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## TULSA DEVELOPMENT AUTHORITY BOARD MEETING STAFF REPORT

**MEETING DATE:** May 2, 2019  
**TO:** Chairman and Board Members  
**FROM:** Office of Tulsa Development Authority  
**SUBJECT:** TDA Mowing Contract for TDA Property

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**Background:**

<b>Owner:</b>	Tulsa Development Authority
<b>Developer:</b>	Tulsa Development Authority
<b>Engineer:</b>	N/A
<b>Location:</b>	Various Locations
<b>Size of Tract:</b>	Various Sizes
<b>Size of Area:</b>	38 Acres
<b>Development Area:</b>	TDA Properties
<b>Fair Market Value:</b>	N/A
<b>Executive Director:</b>	O.C. Walker

**Relevant Info:** This is a request for the TDA Board of Commissioners to approve a Resolution to release a Notice of Invitation to Bid for landscaping and property maintenance services on TDA-owned land. TDA has prepared and approved certain specifications and formal advertising. The terms and conditions of the agreement would remain in place for a five (5) year period.

Staff thought it would be best, since the mowing contract covers a five (5) year period, to review with the Commissioners data regarding the cost history for the last few years. This report would include conversations with OSU-Tulsa regarding their procedures, including the use of pre-emergence to cut down on the number of mowing cycles. Mowing continues to be a huge expense of TDA and will get larger with this new land acquisition.

Attached for your review and consideration is the Notice of Invitation To Bid for the mowing of TDA-owned properties. Staff is suggesting the following timeline of events:

- TDA Board of Commissioners review and approve the release a Notice of Invitation to Bid on May 5, 2019
- Invitation to Bid remains open for 20 days and closes on Friday, May 24, 2019
- All bids are opened and read on May 24, 2019
- TDA Staff will make a recommendation to the TDA Board of Commissioners during the June 6, 2019 TDA Regular meeting
- Enter into a Contract for Services on June 7, 2019

**Attachments:** Mowing Bid and Contract Documents  
Survey of the area

**Recommendations:** Staff recommends this item be approved as presented

**Reviewed By:** O.C. Walker

NOTICE OF INVITATION TO BID

NOTICE is hereby given that the TULSA DEVELOPMENT AUTHORITY, OKLAHOMA will receive sealed bids for the following:

**BID #** \_\_\_\_\_

**DESCRIPTION: Landscaping and property maintenance services on TDA owned real property at various locations throughout the City of Tulsa.**

You are invited to submit a bid to supply the Goods and/or Services specified above. Bids must be made in accordance with the Forms and Instructions herein.

Bids must be received no later than **3:00 p.m. (CST) on May 24, 2019** at the **TULSA DEVELOPMENT AUTHORITY'S OFFICE, 1216 N. LANSING AVENUE, SUITE D, TULSA, OKLAHOMA 74106**. Bids must be sealed and either mailed or delivered. No faxed or emailed bids will be considered. Original signatures are required on the attached forms.

**IMPORTANT NOTE: Write the Bid Number, Bid Description as listed above, and the Bid Opening Date on the lower left corner of the outside of your bid envelope. You must return the complete Bid Packet with your Bid.**

Enclosed with this Bid Packet are the following Forms and Instructions:

Use this checklist to ensure you have properly completed all Forms. You must return the completed Bid Packet.

- \_\_\_\_\_ Summary Sheet
- \_\_\_\_\_ Form #1: Bidder/Contractor Information Sheet. Must be completed.
- \_\_\_\_\_ Form #2: Bid/Purchase Agreement. Must be signed **or your bid will be rejected.**
- \_\_\_\_\_ Form #3: Affidavit of Claimant. Must signed and notarized.
- \_\_\_\_\_ Delivery and Pricing. Must be completed.
- \_\_\_\_\_ Instructions, Terms and Conditions For Bidders
- \_\_\_\_\_ Special Requirements (Offer Period, Insurance and Bonding, References)
- \_\_\_\_\_ Technical Specifications

