at the time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the District Court. If the Bidder fails to identify proprietary information, he agrees that by submission of bid that those sections shall be deemed non-proprietary and available upon public request. Notwithstanding this provision, Bidders must not identify the entire bid as proprietary.

**NOTICE of "OKLAHOMA TAXPAYER AND CITIZEN PROTECTION ACT OF 2007"**

The State of Oklahoma enacted the "Oklahoma Taxpayer and Citizen Protection Act of 2007" which prohibits entities and persons entering into a contract with a public employer for the physical performance of services within this state unless said contractor/vendor has registered and participated in Status Verification System for the purpose of verifying the work eligibility status and information of all new employees hired on or after November 1, 2007. Although the prohibition becomes effective for contracts entered after July 1, 2008, this section is included in these specifications to provide notice to contractor/vendors and in an effort to encourage contractor/vendors to prepare for the effects of the "Oklahoma Taxpayer and Citizen Protection Act of 2007." Therefore, included with this specification is a copy of the Immigration Affidavit that contractor/vendors will be required to submit with any contracts with a public employer for physical performance of services within the State of Oklahoma beginning after July 1, 2008.

**IMMIGRATION INDEMNIFICATION**

The Contractor/vendor shall indemnify, defend, and hold harmless the City and its participating and affected public trusts against any and all losses, expenses, damages, costs, or attorney fees directly or indirectly resulting from the failure of the Contractor/vendor, or any of its agents, representatives, subcontractor/vendors, materialmen, or suppliers, to register or participate in the Status Verification System as set forth in the "Oklahoma Taxpayer and Citizen Protection Act of 2007," or the violation of said Act, or any suspension, termination, or invalidation of the Contract due to said failure or violation.

**THE CITY OF OKLAHOMA CITY IMMIGRATION AFFIDAVIT**

The undersigned as Contractor/vendor or Contractor's Authorized Agent, being of lawful age and being first duly sworn on oath, hereby swears, affirms and states that the Contractor/vendor has registered and participates in the Status Verification System as set forth in "Oklahoma Taxpayer and Citizen Protection Act of 2007" to verify the work eligibility status of all new employees hired on or after November 1, 2007. *This Affidavit must be signed by the Contractor/vendor, notarized, dated and completed by the Notary Public, and submitted prior to contract award.*

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The undersigned, as Vendor/Contractor or Authorized Agent, hereby expressly adopts and affirmatively incorporates herein by reference the above recitation as the sworn statement of the Contractor/vendor and the signatory.

\_\_\_\_\_  
Name of Individual, Partnership, Limited Liability Company, or Corporation hereinafter called Contractor

\_\_\_\_\_  
Signature of Vendor/Contractor or Authorized Agent

\_\_\_\_\_  
Type or print name and title of person who signed above

Signed and sworn to or affirmed before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_ as the above named Contractor or Contractor's Authorized Agent.  
(Insert name of person signing above)

My Commission expires \_\_\_\_\_ Notary Public

My Commission number \_\_\_\_\_

This Affidavit required prior to contract award by 25 Oklahoma Statutes (2007) §§ 1312 and 1313.

**SPECIFICATIONS FOR**

**DATA ENTRY AND IMAGING  
OKLAHOMA CITY  
CITYWORKS WORK ORDERS**

**FOR ONE YEAR WITH TWO ONE-YEAR  
RENEWAL OPTIONS**

**DATA ENTRY AND IMAGING OF OKLAHOMA CITY CITYWORKS WORK  
ORDERS**

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**DATA ENTRY AND IMAGING OF OKLAHOMA CITY CITYWORKS WORK  
ORDERS  
INSTRUCTIONS TO BIDDERS**

**INTENT:** The City of Oklahoma City desires sealed bids from qualified vendors to provide data entry and imaging of Oklahoma City Cityworks work orders for the Public Works Department. Bidders shall comply with all bidding requirements provided herein.

