

Solicitation RFP-OCITY-051

Cleaning and Waxing the Oklahoma Land Run Monument in Oklahoma City

Bid Designation: Public



City of Oklahoma City and its Trusts

Bid RFP-OCITY-051

Cleaning and Waxing the Oklahoma Land Run Monument in Oklahoma City

Bid Number	RFP-OCITY-051
Bid Title	Cleaning and Waxing the Oklahoma Land Run Monument in Oklahoma City
Bid Start Date	Jul 5, 2018 9:46:45 AM CDT
Bid End Date	Aug 8, 2018 4:00:00 PM CDT
Question & Answer End Date	Aug 1, 2018 4:00:00 PM CDT
Bid Contact	Jennifer Swann Jennifer.swann@okc.gov
Bid Contact	City Clerk cityclerk@okc.gov
Bid Contact	Robbie Kienzle robbie.kienzle@okc.gov
Bid Contact	Cherita Brice cherita.brice@okc.gov
Bid Contact	Lacy Kelly lacy.kelly@okc.gov
Bid Contact	Randy Marks randy.marks@okc.gov
Contract Duration	One Time Purchase
Contract Renewal	Not Applicable
Prices Good for	Not Applicable
Standard Disclaimer	This site and system is hosted by Oklahoma City through BIDSYNC for use of The City of Oklahoma City and its trusts. Certain screens and flags may show the name and/or seal of The City; however, such references do not indicate or change the contracting entity.
Bid Comments	To announce a Request for Proposals: cleaning and waxing the Land Run Monument.

Item Response Form


Item	RFP-OCITY-051 --01-01 - RFP Documents
Quantity	1 each
Prices are not requested for this item.	
Delivery Location	City of Oklahoma City and its Trusts

No Location Specified

Qty 1

Description

Attach any document(s) here. Do not ZIP files.



GENERAL INSTRUCTIONS AND REQUIREMENTS FOR PROPOSERS

THESE INSTRUCTIONS, REQUIREMENTS AND ANY SPECIAL INSTRUCTIONS CONTAINED IN THE REQUEST FOR PROPOSAL (RFP) DOCUMENT ARE A PART OF THE TERMS AND CONDITIONS OF THE PROPOSER'S PROPOSAL. ANY EXCEPTIONS TO THESE INSTRUCTIONS, REQUIREMENTS OR THE RFP PACKET, MUST BE SPECIFIED AND SUBMITTED WITH THE PROPOSER'S PROPOSAL. A PROPOSER MAY ALSO SUBMIT EXCEPTIONS BY UPLOADING A SEPARATE DOCUMENT LABELED "EXCEPTIONS" INTO THE BIDSYSNOC SYSTEM. FAILURE TO INDICATE ANY EXCEPTIONS WILL BE REGARDED AS FULL ACCEPTANCE OF THE REQUIREMENTS, INSTRUCTIONS, AND RFP PACKET AND ANY OTHER PROPOSAL DOCUMENTS RELATED TO THIS RFP.

- 1. EXAMINATION BY PROPOSERS:** All Proposers must examine the specifications, drawings, schedules, special instructions and these general instructions and requirements prior to electronically submitting any proposal. Failure to examine is at the Proposer's own risk as the Proposer will be held to the terms, conditions and requirements therein.
- 2. SUBMISSION OF PROPOSALS ELECTRONICALLY TO THE CITY CLERK/SECRETARY:** Proposals timely received electronically through BidSync in the City Clerk's Office shall be forwarded to the Requesting Department for the Selection Committee to open and review. The BidSync system does not allow proposals to be submitted after the deadline. There will be no exceptions to this policy.
- 3. DESCRIPTIVE TERMS:** Unless the term "no substitute" is used, the use of brand name, manufacturer, make, or catalog designation in describing an item does not restrict Proposers 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. This data can be uploaded electronically through the electronic bidding system.
- 4. EXCEPTIONS:** Any exceptions to these instructions, requirements or the RFP packet, must be specified and submitted with the Proposer's Proposal. A Proposer may submit exceptions by uploading a separate document labeled "Exceptions" into the BidSync system. Failure to indicate any exceptions will be regarded as full acceptance of the requirements, instructions and RFP packet and any other proposal documents related to this RFP.
- 5. EXEMPTIONS FROM CERTAIN TAXES:** The purchase of certain goods or services by the Contracting Entity is exempt from the payment of excise, transportation, use, and sales tax imposed by the federal, state and/or city governments. Such taxes must not be included in the bid prices. Any taxes that are not exempt must be included in the proposed price. No additional payment or compensation will be made for taxes.
- 6. PERFORMANCE BONDS:** If required by the RFP document, the successful Proposer must post a performance bond, a certified check, or a cashier's check in the amount required prior to approval of Agreement/Contract.
- 7. PATENTS:** The Proposer agrees to indemnify and save harmless the Contracting Entity, including any of Contracting Entity's employees from all suits and actions of every nature and description brought against the Proposer because of, or for the use of, patented or licensed appliances, products, or processes. The Proposer shall pay all royalties and charges which are legal, and equitable evidence of such payment or satisfaction shall be submitted upon request of

