

4/30/25

# Request For Proposal 25-920

## Addendum #1

Please note the following changes which have been made for clarification to this Request for Proposal. **This addendum must be listed as Addendum #1 on the ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS** of the bid package as verification that you have received and are aware of the information contained herein.

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### QUESTIONS/CLARIFICATION/CHANGES:

#### QUESTIONS:

1. Some of the courts will take extensive reconstruction (for instance Lloyd Park tennis court) that would require more cost in our opinion than replacing. Should we provide a price to replace? Or no price with our recommendation not to try and repair?
  - a. **If replacing is the best course of action, please include those costs. Costs to replace a full court slab may require us to differ to next year when additional court funding becomes available.**
2. Some of the courts have so many depression areas that it is in our opinion that we could perform the coatings and greatly increase the aesthetics and playability. But to address all of the depressed areas and try to get them up to ASBA standards it would not be cost effective. How would you like us to approach pricing for the courts?
  - a. **If depressed areas cannot be mitigated in a cost effective manner, we would still like to get costs for coatings. Please include a note to call out any courts with severe depressions where it will be difficult/impossible to bring up to ASBA standards.**
3. Do major repairs only?
  - a. **We would like to make all repairs to court surfacing, major or minor, to the extent possible.**
4. Provide a narrative of what repairs we plan on doing with our pricing?
  - a. **Please include short narrative for any courts to explain the scope for each court. We would like to know where pricing includes resurfacing vs reconstruction, and reasoning for any other added costs beyond the standard resurfacing and equipment costs.**
5. Recommend replacing when that is our conclusion?
  - a. **Yes, please recommend replacement if deemed the best course of action**

6. There is very little water availability can we rent a meter from the city and use water out of the city fire hydrants?
  - a. We are unable to provide access to city fire hydrants, we advise renting a water trailer for courts without water access.
7. There are 4 tennis and 1 basketball at Henthorne ... description says "resurface two tennis courts" ... do you want quote for 4 or 2 courts? quote for basketball as well? **The bid should be for all four tennis courts and one basketball court. (See Change to description of work under Section V. Deliverables, #10.**
8. Please provide a listing of the parks and if they have water access or not. Most appear to have access, but not certain that all parks do.

Aaronson- NO

Admiral- NO

Braden- YES, 200ft.—300ft. away

Chittom Clinton- NO

Clark-NO

Crutchfield- YES

Darlington- NO

Graham- YES

HB Johnson- NO

Henthorne- NO

Highland- NO

Holiday Hills- NO

Kendall Whittier- YES, at restrooms, will need key to unlock gate

Lloyd- NO

Loving- NO

Maxwell- YES, 200ft.--- 300ft. away

Norvell- NO

Penney- YES

Reed- YES

Schlegel- YES

Zink- YES

# Request for Proposal

## 25-920

**Professional Services for:** City Sports Courts Work

**Department:** Parks, Culture & Recreation

**NIGP Commodity Code(s):** 912-65; 912-35

### RFP Schedule

EVENT	DATE
RFP Issue Date	4/04/2025
Pre-Proposal Conference	No Pre-Proposal Conference
Deadline for Questions <i>Submit to assigned buyer via email.</i>	04/25/2025 <i>10 Days prior to RFP due date</i>
Proposal Due Date <i>Mail or deliver to City Clerk address. Proposals are open the day after the due date.</i>	5/07/2025

If You have any questions or need additional information, contact the Assigned Buyer:

Donny Tiemann | [dtiemann@cityoftulsa.org](mailto:dtiemann@cityoftulsa.org)  
*All questions should be emailed with **RFP 25-920** in the subject line.*

**Submit proposals (sealed) to:**

Office of the City Clerk  
City of Tulsa  
175 E. 2<sup>ND</sup> St.  
Suite 260  
Tulsa, OK 74103



**CITY OF**  
**Tulsa**  
*A New Kind of Energy.*

**I. OVERVIEW AND GOALS:**

With this Request for Proposal (RFP), the City of Tulsa's Department of Parks, Culture & Recreation is soliciting proposals to secure professional services to repair, resurface, and at select locations, convert sports courts in 21 Tulsa Parks. This is the second phase of a capital improvement item in the Improve Our Tulsa 2 sales tax package.

The goal of this project is to rehabilitate the selected courts to a playable and high-quality level. Following the completion of these one-time improvements, Tulsa Parks staff will take over maintenance and upkeep of these courts to keep the courts in good and playable condition. Resurfacings and conversions will be for tennis courts, full basketball courts, half basketball courts, pickleball courts and futsal (soccer) courts

We enthusiastically look forward to receiving Your proposal.

