

## **Solicitation RFP-OCITY-130**

### **Cleaning, Waxing, Repairing and Preparing a Report on the Okla Land Run Monument**

**Bid Designation: Public**



**City of Oklahoma City and its Trusts**

## **Bid RFP-OCITY-130**

### **Cleaning, Waxing, Repairing and Preparing a Report on the Okla Land Run Monument**

Bid Number	<b>RFP-OCITY-130</b>
Bid Title	<b>Cleaning, Waxing, Repairing and Preparing a Report on the Okla Land Run Monument</b>
Bid Start Date	<b>In Held</b>
Bid End Date	<b>Sep 7, 2022 4:00:00 PM CDT</b>
Question & Answer End Date	<b>Sep 2, 2022 12:00:00 PM CDT</b>
Bid Contact	<b>Randy Marks</b> <b>randy.marks@okc.gov</b>
Bid Contact	<b>Robin Lockaton</b> <b>robin.lockaton@okc.gov</b>
Bid Contact	<b>City Clerk</b> <b>cityclerk@okc.gov</b>
Bid Contact	<b>Mark Mishoe</b> <b>mark.mishoe@okc.gov</b>
Contract Duration	<b>One Time Purchase</b>
Contract Renewal	<b>Not Applicable</b>
Prices Good for	<b>Not Applicable</b>
Standard Disclaimer	<b>This site and system is hosted by Oklahoma City through BIDSYNC for use of The City of Oklahoma City and its trusts.</b> <b>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.</b>
Bid Comments	<b>RFP-OCITY-130 Request for Proposals for Cleaning, Waxing, Repairing, and Preparing a Report on the Oklahoma Land Run Monument</b>

#### **Item Response Form**

Item	<b>RFP-OCITY-130--01-01 - RFP-OCITY-130: RFP-OCITY-130</b>
Quantity	<b>1 each</b>
Prices are not requested for this item.	
Delivery Location	<b>City of Oklahoma City and its Trusts</b> <u>No Location Specified</u>

**Qty 1**

**Description**

Attach a copy of proposal document(s) to this line item. Please do not ZIP files. Thank you.

## 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, 51 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 agreement 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 agreement approval.**

### NON-COLLUSION AFFIDAVIT

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

The undersigned further states that the Proposer/Bidder has not been a party to any collusion: among Proposer/Bidders 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, or any other terms of the said prospective Agreement; or in any discussions between the Proposers/Bidders or City/Trust official, City/Trust employee or City/Trust agent concerning the exchange of money or other thing of value for special consideration in the letting of Agreement. The Proposer/Bidder states that it has not paid, given or donated or agreed to pay, give or donate to any City/Trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of Agreement pursuant to this Proposal/Bid.

Witness the hands of the parties hereto:

**The undersigned states that the Proposer/Bidder will be bound by its proposal/bid, the specification, the terms and conditions of the Agreement, and the Requirements for Proposer/Bidders.**

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

Type Name of Authorized Agent/Representative \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

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

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

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

#### TO BE COMPLETED BY THE NOTARY:

State of \* \_\_\_\_\_ )  
County of \* \_\_\_\_\_ ) SS.  
[\*State and County where notarized must be written in for bid/proposal to be considered.]

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

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

Type Name of Notary Public \_\_\_\_\_

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

Signature of Notary Public \_\_\_\_\_  
[49 Okla. Stat. 2011 §119]

September 2020



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

Updated 2019



**The City of  
OKLAHOMA CITY**

(Internal use only)  
 PeopleSoft Vendor ID: \_\_\_\_\_ Entered by: \_\_\_\_\_  
 Helpdesk Ticket #: \_\_\_\_\_ Date: \_\_\_\_\_

### VENDOR REGISTRATION FORM

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

*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).*

☐ **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.

Please provide the City Department or Employee you are working with:

\_\_\_\_\_ City Department

\_\_\_\_\_ City Employee

☐ **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.

**Select all types of applicable update(s):**

☐ Address   
 ☐ Name   
 ☐ Tax ID   
 ☐ Contact Information   
 ☐ ACH/EFT   
 Other: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**SDBE Program: Please select all applicable vendor characteristics:**

☐ Disadvantaged Business Enterprise  
☐ Small Business - as defined by the U.S. Small Business Administration  
☐ Women-Owned Business - % women owned / controlled \_\_\_\_\_ %  
☐ Minority-Owned Business - % Minority owned / controlled \_\_\_\_\_ %  
 Ethnicity(ies): \_\_\_\_\_

☐ DUNS Number - \_\_\_\_\_

If you checked any of the above boxes, please provide a brief description of your business: \_\_\_\_\_

If you checked any of the above boxes, do you wish to receive notifications of upcoming contract opportunities? ☐

Do you wish to receive payments by electronic funds transfer? ☐

Check here if same as PO address ☐

**PURCHASE ORDER ADDRESS**

BUSINESS NAME \_\_\_\_\_

ADDRESS 1 \_\_\_\_\_

ADDRESS 2 \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

**PAYMENT REMITTANCE ADDRESS**

BUSINESS NAME \_\_\_\_\_

ADDRESS 1 \_\_\_\_\_

ADDRESS 2 \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

TELEPHONE 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](#).