the Contracting Entity, as a necessary requirement in connection with the final execution of any Agreement/Contract in which patented or licensed appliances, products, or processes are to be used.

8. TERMINATION:

- (a) The performance of services and/or the delivery of items under any 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 Proposer of a termination notice specifying the extent to which performance or services and/or delivery of work product or system is terminated, and the date the termination becomes effective.
- (c) After receipt of a termination notice, the Proposer shall stop performance of services and/or accept no further orders under the Agreement/Contract.

9. COMPLIANCE WITH APPLICABLE LAWS: All Proposers 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.*

10. SELF-INSURED: The Contracting Entity is self-insured for its own negligence. The liability of the Contracting Entity for acts of negligence are limited and subject to the Governmental Tort Claims Act, 51 O.S. §§ 151, *et seq.*

11. RIGHT TO AUDIT: The Contracting Entity shall at all times have the right to examine books, papers and records of the successful Proposer relative to all aspects of the Proposer's proposal and the agreements/contracts awarded as a result of this RFP to assess and confirm proposal and Agreement/Contract compliance. Failure to provide the requested information may result in termination of the Agreement/Contract. This right to audit does not apply to Proposer's other contracts or records not affecting the proposal and Agreement/Contract.

12. SAMPLE FORMS: Sample forms are attached to this document. It is not necessary to submit forms with your electronic proposal. The forms will be completed prior to Agreement/Contract approval.

13. PAYMENTS AND DISCOUNTS:

- (a) Payment for goods and services as specified in the Agreement/Contract shall be processed promptly after completion of delivery and acceptance of items and after receipt from Proposer of properly prepared invoice(s) and/or notarized claim voucher (s), if applicable. Purchases may be made by certain City or Trust employees using a purchasing card. Employees of Contracting Entity are required, when possible, to use a purchasing card for purchases under the amount of \$5,000 for a single transaction. For single transactions over \$5,000, the Proposer may request payment be completed by issuance of a purchase order. Processing fees may not be added when a purchasing card is used. The price in the Proposal shall cover any fees a Proposer may incur.
- (b) Discounts for prompt payment will not be considered in proposal evaluations, unless otherwise specified. Discounts offered by the Proposer will be taken, however, if payment is made within the discount period.
- (c) Late charges cannot be assessed against Contracting Entity.

14. CURRENCY: The Proposer agrees that all proposals are to be submitted in U.S. dollars. Proposals submitted in any currency other than U.S. dollars may not be considered. The Proposer also agrees that all invoices shall be submitted in U.S. dollars and agrees to accept payment in U.S. dollars as full satisfaction of the invoiced amount unless otherwise agreed to in a negotiated contract.

Oklahoma Open Records Act and Confidential Information

All materials submitted to the Contracting Entity pursuant to this Bid or Proposal potentially become subject to the mandates of the Oklahoma Open Records Act, O.S. §§ 24A.1. *et seq.* The purpose of this Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Almost all "records," as that term is defined in the Act, may be disclosed to the public upon request. Except where specific state or federal statutes create a specific and express exemption or confidential privilege, persons who submit information to public bodies have no right to keep this information from public access nor have a reasonable expectation that this information will be kept from public access.