**II. BACKGROUND:**

After an assessment of current court conditions and collecting survey responses from Tulsa residents, Tulsa Parks has determined the selected courts to be most in need of repair or conversion to better serve park users and provide sports facilities that are more reflective of the needs of nearby residents.

Courts to be rehabilitated are either the most in need of repairs, or among the most heavily used.

**III. TIMELINE:**

The schedule below provides estimated dates for the RFP and contracting process. The City of Tulsa may adjust this schedule as needed.

EVENT	DATE
RFP Issue Date	04/04/2025
Deadline for Questions	04/25/2025
PROPOSAL DUE DATE	05/07/2025
Begin proposal evaluations	05/09/2025
SSA Award Recommendation	05/15/2025
Negotiations with apparent successful Respondent begin (anticipated)	05/19/2025
Execute contract (anticipated)	05/28/2025
Begin service delivery (anticipated)	06/02/2025

#### **IV. SCOPE OF WORK:**

1. The Respondent shall resurface the courts to conform to the guidelines of the American Sports Builders Association.
2. The Respondent shall replace any goalposts, net posts, fence posts and other court fixtures that are no longer in useable condition or where the court usage is to be changed. Where possible, Respondent shall keep useable fixtures in place. For any removed fixtures, Respondent shall fill and patch over holes left on the court.
3. The Respondent shall repair or replace any substantially damaged portions of chain link fencing around courts and install new fence posts and chain link to separate courts with different uses on the same slab. Where necessary, chain link gates will also be installed to access separate courts. Where possible, Respondent shall preserve undamaged or lightly damaged fence posts and sections of chain link.
4. The Respondent shall repair all cracks, chips, and other flaws in the court subsurface.
5. The Respondent shall pave all courts with appropriate and durable materials.
6. The Respondent shall repaint all courts listed below, including painting of new linework to correspond with the appropriate court type as listed in Attachment A Required Actions & Configurations. Linework should conform to the standard court dimensions designated by the USTA, NBA, USA Pickleball, and US Youth Futsal

#### **V. DELIVERABLES:**

The products, reports, and plans to be delivered to the City will include the following (diagrams and quantities shown in the attached documents):

At all parks: Court subsurface repairs, sealing of all cracks, application of new silicon caulking where any joints exist, removal and replacement of damaged or outdated goals, nets, net posts, and other in ground sports fixtures, repair and replacement of existing chain link fencing and posts where necessary.

- 1) Aaronson Park: 2 Existing tennis courts to be resurfaced and repainted, 2 half basketball court to be resurfaced and repainted as one full basketball court. West gate to be widened to 4'.
- 2) Admiral Park: One full baseball court and two half basketball courts to be resurfaced and repainted. East gate to be widened to 4'.
- 3) Braden Park: Two tennis courts to be resurfaced and repainted with pickleball lines overlaid at center of each court. South gate to be widened to 4'.

- 4) Chittom Clinton: One basketball court to be resurfaced and repainted. South gate to be widened to 4'.
- 5) Clark Park: Two basketball courts to be resurfaced and repainted.
- 6) Crutchfield Park: One basketball half court to be resurfaced and repainted.
- 7) Darlington Park: Two tennis courts and one-half basketball court to be resurfaced and repainted with new nets added. Two tennis courts to be reconfigured as 6 or 8 pickleball courts as space allows, with new pickleball nets. One northwest gate and one southwest gate to be widened to 4'.
- 8) Graham Park: Community Engagement still ongoing, will be resurfaced as one of two options:
  - a. Six existing tennis courts. Four tennis courts to be resurfaced and repainted. Two tennis courts to be reconfigured as 6 or 8 pickleball courts as space allows, with new pickleball nets, resurfacing and repainting. North gate to be widened to 4'.
  - b. Six existing tennis courts to be resurfaced and repainted. North gate to be widened to 4'.
- 9) H.B. Johnson Park: One tennis court to be resurfaced and repainted. One tennis court to be reconfigured as a single full basketball court, with new goals, resurfacing and repainting.
- 10) Henthorne Park: Remove damaged concrete section, replace with new concrete. Resurface **four tennis courts and one basketball court**.
- 11) Highland Park – Community Engagement still ongoing, will be resurfaced as one of two options:
  - a. Option 1: One tennis court to be resurfaced and repainted, one tennis court to be reconfigured as 2 or 4 pickleball courts as space allows, with new pickleball nets, resurfacing and repainting.
  - b. Option 2: Two tennis courts to be resurfaced and repainted.
- 12) Holiday Hills Park: Four pickleball courts to be resurfaced and repainted. One tennis court to be resurfaced and repainted. Add chain link fence between the tennis and pickleball courts to separate courts.
- 13) Kendall-Whittier Park: One soccer court overlayed with two basketball courts to be resurfaced and repainted.
- 14) Lloyd Park: One tennis court to be resurfaced and repainted. Two half basketball courts to be reconfigured as a single full basketball court, with new goals, resurfacing and repainting.