**SCOPE OF PRICING AGREEMENT/CONTRACT:** The contractor shall furnish and supply the below listed item(s) in accordance with the terms, conditions and provisions set forth herein.

The City reserves the right to award this pricing agreement/contract to a single vendor or to multiple vendors, whichever is deemed to be in the City's best interest. You may bid on some or all items. If you choose not to bid on one of the items respond by typing, "NB" in the space provided.

**CONTRACTING ENTITY:** The term "Contracting Entity" as used throughout these specifications shall mean The City of Oklahoma City. However, should a PUBLIC TRUST, of which The City of Oklahoma City is Beneficiary, choose to avail itself of goods or services from the resultant pricing agreement(s)/contract(s), the contracted vendor(s) will honor the terms and conditions, including price, of the pricing agreement(s)/contract(s).

**PRICING AGREEMENT/CONTRACT PERIOD:** The pricing agreement/contract shall be for one year with option to renew for two additional one-year periods. The pricing agreement/contract shall be in effect commencing on the date of award as approved by the Oklahoma City Council or governing Trust/Board or Commission.

**PRICING AGREEMENT/CONTRACT RENEWAL OPTION:**

1. This pricing agreement/contract is renewable for two additional one-year periods at the option of the Contracting Entity. Should the Contracting Entity desire to renew the pricing agreement/contract, a written preliminary notice will be furnished to the contractor prior to the expiration date of the pricing agreement/contract. (Such preliminary notice will not be deemed to commit the Contracting Entity to renew.)
2. Upon receipt of the Contracting Entity's preliminary notice, the contractor shall, if desired, submit a written agreement to continue pricing agreement/contract performance for an additional one-year period.
3. Should the Contracting Entity exercise this option for renewal, the pricing agreement/contract as renewed shall be deemed to include this option provision except that the total duration of this pricing agreement/contract, including any renewals, shall not exceed three years.
4. In all cases pricing agreement/contract renewals shall be approved by the Contracting Entity's governing body, and sufficient appropriations shall have been made for the particular fiscal year for which the renewal is sought.

**DELIVERY:** Bidders shall specify below their proposed delivery times for the requested services. If a deadline is specified and no alternative is proposed, it will be assumed that you will meet the stated deadline.

**INSPECTION AND ACCEPTANCE AT DESTINATION:**

1. Final inspection and acceptance shall be at destination.
2. Although source inspection by the Contracting Entity is not anticipated under this pricing agreement/contract, the provisions of this article shall in no way be construed to limit the rights of the Contracting Entity to otherwise conduct source inspections which it deems to be appropriate.

**F.O.B. DESTINATION:**

1. The contractor shall deliver each item F.O.B. Destination, Oklahoma City, Oklahoma, and to any and all points located within the City's corporate limits.
2. Inside delivery is required.

**COMMERCIAL PACKAGING:** Preservation, packaging, packing and marking will be in accordance with contractor's best commercial practice, to provide adequate protection against shipping damage.

**ESTIMATED ANNUAL REQUIREMENTS (NO GUARANTEE):**

1. The quantity of any item when shown in the price schedule as an estimate of an annual requirement is merely an estimate based on currently available information. The purchase of any such item or quantity is not guaranteed. Any offer conditioned upon a promise by the Contracting Entity to purchase a minimum or definite quantity of such an item will be rejected.
2. The contractor agrees to furnish all quantities ordered by The City of Oklahoma City and its related trusts during the pricing agreement/contract period.
3. The Contracting Entity agrees to place orders with the contractor for all its requirements for those items shown in the price schedule, as awarded, except as follows:
  - a. Quantities of items needed under conditions of emergency or public exigency as approved by the Purchasing Agent.
  - b. Quantities of items obtainable from State contracts, as approved by the Purchasing Agent.
  - c. Quantities of items where federal funds are involved and other action is warranted for federal regulatory compliance purposes.
  - d. Quantities of items awarded under specific and separate pricing agreements/contracts.
  - e. Quantities of items which otherwise are determined to be outside the general scope and intent of this pricing agreement/contract.