If you believe that any of the information you have submitted to the Contracting Entity pursuant to this Bid or Proposal is exempt or confidential under a specific state or federal statute, and therefore not subject to public access under the Oklahoma Open Records Act, you must comply with the following:

1. Place said documents/records in a separate electronic file attachment marked "Confidential". DO NOT label your entire Bid or Proposal as "Confidential" – label only those portions of the Bid or Proposal that you feel are exempt or are made confidential by state or federal law as "Confidential".
2. For each such document for which you are claiming an exemption or a confidential privilege, identify the federal and/or state law that creates said privilege, e.g., for trade secrets, see 21 O.S. § 1732 (Larceny of Trade Secrets) and the Uniform Trade Secrets Act, 78 O.S. §§ 85, *et seq.*

Should an Open Records request be presented to the Contracting Entity requesting information you have identified as "Confidential," you will be responsible for defending your position in the District Court, if needed.

If you fail to identify any records submitted as part of your Bid or Proposal as "Confidential," you are agreeing that said records are not exempt or confidential and are subject to public access.

Upon receipt of a request by a third party to review or copy records properly identified as "Confidential," you will be notified of the request and thereby given an opportunity to immediately enforce and protect your rights by initiating an action in a court of competent jurisdiction. Should you fail to timely bring an action to enforce your rights, then the requested records will be released by the Contracting Entity based upon its determination of the application of the Oklahoma Open Records Act.

This form is a sample only and should not be submitted with proposal. Forms will be completed prior to contract approval.

NON-DISCRIMINATION STATEMENT

The Proposer agrees, in connection with the performance of work under this Agreement/Contract:

a. That the Proposer will not discriminate against any employee or applicant for employment, because of race, creed, color, sex, age, national origin, ancestry or disability. The Proposer 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 Proposer 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 Contracting Entity setting forth the provisions of this section, and;

b. That the Proposer agrees to include this non-discrimination clause in any subcontracts connected with the performance of this Agreement/Contract.

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

**THIS FORM MUST BE COMPLETED BY THE PROPOSER PRIOR TO
AGREEMENT/CONTRACT AWARD**

Sign Here X
Signature of Individual _____ Title _____

Printed Name of Individual

Company Name and Address _____ Zip Code _____

Telephone Number and Fax Number if any

This form is a sample only and should not be submitted with proposal. Forms will be completed prior to contract approval.

ANTI/NON-COLLUSION AFFIDAVIT

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 Proposer; that the Proposer has not, directly or indirectly, entered into any agreement, express or implied, with any proposer or proposers, having for its object the controlling of the price or amount of such proposal or proposals, the limiting of the proposals or the proposers, the parceling or farming out to any proposer or proposers or other persons, of any part of the Agreement/Contract or any part of the subject matter of the proposal or proposals, or of the profits thereof, and that Proposer has not and will not divulge the sealed Proposal to any person whomsoever, except those having a partnership or other financial interest with the Proposer in the said proposal or proposals, until after the said sealed proposal or proposals are opened.

The undersigned individual further states that the Proposer has not been a party to any collusion; among proposers in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from proposing; or with any City/Trust official, City/Trust employee or City/Trust agent as to the quantity, quality, or price in the prospective Agreement/Contract, or any other terms of the said prospective Agreement/Contract; or in any discussions between the proposers 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 Agreement/Contract. The Proposer 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 Agreement/contract pursuant to this proposal.

Witness the hands of the parties hereto:

The undersigned individual states that the Proposer will be bound by its proposal, the specification, the terms and conditions of the Agreement/Contract, and the Requirements for Proposers.

→ → THIS FORM TO BE COMPLETED BY THE PROPOSER PRIOR TO AGREEMENT/CONTRACT APPROVAL ← ←

Type Name of Authorized Agent Title

Signature

Company Name

Address 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) _____
Type Name of Notary Public

My Commission Expires: _____ [Date/year] _____
Signature of Notary Public

98 Okla. Stat. 2011 §116

Updated February 2017

This form is a sample only and should not be submitted with proposal. Forms will be completed prior to contract approval.



(Internal use only)
PeopleSoft Vendor ID: _____
1099 Type: _____ 1099 Default Class: _____

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

Please print legibly or type this information. Form must be completed and signed by authorized individual.

- NEW DOMESTIC VENDOR** - Attach the most current IRS W-9 form, along with this form; both **MUST** be filled out in their entirety.
- NEW FOREIGN ENTITY** - Attach the most current, appropriate, IRS W-8 form, along with this form; both **MUST** be filled out in their entirety.

