



Southwestern Oklahoma State University
Office of Business Affairs

100 Campus Drive Weatherford, OK 73096 Phone: 580-774-3021 Fax: 580-774-3211

Dear Vendor:

Enclosed is our invitation to bid on SWOSU project. Please be sure the “Official Bid Document” sheet attached is notarized and legible and the Bid # is on the outside envelope.

Bid number: 20-101
Project name: SWOSU Panorama Event
Closing Date: October 1, 2019 3:00 pm
Opening Date: The same day and time as closing, in the Admin Bldg Room #111
Mandatory pre-bid meeting: No

You may mail, fax or email your bid. Please follow the instructions in the bid packet before mailing, faxing or emailing your response to:

Business Affairs Office
Southwestern Oklahoma State University
100 Campus Drive
Weatherford, OK 73096
Tele: 580-774-3021 Fax: 580-774-3211
Email: patricia.garcia@swosu.edu

If you fax or email your bid, please send the original by mail.

Sincerely,

Patricia Garcia
Director of Business Affairs and Comptroller

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY OFFICE OF BUSINESS AFFAIRS

OFFICIAL BID DOCUMENT

CAMPUS DRIVE

WEATHERFORD, OK 73096

Phone: 580-774-3021 Fax: 580-774-3211

Date Issued: 09/16/2019

Bid #: 20-101

Closing Date: 10/01/2019 3:00 pm

Vendor Name:

Vendor Address:

Southwestern Oklahoma State University offers you this opportunity to bid on the following:

Panorama Event: All aspects of show production for comedian Ken Jeong at the Pioneer Cellular Event Center Arena

See Attachments A for specifications

Show Date: October 25, 2018

ShowTime: 7:30 pm

Email all questions to patricia.garcia@swosu.edu at any time during the bidding process

Bid number and date must appear on the front of the sealed envelope.

- Bids received after the designated closing time will be returned unopened.
- List warranty information and any other information deemed important to this bid.
- Bid bond in the amount of 5% of the bid must accompany bids over \$50,000.
- Insurance certificates are required for vendors working on SWOSU campus.
- Bids must be FOB SWOSU Campus, Weatherford, OK. Vendor quoted delivery date: _____

Bidders will be required to attend mandatory pre-bid meeting: Not applicable

BID AFFIDAVIT:

• Non-collusion affidavit – Oklahoma laws require each bidder submitting a competitive bid to the state for goods for services to furnish a notarized sworn statement of non-collusion. Please complete the form below:

I, (print name of undersigned) _____, being of lawful age, being first duly sworn on oath say that (s)he is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity, quality or price in the prospective contract or any other terms of said prospective contract; or in any discussion between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the Bidder/Contractor has not paid given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

NOTARY PUBLIC (Bid invalid if not signed & notarized):

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

Notary Public Signature

My Commission expires: _____ Seal:

COMPANY Information and Authorized Signature:

Company Name: _____

FEI/SSN # _____

Address: _____

City, State, Zip _____

Phone: _____

Fax: _____

Email: _____

Signature: _____

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF BIDS or RFP's

Alternates – Evaluation

Bidders may submit an alternate which they feel would meet or exceed the specifications of the item(s) listed and result in savings to the University. When bidding an alternate this must be shown on the bid/quote and sufficient descriptive material to aid in the evaluation of bids must be furnished. All properly submitted bids will be considered before an award is made. All merchandise will be awarded by items or group of items, whichever is in the best interest of SWOSU.

The RFP/Bid evaluation process will take into consideration the following: (1) quality of the products submitted; (b) experience of the University with brands submitted; (c) information received from the references furnished and others the University has contacted; and (d) the capabilities of the University's faculty and staff. The Purchasing Office will make the award based on the information provided. Our goal is to receive the greatest value for each dollar spent. Alternate bids/quotes will be considered unless specifically prohibited.

Rejection of Proposals

SWOSU reserves the right to reject any and all proposals; Bids or RFP's may be rejected if procedures listed are not followed. SWOSU reserves the right to waive informalities and minor irregularities in the proposal received, and accept the proposal best serving the interest of SWOSU.

Non-Discrimination Clause

SWOSU, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, American With Disabilities Act of 1990 and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, age, genetics, religion, or disability in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial assistance, educational services, and purchasing. Vendors will be required to comply with all applicable federal and state laws in the performance of this contract.

Drug Free Workplace Clause

Vendors performing services for or on behalf of the University in amounts exceeding \$25,000 must provide certification that a current plan assuring the maintenance of a drug-free environment has been filed with the appropriate agency.