- 15) Loving Park: One tennis court to be resurfaced and repainted. One full basketball court to be resurfaced and repainted.
- 16) Maxwell Park: Three full basketball courts to be resurfaced and repainted.
- 17) Norvell Park: One tennis court to be resurfaced and repainted, one full basketball court to be resurfaced and repainted.
- 18) Penney Park: One half basketball court to be resurfaced and repainted.
- 19) Reed Park: One tennis court to be resurfaced and repainted, one full basketball court to be resurfaced and repainted.
- 20) Schlegel Park: One full basketball court to be resurfaced and repainted.
- 21) Zink Park: Four tennis courts to be resurfaced and repainted.

## VI. PERFORMANCE METRICS AND CONTRACT MANAGEMENT:

### Performance Metrics

The following performance metrics highlight key priorities that will be analyzed with the awarded Respondent collaboratively during the life of the contract. This is not an exhaustive list, but rather an indication of significant performance metrics of interest to City of Tulsa. The City looks forward to working with awarded Respondents to define additional important performance metrics during contract negotiations. The final set of performance metrics and frequency of collection will be negotiated by the successful Respondent and the City prior to the finalization of an agreement between parties and may be adjusted over time as needed.

Performance Metric	Data Source	Data Collection Frequency	Data Collection Responsibility
Proper installation of fence posts and court fixtures	Visual Inspection	Upon each court completion	Tulsa Parks
Proper and level resurfacing	Visual Inspection	Upon each court completion	Tulsa Parks
Linework and Painting	Visual, Linear Measurements	Upon each court completion	Tulsa Parks
Caulking of joints	Visual Inspection	Upon each court completion	Tulsa Parks
Chain link repairs	Visual Inspection	Upon each court completion	Tulsa Parks

### **Contract Performance Monitoring**

As part of the City of Tulsa's commitment to becoming more outcomes-oriented, we seek to actively and regularly collaborate with awarded Respondents to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive service improvements, ensure compliance, inform trends to be monitored, and evaluate results and performance. During the regular meetings that occur throughout the term of the contract, it is anticipated that the following topics will be regularly discussed:

- Current status of performance metrics
- Topics of interest or concern to the Respondent
- Discussion and troubleshooting of challenges
- Review of activities on the horizon
- Review of budget and spending this year-to-date

## **VII. INSTRUCTIONS FOR SUBMITTING A PROPOSAL:**

- A.** Proposals must be received by **5:00 p.m. on Wednesday, May 7, 2025, Central Daylight Time.** Please place proposals in a sealed envelope or box clearly labeled "**RFP 25-920, City Sports Courts Work**".

**Proposals received late will be returned unopened.**

- B.** Interested Respondents should submit:  
One (1) unbound original and three (3) bound copies of the proposal plus one (1) digital copy (compact disc or USB drive).
- C.** Proposals shall be delivered and sealed to:  
  
Deputy City Clerk  
City of Tulsa  
175 E. 2<sup>nd</sup> St.  
Suite 260  
Tulsa, OK 74103
- D.** All interested Respondents (Sellers) are required to register with the Buyer in order to receive updates, addenda or any additional information required. You can learn more about the registration process on the following website:  
<https://www.cityoftulsa.org/government/departments/finance/selling-to-the-city/register-as-a-vendor/>.  
  
The City is not responsible for any failure to register.
- E.** Inquiries or questions to the Buyer requesting clarification regarding the Request for Proposal must be made via e-mail and must be received prior to the end of the business day on **Friday, April 25, 2025**.

**Donny Tiemann, Project Buyer**  
[dtiemann@cityoftulsa.org](mailto:dtiemann@cityoftulsa.org)



Any questions regarding this RFP will be handled as promptly and as directly as possible. If a question requires only minor clarification of instructions or specifications, it will be handled via e-mail. If any question results in a substantive change or addition to the RFP, the change or addition will be forwarded to all registered Respondents as quickly as possible by addendum.

- F. Proposals will be opened on the morning after the due date, at 8:30am, at the:

**Standards, Specifications, and Awards Committee Meeting**  
**175 East 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor**  
**City Council Chamber**

## **VIII. RESPONSE QUESTIONS AND PROPOSAL REQUIREMENTS**

To be considered, interested Respondents should submit or address the following questions or information requests:

### **Firm Qualifications and Experience**

- A. Provide a general overview of your organization. Demonstrate significant experience in the design, coordination, supply, and construction of similar sports courts resurfacing projects.
- B. Describe the extent of your organization's experience in completing similar projects.