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. § 8-11](#).

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

Signature of Person Authorized to Sign \_\_\_\_\_

Date Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

(Published in *The Journal Record* on August 17, 2022)

## NOTICE TO PROPOSERS

Notice is hereby given that The City of Oklahoma City (“Contracting Entity”) 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 7<sup>th</sup> day of September 2022, for the following:

### REQUEST FOR PROPOSALS (RFP-OCITY0130) CLEANING, WAXING, REPAIRING, AND PREPARING A REPORT ON THE OKLAHOMA LAND RUN MONUMENT

The Contracting Entity has partnered with Periscope (formerly BidSync) to accept proposals electronically. You are invited to submit a proposal electronically through the Periscope system to supply the professional services, products, and/or systems specified in the electronic proposal packet. The Contracting Entity does not provide access to a computer to prepare electronic proposals or electronic proposal submission. Proposers must register with Periscope at <https://prod.bidsync.com/the-city-of-oklahoma-city> in order to submit an electronic proposal. The Contracting Entity recommends potential Proposers register and become familiar with the Periscope 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 Periscope. Instructions on how to get registered to propose through Periscope can be found on The City of Oklahoma City’s website at <https://www.okc.gov/departments/bidding>.

A copy of the Guidelines and Procedures for Professional Consultant Selection may be downloaded at the following website: <https://www.okc.gov/departments/finance/policies>. Proposals shall be made in accordance with this Notice to Proposers, General Instructions and Requirements for Proposers, Oklahoma Open Records Act and Confidential Information, the RFP proposal packet, and any other documents which are included in the complete electronic proposal packet. A sample Non-Discrimination Statement, Non-Collusion Affidavit, and Vendor Registration form are attached for the Proposer’s reference and will be completed prior to contract approval. By submitting a proposal, the Proposer certifies that the Proposer, 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](http://www.dhs.gov/E-Verify).

The Contracting Entity reserves the right to waive formalities, irregularities, and defects in any or all proposals, except as otherwise required by law. The Contracting Entity reserves 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 an Agreement with any Proposer; and to solicit new or different proposals. The Contracting Entity reserves the right to negotiate and/or contract with one or more Proposers for all or a portion of any proposal or proposed professional services, products and/or systems.

Proposals timely received electronically through Periscope in the City Clerk’s Office shall be forwarded to the Requesting Department for the Selection Committee to open and review. The Periscope system does not allow proposals to be submitted after the above stated date and time. There will be no exceptions to this policy.

# Request for Proposals for Cleaning, waxing, repairing, and preparing a report on the Oklahoma Land Run Monument

RFP-OCITY-130

Deadline for responses:

4:00:00 p.m. CDT September 7, 2022



# Project: Cleaning, waxing, repairing, and preparing a report on the Oklahoma Land Run Monument

**Total art award:** TBD  
**Bid published:** August 17, 2022  
**Bid deadline:** September 7, 2022

## Description:

The Oklahoma Land Run Monument is one of the world's largest bronze sculptures, comprised of 45 heroic-size 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 land in central Oklahoma Territory. The main sculptural body of work 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 to signify the starting point, and a Sooner waiting with his horse, watching the action.

## Eligibility:

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

## Selection Criteria:

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

## Detailed Budget

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. See information about the repair below

## Work Details

Describe the methods and materials that will be used in the cleaning and waxing process. Additionally, a detailed report describing the condition of each separate sculpture is required before final payment.

## References and Statement

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.

## Schedule of events

The following schedule is proposed for this RFP. All times and dates are tentative; the City reserves the right, as deemed necessary, at its sole discretion, to adjust this schedule by written notice to all vendors who have timely responded to the RFP.

RFP Announced.....	Wednesday August 17, 2022
Deadline for Submissions .....	4:00:00 pm CT Wednesday September 7, 2022
Selection Committee review.....	Friday September 9, 2022
City Council authorization and approval .....	Tuesday September 27, 2022
Cleaning, Waxing, and Repair .....	TBD

## Selection committee

The Art Selection Committee may include but is not limited to:

- Arts Commissioner
- Parks representatives
- Stakeholders

All responses to this RFP will be evaluated and a finalist will be chosen from submissions received.