If you are a new vendor, please provide the City Department and Employee you are currently working with:

City Department _____ City Employee _____ Phone Number _____

- UPDATE EXISTING VENDOR** - Attach the most current IRS W-9/W-8 form, along with this form; both **MUST** be filled out in their entirety.
If you are a single member LLC classified as a Disregarded Entity on your W-9, you MUST provide the owner's SSN or EIN, not the LLC's EIN (see IRS pub 3402).

Please select all applicable request types:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Change Address | <input type="checkbox"/> Change Vendor Tax ID | <input type="checkbox"/> Change Vendor Name | <input type="checkbox"/> Add Alternate Payee Name |
| <input type="checkbox"/> Lawyer/Attorney | <input type="checkbox"/> Medical or Veterinary Provider | <input type="checkbox"/> Government | <input type="checkbox"/> Non-Profit (Per IRS 501C3) |
| <input type="checkbox"/> Employee | <input type="checkbox"/> Garnishment | <input type="checkbox"/> Easement | <input type="checkbox"/> Emerging Small Business |
| <input type="checkbox"/> Women-Owned Business | <input type="checkbox"/> Veteran-Owned Business | <input type="checkbox"/> Disabled | <input type="checkbox"/> African American |
| <input type="checkbox"/> Asian American | <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Native American | <input type="checkbox"/> Other Ethnicity _____ |
| <input type="checkbox"/> Size of Small Business (number of employees) _____ | <input type="checkbox"/> HUBZone | | |

DUNS NUMBER (not required):

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|

Note: If you are a Disadvantaged Business Enterprise (DBE), please attach a copy of your UCP certification notice, in compliance with 49 CFR, Subtitle A, Part 26; if you are a Small Business (SBA), Small Disadvantaged Business (SDB), or HubZone, please attach your certification, in compliance with 13 CFR, part 121, 124 and 126, respectively.

PURCHASE ORDER ADDRESS:

NAME (AS SHOWN ON YOUR INCOME TAX RETURN) _____
 BUSINESS NAME, IF DIFFERENT FROM ABOVE _____
 STREET OR P.O. BOX _____
 CITY, STATE, ZIP _____
 CONTACT PERSON _____
 E-MAIL ADDRESS _____
 TELEPHONE NUMBER _____ FAX NUMBER _____

PAYMENT REMITTANCE ADDRESS:

NAME (AS SHOWN ON YOUR INCOME TAX RETURN) _____
 BUSINESS NAME, IF DIFFERENT FROM ABOVE _____
 STREET OR P.O. BOX _____
 CITY, STATE, ZIP _____
 CONTACT PERSON _____
 E-MAIL ADDRESS _____
 TELEPHONE NUMBER _____ FAX NUMBER _____

Any vendor who accepts payment confirms the following: the invoice is true and correct; the work, service or materials as shown by the invoice or claim have been completed or supplied in accordance with the plans, specifications, orders or requests furnished the vendor; and the vendor has made no payment, directly or indirectly, to any elected official, officer or employee of this City, of money or any other thing of value to obtain payment See **62 O.S. § 310.9**.

Do you wish to receive payments by electronic funds transfer? ____ Attach an EFT/ACH form (e-mail vendorregistration@okc.gov to obtain a copy of the form).

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 a public agency for bidding or furnishing materials, supplies or services, to any other public agency thereof. NOTE: Article IV, Section 11 of the City Charter prohibits employees of the City from having a proprietary interest in City Contracts See **11 O.S. § 8-113**.

Return to Procurement Services:
vendorregistration@okc.gov
 (405) 297-2741 Fax (405) 297-2142
 100 N. Walker, Suite #200
 Oklahoma City, OK 73102

Signature of Person Authorized to Sign _____ Date Signed _____
 Print Name _____ Title _____

If you are interested in bidding on City or Trust contracts, see instructions on our website:
<https://www.okc.gov/departments/finance/bids-auctions-and-sales>.