### **Staff Capacity and Oversight**

- A. Describe the team that would work on this project. Include a list of key team members and their general availability.

### **Service Delivery and Timeline**

- A. Provide a detailed description of your organization's ability, approach, and methodology for this project or service in line with the RFP objectives and key elements outlines in the scope of work.
- B. **Implementation Timeline:** Provide an implementation timeline for your project, including key milestones related to the scope of work. Include estimates of timeframes to complete each task.

### **Project Management and Reporting**

- A. Describe your proposed method of project management for this project.
- B. In addition to the metrics identified in the RFP, describe the key performance indicators you plan to use to track the delivery and success of this project.
- C. How will you communicate with the City of Tulsa in a responsive and proactive manner?

**Pricing and Cost Proposal**

- A. Cost Proposal:** In addition to the price summary sheet, complete a price schedule, budget, or cost proposal that will enable the effective delivery of the proposed project.
- B. Narrative and Justification:** Present a detailed cost narrative that breaks down and explains the costs proposed.

**IX. EVALUATION OF PROPOSALS:**

The approval of the selected Respondent will be subject to the final determination of the City and will be contingent on the successful completion of a contract between the City and the selected Respondent(s).

All Bids will be evaluated using the following criteria:

Category	Total Points	What Would a Top Score Look Like?
<i>Firm Qualifications</i>	15	Firm can show a history of completing similar work to a high level of competence and timeliness
<i>Staff Capacity and Oversight</i>	30	Firm can show sufficient and capable staff will perform this work in the timeline previously listed.
<i>Service Delivery and Timeline</i>	20	Firm can deliver project benchmarks in a timely manner.
<i>Project Management and Reporting</i>	15	Firm to report project milestones to City of Tulsa Parks and report delays or changes to initial timeline and scope of work.
<i>Pricing, Cost Proposal and Transaction Fees</i>	20	Firm can perform the work for the outlined costs to a high degree of quality and satisfaction

The City of Tulsa also reserves the right to evaluate based on the full list of eligible criteria listed in [Title 6, Chapter 4](#) of the Tulsa Revised Ordinances (TRO): [https://library.municode.com/ok/tulsa/codes/code\\_of\\_ordinances](https://library.municode.com/ok/tulsa/codes/code_of_ordinances).

**X. MISCELLANEOUS**

- A.** The City expects to enter into a written Agreement (the “Agreement”) with the chosen Respondent(s) that shall incorporate this RFP and your proposal. Further, Respondent(s) will be bound to comply with the provisions set forth in this RFP. In addition to any terms and conditions included in this RFP, the City may include in the Agreement other terms and conditions as deemed necessary. Your response to this RFP will be considered part of the Agreement if one is awarded to you.

- B. All data included in this RFP, as well as any attachments, are proprietary to the City.
- C. The City notifies all possible Respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.
- D. All Respondents shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination. They shall also comply with the Americans with Disabilities Act (ADA).
- E. The use of the City's name in any way as a potential customer or contractual partner is strictly prohibited except as authorized in writing by the City.
- F. The City assumes no responsibility or liability for any costs you may incur in responding to this RFP, including attending meetings or contract negotiations.
- G. The City is bound to comply with Oklahoma's Open Records Act, and information submitted with your proposal, with few exceptions, is a matter of public record. For specifics on the Oklahoma Open Records Act, see the link here: <https://libraries.ok.gov/law-legislative-reference/library-laws/statutes-open-records/>.

The City shall not be under any obligation to return any materials submitted in response to this RFP request.

- H. The City shall not infringe upon any intellectual property right of any Respondent but reserves the right to use any concept or methods contained in the proposal. Any desired restrictions on the use of information contained in the proposal should be clearly stated. Responses containing your proprietary data shall be safeguarded with the same degree of protection as the City's own proprietary data. All such proprietary data contained in your proposal must be clearly identified.
- I. The City also notifies all Respondents that the City has the right to modify the RFP and the requirements herein, to request modified proposals from Respondents, and to negotiate with the selected Respondent on price and other contract terms, as necessary to meet the City's Objectives.
- J. **Payment.** Invoices should be e-mailed to the City of Tulsa – Accounts Payable at: [apinvoices@cityoftulsa.org](mailto:apinvoices@cityoftulsa.org). Payment will be made net 30 days after receipt of a properly submitted invoice or the City's Acceptance of the Supplies or Services, whichever is later.