## Selection criteria

Submissions will be evaluated to determine whether the artist or artist team possesses the creativity, technical skills, and discipline required for this public art Project. Criteria to be applied and interpreted by the Selection Committee in choosing the finalists include:

- Evidence of ability to handle a project of this size and scope
- Appropriateness of approach
- Availability to work within Project time frame
- Price and current market value of vendor's work in relation to the scope and value contemplated for this project

### Submission through Periscope

Proposers must register with [Periscope](#) and submit their qualifications electronically through Periscope. **The City and its Trusts recommend potential proposers register and become familiar with the Periscope 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 Periscope. 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 below:

#### First time registration in Periscope/ Register for free:

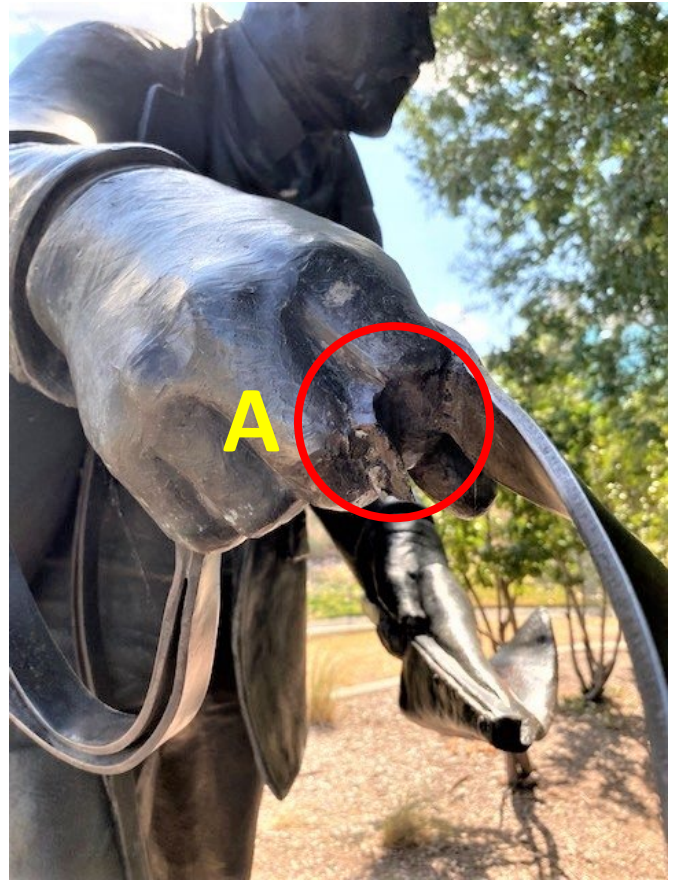
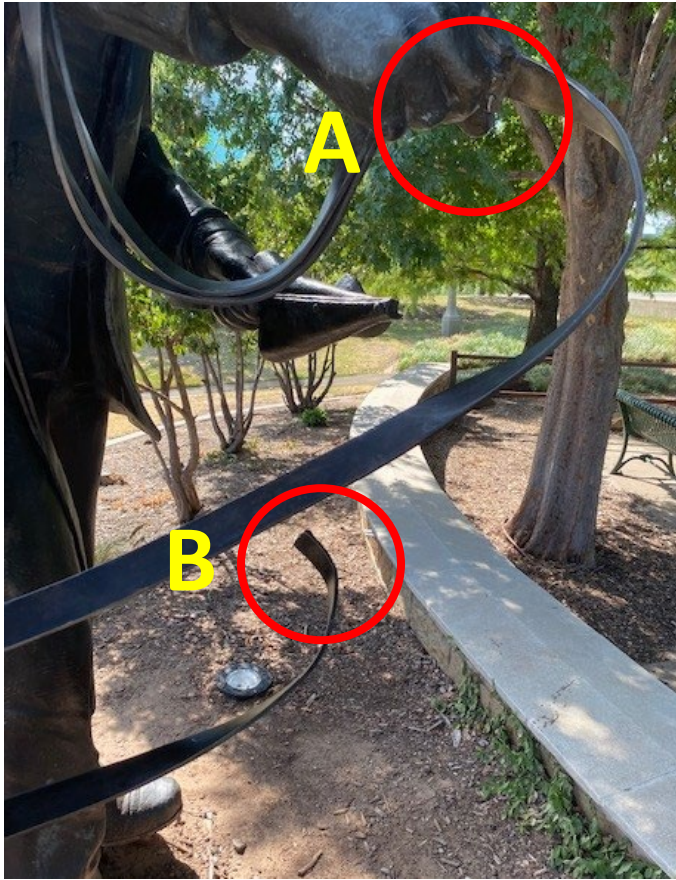
1. Visit: [bidsync.com/the-city-of-oklahoma-city](https://bidsync.com/the-city-of-oklahoma-city) and click on the "Register for Free" button.
2. Enter your email address twice to verify that it does not already exist in our system. Once prompted to proceed, fill in all required identification fields and agree to the Terms and Conditions for BidSync.
3. Check your **inbox** of the email you provided and locate the email from [notify@bidsync.com](mailto:notify@bidsync.com). Check your spam folders if you do not see it in your inbox.
4. Click the activation link in the email with 24 hours of receiving to activate your new BidSync account. Once your token is verified you will be asked to select your account password.
5. Create a company profile to receive bid invitations from agencies. Verify your company address and follow the prompts to add three (3) positive keywords so BidSync can search, locate, and deliver relevant solicitations for you.