4. If requirements for any awarded items do not materialize for the quantity estimated in the applicable price schedule, such failure shall not constitute grounds for equitable adjustment or additional compensation.
5. There is no obligation to purchase any items from this pricing agreement, and purchases made in future fiscal years or other contract periods are subject to future appropriations and availability of funds.

**ORDER OF PRECEDENCE:** In the event of an inconsistency between provisions of this pricing agreement/contract, the inconsistency shall be resolved by giving precedence in the following order: (i) pricing agreement/contract articles, (ii) requirements for bidders, (iii) pricing agreement/contract instructions, and (iv) other references.

**PAYMENT METHODS:** The ordering departments will utilize purchase order numbers or purchasing cards for ordering the materials they require as the need arises during the pricing agreement/contract period.

The City of Oklahoma City shall not be held liable for any and all damages sustained by vendors for delivery of materials awarded by pricing agreement/contract unless accompanied by an authorized purchase order or purchasing card reference name and number. Delivery of materials to any Oklahoma City department without a purchase order document, purchase order number or purchasing card reference name and number given at the time the order is placed shall constitute an unauthorized purchase.

**PAYMENT/INVOICE:**

1. Payments will be processed promptly after completion of delivery of ordered items and after receipt of properly prepared invoices.
2. The original invoice must be mailed directly to The City of Oklahoma City, Accounts Payable, 100 N. Walker, Suite 200, Oklahoma City, OK 73102. This information is printed on the front of each purchase order. Copies of invoices may be sent to other addresses upon request. However, if the original invoice is sent to any other address, payment will be delayed, or may not be processed at all. Should another trust or government entity be using this contract they may request a different invoice address.
3. Invoices must contain the following information:
  - a. Vendor's name and address
  - b. Ship to address (department name)
  - c. Purchase order number - **MUST BE INDICATED ON THE INVOICE**
  - d. Itemization of each item purchased to include:
    - (1) description/stock number
    - (2) unit price
    - (3) quantity
    - (4) unit of issue (each, box, dozen, pound, etc.)
    - (5) total price
  - e. Total amount of invoice
  - f. Date of delivery
4. Invoices should not reflect any outstanding backorders.

**WARRANTY:**

1. The contractor warrants that at the time of delivery, all items furnished under this pricing agreement/contract will be free from defects in material or workmanship and will conform to the specifications and all other requirements of this pricing agreement/contract. All bidders will furnish with their bid one copy of their warranty applicable to the supplies or equipment to be furnished.
2. As to any item which does not conform to this warranty, the contractor agrees that the Contracting Entity shall have the right to:
  - a. Reject and return each nonconforming item to the contractor for correction or replacement at the contractor's expense; or
  - b. Require an equitable adjustment in the pricing agreement/contract price.
3. This warranty shall be in addition to any other rights of the Contracting Entity.
4. All equipment warranties shall start on the date of installation, and will be for the full term of said warranty.

**GENERAL PROVISIONS:** The following documents are attached or by this reference incorporated as a part of this pricing agreement/contract:

- a. Bid/Pricing Agreement/Contract Form & Non-Discrimination Statement
- b. Anticollusion Affidavit
- c. Requirements for Bidders

**MATERIAL SAFETY DATA SHEETS:** Any Contractor supplying The City of Oklahoma City or a related Trust materials that require a Material Safety Data Sheet (MSDS) will furnish the required sheet or a composite concentration list in one of the following manners:

1. Submitted as part of the bid document
2. Submitted prior to pricing agreement/contract award
3. Submitted with the product invoice
4. Submitted at the request of the City or Trust