Each invoice must be fully itemized, identifying Supplies provided and/or Services performed, and must bear the purchase order number assigned by the City.

The purchase order number shall appear on all invoices, packing lists, packages, shipping notices, instruction manuals and other written documents relating to the

Supplies or Services. Packing lists shall be enclosed in each and every box or package shipped pursuant to this Agreement, indicating the content therein.

## **XI. Insurance Terms & Conditions**

Seller shall be the named insured under all policies with an authorized insurance company licensed to do business in Oklahoma and shall secure prior to the Effective Date of this Agreement and shall keep in force at all times during the term of this agreement the following insurance:

### Commercial General Liability

Limits of at least:

\$1,000,000 Per Occurrence

\$2,000,000 General Aggregate

\$2,000,000 Products – Completed Operations Aggregate

- Coverage shall be provided by a standard form Commercial General Liability Policy covering bodily injury, property damage including loss of use, and personal injury.
- General Aggregate to apply on a Per Project Basis
- Products and Completed Operations Insurance to be maintained for a minimum period of two (2) years after final payment with the City.
- Awarded proposer agrees to waive its rights of recovery against the City. Waiver of Subrogation in favor of City shall be added to the policy.

### Automobile Liability

Limits of at least:

\$2,000,000 Combined Single Limit (CSL) Per Occurrence

- Coverage shall apply to all Owned, Hired, and Non-Owned Autos operated by awarded proposer, agents and employees in connection with the project, whether owned by the awarded proposer, the City, or otherwise.
- Waiver of Subrogation in favor of the City.

### Workers' Compensation

Limits of at least:

Statutory coverage for the state of Oklahoma

- Waiver of Subrogation in favor of City

Seller shall at all times during the term of this Agreement maintain workers' compensation insurance with an authorized insurance company licensed to do business in Oklahoma, or through CompSource Oklahoma, insuring its employees in amounts equal to or greater than required under law.

Contractor's Pollution Liability

Limits of at least:

\$1,000,000 Per Occurrence

- Coverage shall be on a per project basis.
- Coverage shall be on a Primary and non-Contributory basis including completed operations.
- Waiver of subrogation in favor of City Tulsa.

Insurance to be maintained for a minimum period of two (2) years after final payment with City.

Seller shall provide the City with current valid original certificates of insurance prior to commencement of this agreement and annually prior to policy renewals evidencing compliance with this Section.

Seller shall provide the City with a minimum of thirty (30) days prior written notice of policy cancellations. It is solely the awarded proposer's responsibility to provide notice to the City, should any required insurance be cancelled or non-renewed. Failure of the awarded proposer to provide all insurance requirements, or to provide notice, shall not relieve the Contractor of its obligation under this contract.

If Seller employs subcontractors in the performance of its work, awarded proposer agrees to obtain equivalent insurance provisions from its subcontractors as required under this agreement and provide a copy of their certificate of insurance to the City.

Financial Security

All companies providing insurance required by the contract/agreement must meet the minimum financial security requirements as set below. Companies providing insurance must have a current:

- Best's Rating not less than A (Excellent), and
- The Rating for each company must be indicated on the Certificate of Insurance

Performance Bond

The Seller shall provide to the City a performance bond **in the amount equal** to one hundred percent (100%) of the Total Cost proposed in the Price Summary Sheet to protect the City against loss due to the inability or refusal of proposer to perform under the management agreement.

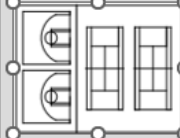
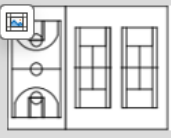




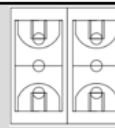








- Seller shall provide evidence of such bond yearly and prior to renewal.



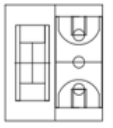




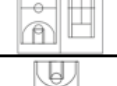


Permits and Licenses

The Seller shall be responsible for determining and securing, at his/her expense, any and all licenses and permits that are required by any statute, ordinance, rule or regulation of any regulatory body having jurisdiction in any manner connected with providing operations and maintenance of the facility. Such fees shall be included in and are part of the total proposal cost.