We recommend "public art" as one of the keywords. If you have trouble with registration or uploading, contact Periscope customer service at 800.990.9339.

**Note: All written information must be in Word or PDF format in portrait orientation. Documents in Pages cannot be read and will not be accepted.**

**We highly recommend that you do not wait till the last minute to register and to upload required items. If you have trouble with either registration or uploading, call Periscope immediately at 800.990.9339 for excellent customer service.**



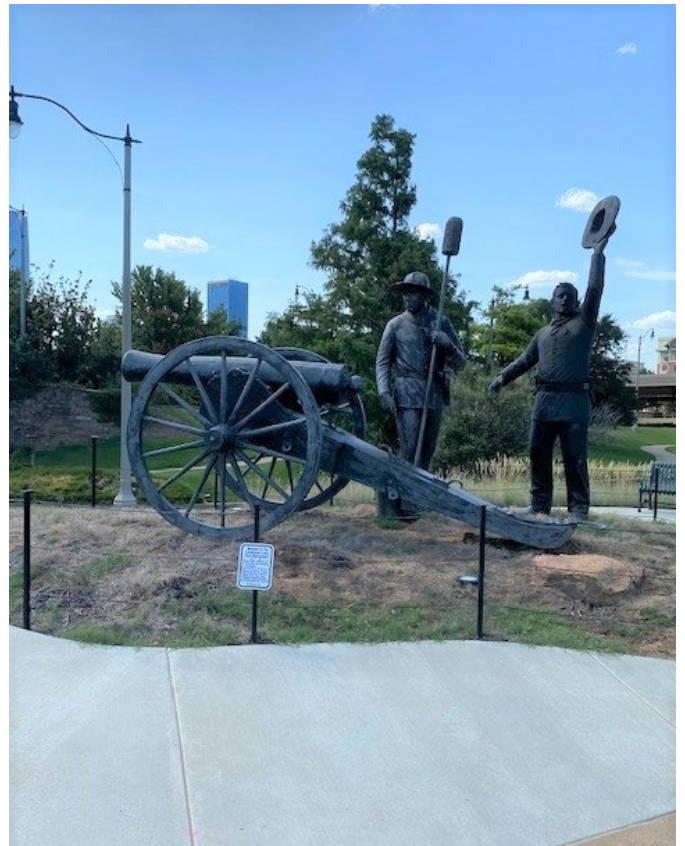


The “Sooner” figure has a broken rein. The weld connecting the end of the rein (B) will be reattached and stabilized to the figure’s hand (A). This is the only repair that will be considered in your response.

Additional representative images are below.







**The following three fillable forms must be uploaded into Periscope with your submission:**

City of Oklahoma City: RFP-OCITY-130: Land Run Monument

Total price of your bid: \$ \_\_\_\_\_

Labor \$ \_\_\_\_\_

Fees \$ \_\_\_\_\_

Materials \$ \_\_\_\_\_

Transportation \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Overhead \$ \_\_\_\_\_

Equipment \$ \_\_\_\_\_

Rental \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Contingencies \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

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

Signed: \_\_\_\_\_

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



City of Oklahoma City: RFQ-OCITY-130: Land Run Monument

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. Signed \_\_\_\_\_

Or:

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.

Description:

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Signed: \_\_\_\_\_

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

City of Oklahoma City: RFQ-OCITY-130: Land Run Monument

References, with email and phone

1.

2.

3.

Statement:

I certify that I or my representative has visited the land Run Monument before submitting this bid.

Signed: \_\_\_\_\_

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

Or:

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

Signed: \_\_\_\_\_

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

City of Oklahoma City: RFP-OCITY-130: 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-130: 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:

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:

City of Oklahoma City: RFP-OCITY-130: Land Run Monument  
Reference Form

References with name, email, and phone:

1.

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2.

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3.

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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-130 - Cleaning, Waxing, Repairing and Preparing a Report on the Okla Land Run Monument

### Overall Bid Questions

There are no questions associated with this bid.