**THE CITY OF OKLAHOMA CITY
OFFICE OF ARTS & CULTURAL AFFAIRS**

Solicitation RFP-OCITY-051

**REQUEST FOR PROPOSALS
CLEANING AND WAXING THE LAND RUN MONUMENT IN
OKLAHOMA CITY**

DEADLINE: August 8, 2018, by 4:00:00PM CDT



(Published in the Journal Record on July 5th, 2018)

NOTICE TO PROPOSERS

Notice is hereby given that The City of Oklahoma City will receive electronic proposals at the **OFFICE OF THE CITY CLERK, 200 North Walker Avenue, Oklahoma City, Oklahoma 73102** until 4:00:00 p.m., on the 8th day of August, 2018, for the following:

REQUEST FOR PROPOSALS (RFP OCITY-051) – CLEANING AND WAXING THE OKLAHOMA LAND RUN
MONUMENT IN OKLAHOMA CITY

The City of Oklahoma City and its Trusts have partnered with BidSync, Inc. to accept proposals electronically. You are invited to submit a proposal electronically through the BidSync system to supply the professional services, products, or systems specified in the electronic proposal packet. The City and its Trusts do not provide access to a computer to prepare electronic proposals or electronic proposal submission. Proposers must register with BidSync at <https://www.bidsync.com> in order to submit an electronic proposal. The City and its Trusts recommend potential proposers register and become familiar with the BidSync electronic proposal process in advance of submitting a proposal. There is no charge to the proposer for registering or submitting an electronic proposal to the Contracting Entity through BidSync. Instructions on how to get registered to propose through BidSync can be found on The City of Oklahoma City's website at <https://www.okc.gov/departments/bidding>.

A copy of the City Guidelines and Procedures for Professional Consultant Selection may be obtained from the Office of the City Clerk at the above referenced address. Proposals shall be made in accordance with the Notice to Proposers, General Instructions and Requirements for Proposers, Oklahoma Open Records Act and Confidential Information, and the RFP proposal packet, which are a part of the complete electronic proposal packet. A sample Non-Discrimination, Anti/Non-Collusion Affidavit and Vendor Registration form is attached for the Proposer's reference and will be completed prior to contract approval. By submitting a proposal for services, the Proposer 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) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

The City and its Trusts reserve the right to waive formalities, irregularities and defects in any or all proposals, except as otherwise required by law. The City and its Trusts reserve the right to: reject any or all proposals; to reject a portion of any or all proposals; to negotiate and execute or to not negotiate or execute a Pricing Agreement/Contract with any proposer; and to solicit new or different proposals. The City and its Trusts reserve the right to negotiate and/or contract with one or more proposers for all or a portion of any proposal or proposed services.

Proposals timely received electronically through BidSync in the City Clerk's Office shall be forwarded to the Requesting Department for the Selection Committee to open and review. The BidSync system does not allow proposals to be submitted after the 4:00:00 p.m. deadline, on the above mentioned date. There will be no exceptions to this policy.



PROJECT:

Cleaning and waxing the Oklahoma Land Run Monument

DEADLINE:

4:00:00PM (CDT) on August 8, 2018



Figure 1: A portion of the land Run sculpture

DESCRIPTION:

The Oklahoma Land Run Monument is one of the world's largest bronze sculptures, currently comprised of 41 heroic figures of participants in the Land Run of April 22, 1889. It commemorates the birth date of Oklahoma City, when a cannon shot sent 50,000 people rushing in to claim free land in central Oklahoma Territory. The main sculptural body is a mass of people, horses, and equipment which extends over 30 feet across and 100 yards long. At a scale of one and a half times life-size, a single horse and rider towers 12 feet above the ground. Separated from the main mass are two additional figure groups: soldiers with a cannon signify the starting point, and a Sooner waits with his horse watching the action.



Figure 2: Bronze figures and one-and-a-half life size

BACKGROUND

The sculpture has been assembled piece by piece for over twelve years by artist Paul Moore. It has not been cleaned or waxed for five years.

ELIGIBILITY:

This opportunity is open to professional art handlers with at least three years' experience in bronze sculpture maintenance.

SELECTION CRITERIA:

The professional services agreement will be awarded based on total project cost, demonstrated ability to do the work required, and information gained from references.