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**ATTACHMENT A – REQUIRED ACTIONS & CONFIGURATIONS**

Park	Address	Court	Action	Current Configuration	Proposed Configuration
Aaronson	4807 S. 87th E. Ave.	Tennis Court	Refinish, Repair Fence		
		Tennis Court	Refinish, Repair Fence		
		Bball Half Court	Convert to Single Full Court		
		Bball Half Court			
Admiral	29 N. Victor Ave.	Bball Half Court	Refinish		Configuration Unchanged
		Bball Half Court	Refinish		
		Basketball Court	Refinish		
Braden	5036 E. 7th St.	Tennis Court	Refinish		
		Tennis Court	Convert to 2 Pickleball		
Chittom Clinton	3121 E. Queen Pl.	Basketball Court	Maintain		Configuration Unchanged
		Tennis Court	Maintain		
Clark	11440 E. Admiral Pl.	Basketball Court	Refinish		Configuration Unchanged
		Basketball Court	Refinish		
Crutchfield	1345 E. Independence				Configuration Unchanged
		Bball Half Court	Maintain		
Darlington	5179 E. 29th St.	Bball Half Court	New Full Bball		Configuration Unchanged
		Tennis Court	Maintain		
		Tennis Court	Maintain		
Graham	6410 S. Yorktown Ave.	Tennis Court	Maintain		TBD
		Tennis Court	Maintain		
		Tennis Court	Maintain		
		Tennis Court	Maintain		
		Tennis Court	Maintain		
HB Johnson	1714 S. 123rd E. Ave.	Tennis Court	Refinish		
		Tennis Court	Refinish		
Henthorne	4825 S. Quaker Ave.	Basketball Court	Refinish		Configuration Unchanged, Repour Required
		Tennis Court	Refinish		
		Tennis Court	Refinish		
		Tennis Court	Refinish		
Highland	4909 E. 36th St.	Tennis Court	Refinish		TBD
		Tennis Court	Convert to Bike Traffic Garden		
Holiday Hills	4111 E. 54th St.	Pickleball	Maintain		Configuration Unchanged
		Pickleball	Maintain		
		Pickleball	Maintain		
		Pickleball	Maintain		
		Tennis Court	Maintain		

Kendall-Whittier	2645 E. 5th St.	Basketball Court	Maintain		Configuration Unchanged
		Basketball Court	Maintain		
		Soccer Court (Overlay)	Maintain		
Lloyd	2121 E. 29th St. North	Tennis Court	Refinish		
		Bball Half Court	Convert to single full court		
		Bball Half Court			
Loving	9162 E. Latimer St.	Basketball Court	Refinish		Configuration Unchanged
		Tennis Court	Refinish		
Maxwell	5251 E. Newton St.	Basketball Court	Maintain		Configuration Unchanged
		Basketball Court	Maintain		
		Basketball Court	Maintain		
Norvell	722 N. 77th E. Ave.	Tennis Court	Refinish		
		Bball Half Court	Convert to single full court		
		Bball Half Court			
Penney	531 S. 49th W. Ave.				Configuration Unchanged
		Bball Half Court	New Full Bball		
Reed	4233 S. Yukon Ave.	Tennis Court	Maintain		Configuration Unchanged
		Basketball Court	Maintain		
Schlegel	3825 W. 53rd Pl.				Configuration Unchanged
		Basketball Court	Maintain		
Zink	3216 S. Trenton	Tennis Court	Refinish		Configuration Unchanged
		Tennis Court	Refinish		
		Tennis Court	Refinish		
		Tennis Court	Refinish		

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## RESPONDENT INFORMATION SHEET

**Respondent's Legal Name:** \_\_\_\_\_

(Must be Respondent's company name as reflected on its organizational documents, filed with the state in which Respondent is organized)

**State of Organization:** \_\_\_\_\_

**Respondent's Type of Legal Entity: (check one)**

- |  |  |
|--|--|
| <input type="checkbox"/> Sole Proprietorship       | <input type="checkbox"/> Limited Partnership                   |
| <input type="checkbox"/> Partnership               | <input type="checkbox"/> Limited Liability Partnership         |
| <input type="checkbox"/> Corporation               | <input type="checkbox"/> Limited Liability Limited Partnership |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Other: _____                          |

**Respondent's Address:** \_\_\_\_\_

Street City State Zip Code

**Respondent's Website Address:** \_\_\_\_\_

**Sales Contact:**

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

Title/Position: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

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

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

**Contact for Legal Notice:**

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

Title/Position: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

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

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

**How did you learn about this business opportunity with the City of Tulsa?**

- ☐ Email from Assigned Buyer
- ☐ City of Tulsa Website
- ☐ Tulsa World posting
- ☐ Purchasing search engine
- ☐ Industry colleague
- ☐ Other: Click or tap here to enter text.