In all instances, the Contractor shall furnish the material safety data sheets with the products at delivery, and shall comply with all local, state and federal laws providing for identification of materials transported to or from the City or related Trust. The appropriate bid number, pricing agreement/contract number, delivery ticket number, or invoice number shall be clearly marked on the material safety data sheet or the composite concentration lists. Any question regarding this requirement should be directed to the following address:

Oklahoma City Risk Management Division  
(405) 297-3891  
420 W. Main, Ste. 630  
Oklahoma City, Oklahoma 73102

## **OTHER PROVISIONS**

**DATA ENTRY & IMAGING PRICING AGREEMENT(S):** Preference will be given to vendor(s) whose facilities are within a radius of 50 miles from downtown Oklahoma City (City Hall). The City will consider awarding pricing agreement(s) to vendor(s) whose facilities are not located in the Oklahoma City area or within a radius of 50 miles from downtown Oklahoma City (City Hall) provided the vendor(s) are agreeable to pick up the documents/work orders from the City's designated facilities and deliver them back to the City's designated facilities at no extra cost to the City for those services. Turnaround time shall be no longer than five (5) working days. Documents shall remain available to the City via fax or email during processing. If, in some exceptional circumstances, the City awards pricing agreement(s) to vendor(s) whose facilities are not located as stated above, the vendor(s) shall make any arrangements for document pick up, travel of City employees to observe contractors operations, and the other specifications within this bid at no extra cost to the City. Please discuss these arrangements within your bid.

**ESCALATION/DE-ESCALATION:** Vendor may request a price increase or decrease if the vendor shows satisfactory proof to the Contracting Entity that a price change is justified and beyond the scope of the vendor's control. It is understood that any percentage or discount offered to the City/Trust will remain firm for the duration of the price agreement. However, within 10 days of any approved changes in the price list(s) bid, vendor may furnish the Procurement Services Division three copies of the new price list(s). New price list(s) will be considered effective the date shown on the price list(s), or 10 days from the date price list(s) are received in the Procurement Services Division, whichever is later.

## TECHNICAL SPECIFICATIONS

**SPECIFICATIONS:** The City of Oklahoma City desires sealed bids from qualified vendors to provide data entry & imaging of Oklahoma City Cityworks work orders for Public Works Department. Bidders shall comply with all bidding requirements provided herein.

	YES	NO	VENDOR'S REMARKS, OPTION NUMBERS AND EXCEPTIONS
A. Submit a pricing agreement price based on information supplied within these specifications.	___	___	_____ _____ _____
B. Bids shall include the entry of all Oklahoma City Cityworks work orders (approximately 200,000 annually), sizes to include but are not limited to 8 ½ x 11; 8 ½ x 14; 8 ½ x 5 ½, and specify a price for reassembling, fastening and return of the work order data by the following method:	___	___	_____ _____ _____ _____ _____ _____ _____
(1) Enter work order data in Cityworks tasks, labor, personnel, materials, comments, and any additional fields which may be added at a later date.	___	___	_____ _____ _____ _____ _____
C. Contractors shall enter data in accordance with provided Work Order Imaging and Indexing Guidelines. (See attached Work Order Data format).	___	___	_____ _____ _____ _____
D. Contractor shall be responsible for pick up and return on a weekly basis, with a 5 working day turnaround time from pickup to return, excluding holidays, as specified by the City of Oklahoma City.	___	___	_____ _____ _____ _____
1. Contractors shall be responsible for safeguarding all Public Works documents.	___	___	_____ _____ _____
2. Contractor shall ensure that all information contained in these documents is kept confidential. Any requests for information must be made directly to the City of Oklahoma City Public Works. Violations of	___	___	_____ _____ _____ _____ _____