Submission Details

All bids/quotes must be in the Purchasing Office of the SWOSU before the final closing date and hour indicated on the bid. Bidders must show unit prices on single items (dozen, barrel, pound, etc.), and carry totals forward. If bidding on brand or article requested, strike the words "or equal" (if bidding a substitute, name and furnish a complete description of the substitute offered). Discount terms must be plainly stated. Use pen and ink or typewriter. Responses must be received in sealed envelopes with bid/quotation number and closing date plainly written on the outside of the envelope. Late bid or quote submission cannot be considered.

Discounts

Prices quoted shall be inclusive of ALL discounts. Cash discounts will be computed from the date of receipt of a properly executed invoice or date of completion of delivery of all items in a satisfactory condition, whichever is later.

Federal and State Taxes

All bids/quotes must be submitted exclusive of Federal Excise and Oklahoma State Tax.

Delivery Terms and Requested Delivery Date

Unless otherwise stated all offers will be submitted FOB, SWOSU, Weatherford, Oklahoma. The requested delivery date specified in the bid is a firm and binding date and the successful vendor will be expected to meet this date. Offers that specify later delivery dates may be rejected. Failure to meet the requested delivery date during the performance of the resulting contract could be cause for termination of the purchase contract.

SWOSU GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF BIDS or RFP's continued...

Telephone Bids and Unauthorized Shipments

No telephone bids will be accepted. The University will not be responsible for payment for articles or services furnished without a purchase order.

Non-Collusion Affidavit

Oklahoma laws require each bidder submitting a competitive bid to the State of Oklahoma for goods or services to furnish a notarized sworn statement of non-collusion. Please complete the form on page one of this Invitation to Bid.

Legality of Bid

This bid is submitted as a legal offer. Any bid accepted by SWOSU constitutes a binding contract for the goods and services that are listed on the bid.

Equal Employment opportunity Requirements

In entering into any contract resulting from this bid the bidder agrees to comply with Equal Employment Opportunity requirements as stipulated in Executive Order 11246 and Executive Order 11375 and all subsequent amendments thereto and superseding orders.

Handicap Clause and Veterans Readjustments Assistance

By acceptance of this purchase order (or submission of this bid as applicable) the contractor agrees to comply with section 503 of the rehabilitation act of 1973 (Public Law 93112), and applicable implementation regulations published by the Department of Labor in the Federal Register, Volume 41, Number 75, pp. 16147-16155--dated April 16, 1976, requiring governmental contractors and sub-contractors to take affirmative action in employing and advancing in employment of handicapped individuals. Vendors shall also comply with 41CFR, part 50-250.3 relating to Vietnam Era Veterans Readjustment Assistance.

Removal from Bidders List

Any bidder who fails to return the third (3rd) consecutive Invitation to Bid may be removed from the bid list by the Purchasing Office of SWOSU.

Copeland Act

Compliance with Copeland Anti-Kickback Act & Regulation--18 U.S.C. 874. The Contractor shall comply with the Copeland Anti-Kickback Act and Regulations of Secretary of Labor (29 CFR, part 3) which are herein incorporated by reference.

Termination

SWOSU may, by written notice, terminate this order in whole or in part if the seller fails to perform any of the provisions of this order or so fails to make progress as to endanger performance in accordance with its terms. In the event of termination pursuant to this clause, the University may procure, upon such terms and in such manner as the University may deem appropriate, supplies and services similar or substantially similar to those so terminated; and the seller shall be liable to SWOSU for any excess costs occasioned the University thereby; provided that the seller shall continue the performance of this order to the extent not terminated. The rights and remedies of SWOSU under this clause shall not be exclusive and are in addition to any other rights or remedies provided by law or this agreement.

Safety

The manufacturer guarantees that the design of equipment being purchased conforms to NFPA, UL, ANSI, OSHA, and any other existing safety standards in effect at the time of shipment.

**SWOSU PANORAMA EVENT
Bid 20-101 – ATTACHMENT A
SPECIFICATIONS**

Bid is for all aspects of show production including rigging, audio, and lighting production for comedian Ken Jeong:

- All items in tech rider must be covered. House is only providing the stage. All item not covered will be obtained at the cost of the winning bidder.
- Bidder must provide a boom lift capable of reaching 75ft for rigging.
- Show will use existing stage. Please provide backdrop to cover 32ft.
- Bidder will supply Spot and Spot Op.
- Bidder will need to tie into existing house audio system.
- Bidder will supply front and side fills for audience coverage.
- Audio system **MUST** be a flown line-array system with enough boxes to cover 2,000-3,000 people.
- Bidder will supply upstage and down stage lighting as well as rigging.