If you have questions or need additional information, contact the TDA Office at 918- 592-4944 or visit the TDA website: [www.tulsadevelopmentauthority.org](http://www.tulsadevelopmentauthority.org)

SUMMARY SHEET

Sealed Offer due by 3:00 p.m. (CST) on Friday:

**May 24, 2019**

Mail or deliver sealed Bids to:

Tulsa Development Authority  
1216 N. Lansing Avenue - Suite D  
Tulsa, OK 74106

Invitation To Bid documents are available at:	1. Website: <a href="http://www.tulsadevelopmentauthority.org">www.tulsadevelopmentauthority.org</a> 2. Office: Tulsa Development Authority 1216 N. Lansing Avenue - Suite D Tulsa, OK 74106 (918) 592-4944
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Responses to this Invitation To Bid (ITB) must be on these forms only. The ENTIRE Invitation for Bid packet must be returned, or your bid may be rejected.

We require the following number of copies: 1- Original; 1- Office Copy and 1 additional copy. Each copy must be labeled on the front sheet with 1" letters indicating which copy it is.

TDA Contact Information	Bidder's Notice of Intent to Submit a Bid and Questions Regarding Bids:	Issuing of Addendums or Amendments:
Tulsa Development Authority <a href="http://www.tulsadevelopmentauthority.org">www.tulsadevelopmentauthority.org</a> Phone: 918-592-4944 Fax: 918-592-4948	Submit your intention to bid via the TDA website. Indicate the ITB number on the subject line of the email. You will receive an email response back verifying your notice was received.  Use the same procedure to request clarification of any point in the ITB.	Bidders who notify the TDA of their intent to bid will be sent notice of any addendum or amendments to the ITB, which will be made available in the same manner as the Invitation For Bid.

PREBID CONFERENCE	YES	If yes, date, time and location will be shown here:	
		Date: May 20, 2019	
		Time: 10:00 a.m.	
		Location: Lansing Centre 1216 N. Lansing Ave, Ste. D	
<b>Pre- Bid Conference is mandatory. You must attend.</b>			

**BID OPENING** – All bid responses will be publicly opened as follows:

May 24, 2019 at 3:00 p.m.  
Tulsa Development Authority  
1216 N. Lansing Avenue- Suite D  
Tulsa, OK 74106



## NOTICE OF INVITATION TO BID

The Tulsa Development Authority (TDA) is now accepting bids for landscaping and property maintenance services on TDA-owned land. This property consists of a 38 acre tract bounded by streets shown as follows:

- West of North Martin Luther King Jr., Blvd., south of Independence Street, north of the ODOT right-of-way for HWY I-244, and approximately 145 ft. west of north Main Street (to alley), and approximately 100 ft. west of north Boulder, less and except the Salvation Army property (approximately 31.7 acres).
- East of North Greenwood Avenue, north of the ODOT right-of-way for HWY I-244, west of the railroad right-of-way, south of the OSU parking lot, less and except the Vernon A.M.E. Church property (approximately 6.3 acres).

The terms and conditions of this Agreement will remain in place for a five (5) year period, if workmanship is satisfactory.

On Monday, May 6, 2019, the detailed Bid Packets will be made available for pick-up at the office of Tulsa Development Authority, 1216 N. Lansing Ave., Suite D, Tulsa, Oklahoma 74106. Bid packets will also be available on line with the Tulsa Development Authority and the City of Tulsa as follows:

[tulsadevelopmentauthority.org](http://tulsadevelopmentauthority.org)  
or  
[cityoftulsa.org](http://cityoftulsa.org)

Each bidder is required to attend a Mandatory Meeting on Monday, May 20, 2019, 10:00 a.m., at the TDA Office. The deadline for submitting your bid will be Friday, May 24, 2019, at 3:00 p.m., at the Tulsa Development Authority Office and responses will be publicly opened at that time.

For technical questions, please call the TDA Office at (918) 592-4944.