	YES	NO	VENDOR'S REMARKS, OPTION NUMBERS AND EXCEPTIONS
confidentiality by the Contractor, or the Contractor's employees, shall be considered basis for termination of the pricing agreement.			_____ _____ _____ _____
E. Bids shall be accepted that include all data entered, verified, quality audited, and/or pages imaged to ensure minimum errors.	___	___	_____ _____ _____
F. Contractors shall ensure 2% error rate, or less, on all data entered or pages imaged. Errors shall be counted per field. Contractor may be required to enter the same field multiple times per work order.	___	___	_____ _____ _____
G. Public Works reserves the right to reject documents with more than a 2% error rate. Work Orders re-submitted shall be re-entered at no charge to the City. Pages re-submitted shall be imaged at no charge to City.	___	___	_____ _____ _____
H. Public Works Department will inspect and audit the quality of all data entered and/or imaged by the contractor. If the contractor's error rate, as determined by the Public Works Department, at its sole discretion, is above 2%, the contractor shall pay liquidated damages per field, per work order, or per image for the month sampled. The amount of the liquidated damages is to be bid upon by the contractor. The liquidated damages shall not exceed the bid price per work order or per image.	___	___	_____ _____ _____ _____ _____ _____ _____ _____
I. Contractor shall receive written notice of repetitive errors. Contractor shall immediately correct errors. If the error rate exceeds 2% for two consecutive months this may be considered cause for cancellation of this pricing agreement.	___	___	_____ _____ _____ _____ _____
J. The contractor's services may be required outside the normal data entered or pages imaged.	___	___	_____ _____

	YES	NO	VENDOR'S REMARKS, OPTION NUMBERS AND EXCEPTIONS
K. Bidders shall provide a business summary to include, but not limited to:			
- Business Name:			
- Address:			
- Telephone Number:			
- Fax Number:			
- Number of Years in Business:			
- Number of Years of Data Entry/Imaging Experience:			
- Number of Employees:			
- Number of Employees who will be involved in this project:			
- Specify your back-up plan to prevent any backlog or delay in entry of work orders:			
- Pricing Agreement Contact Person:			
- Total Annual Volume of Work:			
L. Public Works personnel, other than the Contracting Officers and Contracting Monitors, may from time to time observe contractor operations. However, these personnel may not interfere with contractor performance.			
M. Bidders shall provide a written list of three references, as follows:			
1. Company Name:			
Address:			
Telephone Number:			
Contact Name:			
Annual Volume of Work:			
2. Company Name:			
Address:			
Telephone Number:			
Contact Name:			
Annual Volume of Work:			
3. Company Name:			
Address:			
Telephone Number:			
Contact Name:			
Annual Volume of Work:			
N. How many years has your company been providing this type of service in the Oklahoma City area?			

	YES	NO	VENDOR'S REMARKS, OPTION NUMBERS AND EXCEPTIONS
O. Liquidated damages will be assessed if data is transmitted to the City more than 5 working days after receipt by the vendor. Liquidated damages of 20% per day will be assessed for data or images not received. The City reserves the right to waive the liquidated damages if the City causes the delay.	___	___	_____ _____ _____ _____ _____
P. All data and images whether provided to the vendor by the City or created by the vendor for the City, remains the exclusive property of the City of Oklahoma City. Under no condition may it be sold, transferred, shared, leased, etc. to anyone by the vendor, without the specific permission of the City of Oklahoma City.	___	___	_____ _____ _____ _____ _____
Q. Whenever multiple work orders pages are issued to the same work order number, the second and subsequent work orders pages should be entered into as added data to the Companion File with the work order number entered into the Companion field of each linked work order.	___	___	_____ _____ _____ _____ _____

Connectivity to Cityworks

Bidder will connect to the City of Oklahoma City’s network through a Virtual Private Network (VPN) connection, and will run the Cityworks application on a terminal server through Termserv or Remote Desktop. The City will provide Cisco VPN software, terminal server services, Active Directory accounts, and Cityworks accounts for up to eight (8) data entry personnel. The City shall retain ownership of said hardware and software. Bidder will be responsible for providing all network and end user computing devices necessary to connect to the City’s network and terminal server.