SUBMISSION THROUGH BIDS SYNC:

Proposers must register with [BidSync](#) and submit their qualifications electronically through BidSync. The City and its Trusts recommend potential proposers register and become familiar with the BidSync electronic proposal process far in advance of submitting their qualifications materials. There is no charge to the proposer for registering or submitting an electronic proposal to the City or its Trusts through BidSync. You

may receive a sales call about upgrading your registration, but there is no obligation to do so for projects announced through Oklahoma City's Office of Arts & Cultural Affairs. Instructions on how to register to propose through BidSync can be found on the Bidding page of the City's website (www.okc.gov/departments/bidding). Additionally, detailed instructions are included below:

First time registration in BidSync:

- Go to bidsync.com. Select "REGISTER FOR FREE" button
- On "Account information" page, create an account using your email and a password (Note: the password is used during the bidding process, as well as during log-in)
- Fill in information on "Tell us about you" page
- On the "Tell us about your business" page under "What is your primary industry?" choose "Arts, Craft, Entertainment, Theatre"; under "Select keywords that best match your products/services" type in "Public Art", then enter and select "Finish Registration"
- Chose "I accept" blue button on the "BidSync Terms and Conditions" page
- On the blue ribbon at the top of the next page choose "My account"
- On the "My account" page choose "Company profile" in the upper left hand corner
- Choose the "Notifications" tab to see options to limit the types of agencies whose bids will be sent. **"Municipality" must be checked to see bids from the City of Oklahoma City.** Click blue "Save"
- Choose "Classifications": under the "NIGP classifications" tab, select the "Edit NIGP classifications" blue button
- On the "NIGP Classifications" page select "NIGP code", type in **962-07** and select the "Search" blue button
- **(962-07) Arts Services (cultural, Design, Visual, Etc.)** shows up. Select this and "Save". **All future project announcements by Oklahoma City's Office of Arts & Cultural Affairs will be classified using this code.**
- This completes the *necessary* registration process. Additional classifications may be chosen, additional information may be entered, and you can limit notifications, if desired. BidSync can take up to 24 hours to finalize new accounts. They have excellent customer service: call them at (800) 990.9339 with questions or problems.

To fully respond to this Request for Qualifications you will be required to submit the following items to BidSync prior to the 4:00:00 pm July 18, 2018 deadline established in this announcement. Use the required documents attached to this bid to enter your information.

- Detailed Budget (The LandRun RFP Cost Submittal Form provided in BidSync must be completed)**
Provide a total price for the entire project. You must itemize all of the following that are applicable: labor, fees, materials, transportation, lodging, overhead, equipment rental/cost, insurance, condition report, and contingencies; or, state that your bid covers all costs to complete the project without exception.

Work Methods and Materials (The Work Methods and Materials Form provided in BidSync must be completed)

Describe the methods and materials that will be used in the cleaning and waxing process. The following is the method recommended by sculptor Paul Moore:

- Clean the sculpture thoroughly with a soft bristle brush and a mild soap, such as dish soap
- Rinse with distilled water
- Dry off, or allow to dry
- Apply Trewax clear paste wax
- Buff off with a soft cotton rag after 15-20 minutes

Additionally, a detailed report describing the condition of each separate sculpture is required before final payment. Note in the report any missing or broken sculptural elements.

References and Statement (The LandRun Reference and Statement Form must be completed in BidSync)

Provide a minimum of three verifiable references with accurate contact information (phone number and email). Also, state that you or your representative have visited the land Run Monument to inspect it before submitting this bid; or, that you understand that the Monument sculptures are approximately one-and-a-half life size and will require extensive cleaning and waxing.

OTHER SUBMISSION ENTRY INFORMATION:

The City reserves the right to withdraw this RFP at any time and for any or no reason. Receipt of submission entries by The City or submission of a contractor's entry to The City or selection of a contractor for purposes of negotiating a contract confers no rights to any contractor nor obligates The City in any manner. The City reserves the right at its sole discretion and for any reason, to reject all submission entries and not award any contract and to solicit additional or different submission entries at a later time. The City incurs no obligation regarding this RFP or any contract resulting there from, until a contract is fully completed and documents properly submitted and executed by all parties.

Any submission shall remain a valid entry for six (6) months after the submission deadline or until The City executes a contract, whichever is sooner. The City may, in the event the selected contractor fails to negotiate a satisfactory contract or fails to perform and the contract is terminated within forty-five (45) days of its initiation, request the contractor submitting the next best entry to honor their submission entry.

Costs of developing a submission entry are solely the responsibility of the contractor. The City shall not provide reimbursement for such costs. Submission of an entry shall constitute acceptance of the terms, conditions, criteria, requirements and evaluations set forth in this RFP and operates as an offer and a waiver of any and all objections and Proposer originated modifications to the contents of this RFP.