## Price Sheet Summary

**Respondent's Legal Name:** \_\_\_\_\_

(Must be Respondent's company name as reflected on its organizational documents, filed with the state in which Respondent is organized)

Please present a Fee Schedule for each Court:

Court # 1 Location: Aaronson Park  
4807 S. 87<sup>th</sup> E. Ave. \$ \_\_\_\_\_

Court # 2 Location: Admiral Park  
29 N. Victor Ave. \$ \_\_\_\_\_

Court # 3 Location: Braden Park  
5036 E. 7<sup>th</sup> St. \$ \_\_\_\_\_

Court # 4 Location: Chittom-Clinton Park  
3121 E. Queen Pl. \$ \_\_\_\_\_

Court # 5 Location: Clark Park  
11440 E. Admiral Pl. \$ \_\_\_\_\_

Court # 6 Location: Crutchfield Park  
1354 E. Independence Ave. \$ \_\_\_\_\_

Court # 7 Location: Darlington Park  
5179 E. 29<sup>th</sup> St. \$ \_\_\_\_\_

Court # 8 Location: Graham Park  
6410 S. Yorktown Ave.

Option 1 – Tennis & Pickleball \$ \_\_\_\_\_

Option 2 – Tennis Only \$ \_\_\_\_\_

Court # 9 Location: H.B. Johnson Park  
1714 S. 123<sup>rd</sup> E. Ave. \$ \_\_\_\_\_

Court # 10 Location: Henthorne Park  
4825 S. Quaker Avenue \$ \_\_\_\_\_

Court # 11 – Location: Highland Park  
4909 E. 36<sup>th</sup> St.

Option 1 – Tennis & Pickleball \$ \_\_\_\_\_

Option 2 – Tennis Only \$ \_\_\_\_\_

Court # 12 Location: Holiday Hills Park  
4111 E. 54<sup>th</sup> St. \$ \_\_\_\_\_

Court # 13 Location: Kendall Whittier Park  
2645 E. 5<sup>th</sup> St. \$ \_\_\_\_\_

Court # 14 Location: Lloyd Park  
2121 E. 29<sup>th</sup> St. \$ \_\_\_\_\_

Court # 15 Location: Loving Park  
9162 E. Latimer St. \$ \_\_\_\_\_

Court # 16 Location: Maxwell Park  
5251 E. Newton St. \$ \_\_\_\_\_

Court # 17 Location: Norvell Park  
722 N. 77<sup>th</sup> E. Ave. \$ \_\_\_\_\_

Court # 18 Location: Penney Park  
531 S. 49<sup>th</sup> W. Ave. \$ \_\_\_\_\_

Court # 19 Location: Reed Park  
4233 S. Yukon Ave. \$ \_\_\_\_\_

Court # 20 Location: Schlegel Park  
3825 W. 53<sup>rd</sup> Pl. \$ \_\_\_\_\_

Court # 21 Location: Zink Park  
3216 S. Trenton Ave. \$ \_\_\_\_\_

**TOTAL COST NOT TO EXCEED:**  
**(All costs must be included, or your Bid will be disqualified)**

\$ \_\_\_\_\_

By signing here, I affirm that these prices are my formal offer and agree to the inclusion of City of Tulsa's general contract terms and conditions as listed in Appendix A in any contract with the City of Tulsa.

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

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

## AFFIDAVIT

### NON-COLLUSION, INTEREST, AND CLAIMANT

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

I, \_\_\_\_\_, of lawful age, being first duly sworn, state that:  
**(Seller's Authorized Agent)**

1. I am the Authorized Agent of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among Bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the proposal to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of Seller's Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Bid; and
3. Neither the Seller nor anyone subject to the Seller's direction or control has been a party:
  - a. to any collusion among Bidders in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding,
  - b. to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between Bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.
4. No officer or employee of the City of Tulsa either directly or indirectly owns a five percent (5%) interest or more in the Bidders business or such a percentage that constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa own an interest in the Bidders business, which is less than a controlling interest, either direct or indirect.
5. All invoices to be submitted pursuant to this agreement with the City of Tulsa will be true and correct.
6. That the work, services or material furnished will be completed or supplied in accordance with the plans, specifications, orders, requests or contract furnished or executed by the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the City of Tulsa, or of any public trust where the City of Tulsa is a beneficiary, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted. Affiant further certifies that (s)he has complied with all applicable laws regarding equal employment opportunity.

By: \_\_\_\_\_

**Signature**

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Notary Commission Number: \_\_\_\_\_

**The Affidavit must be signed by an authorized agent and notarized**

## ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS

I hereby acknowledge receipt of the following addenda or amendments and understand that such addenda or amendments are incorporated into the Proposal and will become a part of any resulting contract.

List Date and Title/Number of all addenda or amendments: (Write "None" if applicable).