## Information Technology

# Work Order Imaging and Indexing Guidelines



Creation Date: 0711712009  
Issue Date: 0711712009  
Effective Date: 0711712009  
Review Date: 0711712010

## **Purpose**

The purpose of the Work Order Imaging and Indexing Guidelines is to define the image and index specifications for Public Works Streets, Drainage, & Traffic documents.

## **Guidelines**

### **Image Specifications**

Public Works documents shall be scanned as multi-page Portable Document Format (PDF) files and shall comply with International Standard ISO 32000-1, for PDF version 1.7.

### **Directory and File Naming Convention**

Each batch of images shall be contained in separate directories. Directory names should not contain spaces and should consist of, but are not limited to, the department prefix (okcpw), followed by an underscore and the date the batch was processed (yyyymmdd format), followed by another underscore and a two digit number indicating the batch number (assuming multiple batches are processed on the same day).

Example: okcpw\_20090717\_01, okcpw\_20090717\_02

PDF files within each batch shall be named using the work order ID, indicated on the work order document. If multiple documents are scanned within the same batch, having the same work order ID, an underscore and two digit, incrementing number shall be added to the end of the file name, in order to ensure the file name is unique.

Example: 187052\_01.pdf, 187052\_02.pdf

### **Index Specifications**

Each batch directory shall contain a pipe delimited text file indexing all PDF files within the batch directory. **The text file must be named the same as the batch directory**, in order for the City of Oklahoma City Information Technology Department's interface to recognize the file. The text file shall contain no header or footer information and should adhere to the following format:

[work order ID]||@D:[batchdirectory]\[filename]

Example:

Directory name - okcpw\_20090717\_01

Index file name - okcpw\_20090717\_01.txt

Contents of index file:

187052|@@D120090717\_011187052\_01pdf

187052|@@D120090717\_011187052\_02pdf

187053|@@D120090717\_011187053pdf

In this example, a directory has been created (okcpw\_20090717\_01). The directory contains three scanned work orders, in PDF, two of which have the same work order number. In addition to the three PDF files, an index file (okcpw\_20090717\_01.txt) with the same name as the directory name has been created and added to the root of the okcpw\_200907\_01 directory.

**BID SHEET**

1. Price for entry of work order data and/or imaging return thereof to Public Works by \_\_\_\_\_ (please specify): \_\_\_\_\_

Verified per work order: \$ \_\_\_\_\_

2. Penalty per field if error rate is above 2%: \$ \_\_\_\_\_

3. If awarded the pricing agreement, can you meet the requirement of a 5 working day turnaround of work orders and imaging as described herein (check one)?

Can Meet \_\_\_\_\_ Cannot Meet \_\_\_\_\_

4. Can your company provide an electronic copy of the work order/image in the form of PDF file? \_\_\_\_\_

Please provide your pricing structure for this service below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Background Check:** What kind of background check do you do on your employees?

\_\_\_\_\_  
\_\_\_\_\_

**Confidentiality:** What assurances can you provide that the data and/or images will remain confidential?

\_\_\_\_\_  
\_\_\_\_\_

**OPTION: Price for Storage of digital & paper documents.** \$ \_\_\_\_\_

Vendors will provide a secure environment for storage of the City's data and documents that are being converted.

**OPTION: Document Conversion Services** \$ \_\_\_\_\_

The Public Works Department desires the option to convert its paper work orders documents into electronic images that can be attached to the associated work order record in Cityworks. Vendor shall submit a fixed price per page to perform document conversion services, including pickup and deliver of documents and converted media. Images shall be provided in Portable Document Format (PDF). Index data shall be provided in an ASCII pipe delimited text file, and shall contain the work order number and image name. Images and associated index data comply with the attached Work Order Imaging and Indexing Guidelines and shall be delivered on CD media or made available for download via FTP site (provided by vendor).

**Questions:** Vendors having any questions concerning design, format or any portion of the specifications are strongly encouraged to contact Debbie Berlin at 297-2353.