All entries properly submitted shall be received and reviewed by The City. The City reserves the right to reject any entry deemed to be non-responsive for failure to comply fully with the terms of the RFP.

However, The City reserves the right, at its sole discretion, to request clarifications, corrections or additional information and to waive Irregularities in execution or delivery of the entry provided it is in the best interest of The City.

The City reserves the right to amend this RFP at any time no later than five (5) working days prior to the deadline for submission of the entries, unless the amendment is for the purpose of extending the deadline or time for the receipt of this RFP in which case such amendment may be promulgated at any time prior to the previously published deadline or time for Submissions receipt.

All amendments to this RFP will be made through BidSync. Any oral statement or representation in response to a Written Inquiry will not be binding on The City of Oklahoma City.

QUESTIONS:

Any and all questions, comments or inquiries regarding this Call to Artists, must be made through BidSync. Deadline for questions is seven days prior to the submission deadline published on this notice.

INSURANCE:

The artist recommended by the Oklahoma City Arts Commission shall be required to enter into contract with The City of Oklahoma City (City) for the entire duration of the project. Depending on the specific scope of the project, prior to the issuance and throughout the duration of the contract, the contractor shall be required to maintain insurance, as required by The City. Current requirements include General Commercial Liability Insurance with responsible insurance underwriters acceptable to CITY insuring CITY and CONTRACTOR against all legal liability for injuries to persons caused by CONTRACTOR'S use and occupancy of the premises or otherwise caused by CONTRACTOR'S activities and operations on said premises, with liability limits of not less than those established in the Governmental Tort Claims Act, 51 Oklahoma Statutes § 151 et seq., for accidental and personal injury. Currently, those limits are \$175,000 for a claim for any other loss arising out of a single act, accident, or occurrence; \$25,000 for a loss of property; and \$1,000,000 for any number of claims arising out of any single occurrence or accident. CONTRACTOR shall furnish CITY and ART LIAISON with a certificate of such insurance which shall provide that CITY is an additional insured under said policy or policies

CONTRACT:

The selected professional art handler must be willing to negotiate a contract satisfactory to The City. In the event The City is unable or unwilling to successfully negotiate with the artist submitting the best entry, The City reserves the option of rejecting the art handler and negotiating with the art handler submitting the next best proposal.

City of Oklahoma City: RFP-OCITY-051: Land Run Monument
Proposal Cost Submittal Form

Total price of your proposal: \$

Labor \$

Fees \$

Materials \$

Transportation \$

Lodging \$

Overhead \$

Equipment \$

Rental \$

Insurance \$

Contingencies \$

Other \$

Or: I certify that my proposal includes all expenses to complete the project successfully, without exception.

Yes No

City of Oklahoma City: RFP-OCITY-051: Land Run Monument
Work Methods and Materials

Describe the methods and materials that will be used in the cleaning and waxing process. The following is the method recommended by sculptor Paul Moore:

- Clean the sculpture thoroughly with a soft bristle brush and a mild soap, such as dish soap
- Rinse with distilled water
- Dry off, or allow to dry
- Apply Trewax clear paste wax
- Buff off with a soft cotton rag after 15-20 minutes

I certify that I will clean and wax the 41 sculptures comprising the Land Run Monument in the method described above. Yes No

Comments, if needed:

	5
	6

Or:

I certify I will clean and wax the 41 sculptures comprising the Land Run Monument in a manner described below that will yield results equal to or better than the method described above.

Yes No

Description:

	5
	6

City of Oklahoma City: RFP-OCITY-051: Land Run Monument
Reference Form

References with name, email, and phone:

1.

	5
	6

2.

	5
	6

3.

	5
	6

Statement:

I certify that I or my representative has visited the Land Run Monument before submitting this proposal.

Yes No

Or:

I certify that I understand the sculptures of the Land Run Monument are approximately one-and-a-half life size and will require extensive cleaning and waxing.

Yes No

Question and Answers for Bid #RFP-OCITY-051 - Cleaning and Waxing the Oklahoma Land Run Monument in Oklahoma City

Overall Bid Questions

There are no questions associated with this bid.

Question Deadline: Aug 1, 2018 4:00:00 PM CDT