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**Sign Here ►**

Printed Name:

Title:

Date:

**THE REST OF THIS PAGE LEFT INTENTIONALLY BLANK**

## APPENDIX A – City of Tulsa General Contract Terms

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It is anticipated that the City of Tulsa will enter into an Agreement with the selected Respondent (“Seller”) for an initial term ending one (1) year from the date of its execution by the City’s Mayor, with four (4) one-year renewals available at the option of the City. Contracts entered into by the City of Tulsa generally include, but are not limited to, the following terms:

1. **Renewals.** Seller understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Services set forth in this Agreement is subject to City’s needs and to City’s annual appropriation of sufficient funds in City’s fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) in which such Services are purchased. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by City.
2. **No Indemnification or Arbitration by City.** Seller understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Seller harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys’ fees and costs. In addition, Seller shall not limit its liability to City for actual loss or direct damages for any claim based on a breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled. City will not agree to binding arbitration of any disputes.
3. **Intellectual Property Indemnification by Seller.** Seller agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of every nature brought against them due to the use of patented, trademarked or copyright-protected appliances, products, materials or processes provided by Seller hereunder. Seller shall pay all royalties and charges incident to such patents, trademarks or copyrights.
4. **General Liability and Indemnification.** Seller shall hold City harmless from any loss, damage or claims arising from or related to the performance of the Agreement herein. Seller must exercise all reasonable and customary precaution to prevent any harm or loss to all persons and property related to this Agreement. Seller agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and material furnished by Seller or Seller’s subcontractors under the scope of this Agreement.
5. **Liens.** Pursuant to City’s Charter (Art. XII, §5), no lien of any kind shall exist against any property of City.
6. **No Confidentiality.** Seller understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 *et seq.*) and therefore cannot assure the confidentiality of contract terms or other information provided by Seller pursuant to this Agreement that would be inconsistent with City’s compliance with its statutory requirements there under.
7. **Compliance with Laws.** Seller shall be responsible for complying with all applicable federal, state and local laws. Seller is responsible for any costs of such compliance. Seller shall take the necessary actions to ensure its operations in performance of this contract and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Seller certifies that it and all of its subcontractors to be used in the performance of this agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1313 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

8. **Right to Audit.** The parties agree that books, records, documents, accounting procedures, practices, price lists or any other items related to the Services provided hereunder are subject to inspection, examination, and copying by City or its designees. Seller shall retain all records related to this Agreement for the duration of the contract term and a period of three years following completion and/or termination of the contract. If an audit, litigation, or other action involving such records begins before the end of the three year period, the records shall be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.
9. **Governing Law and Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue.
10. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.
11. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise, relating to the subject matter of this Agreement. This Agreement may only be modified or amended in writing and signed by both parties. Notwithstanding anything to the contrary herein, the City does not agree to the terms of any future agreements, revisions or modifications that may be required under this Agreement unless such terms, revisions or modifications have been reduced to writing and signed by both parties. Seller may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City's prior written consent. Seller shall not be entitled to any claim for extras of any kind or nature.
12. **Equal Employment Opportunity.** Seller shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.

## RESPONDENT CHECKLIST

Use this checklist to ensure You have properly read and completed all documents listed below. This document (the RFP) contains all the following materials, which must be completed and returned to the City of Tulsa Clerk's Office. We recommend You include this checklist with Your proposal.

Proposer's Name: \_\_\_\_\_

RESPONDENT CHECKLIST	
RESPONDENT DOCUMENTS	INCLUDED?
Cover Letter	
Proposal Narrative (To Include Requirements as listed on page 3-8)	
Insurance Requirements	
Attachment A – Required Actions & Configurations	
Respondent Information Sheet (required form)	
Price Sheet Summary (required form)	
Affidavit (Non-Collusion, Interest & Claimant) (required form)	
Acknowledgement of Receipt of Addenda (required form)	
Appendix A – City of Tulsa General Contract Terms	
Additional Information (Optional)	

**Please Return Entire RFP Packet**



## PACKING LABEL

### Top Left Corner of Label

**FROM: [Name]**

[Respondent's legal name]

[Street Address]

[City, State, Zip Code]

### **City of Tulsa - City Clerk's Office**

175 East 2<sup>nd</sup> Street, Suite 260

Tulsa, OK, 74103

**Respondent Submission For:**

RFP# 25-920

RFP DESCRIPTION: City Sports Courts Work

This label ensures that Your proposal will be sent to the correct office (City Clerk's) and that it is associated with the correct Solicitation (indicated by the RFP number).  
Proposals must be sealed and either mailed or delivered to the City Clerk's Office.  
Proposals must also be received no later than 5:00 PM (CST) on date listed on the first page of the RFP.