

REVISED ATTACHMENT C

BID SUBMITTAL FORMS

For

MEDIAN LANDSCAPE MAINTENANCE

RFB #PUR0117-155

FORM NAME	Page
General Company Information Form.....	2
Certification Regarding Ability to Obtain Required Insurance.....	3
Bid Pricing Submittal Form.....	4
Signature Page Form.....	7
Buy Local Packet (submit only if applicable).....	8

GENERAL COMPANY INFORMATION FORM

Company Name _____

Company Address _____

General Description of the Company: _____

Type of Organization (franchise, corporation, partnership, etc.) _____

Number of years in business: _____

References

List three (3) customers who are current or have been served by your company within the last three (3) years with projects of similar scopes. (Name of firm, address, contact person, phone number)

Reference #1 - Name: _____

Address: _____

Contact Person & Phone: _____

Date & Description of Job: _____

Contract Value: _____

Reference #2 - Name: _____

Address: _____

Contact Person & Phone: _____

Date & Description of Job: _____

Contract Value: _____

Reference #3 - Name: _____

Address: _____

Contact Person & Phone: _____

Date & Description of Job: _____

Contract Value: _____

Personnel

Name and title of person overseeing the City account: _____

Office Phone: _____ Mobile: _____ Email: _____

Names, titles and years of experience of persons expected to service the City account:

Safety Record

Has your company received an OSHA violation in the past five (5) years? Yes No

If yes, please attach copies of the citations and an explanation of how they have been resolved.

CERTIFICATION REGARDING ABILITY TO OBTAIN REQUIRED INSURANCE

**CERTIFICATION BY BIDDER’S INSURANCE AGENT/BROKER REGARDING BIDDER’S ABILITY TO OBTAIN
REQUIRED INSURANCE COVERAGE AND ENDORSEMENTS**

I hereby certify that my client, as identified below, will be able to meet all of the insurance requirements of Attachment B, has been advised of any additional costs associated with doing so, and has agreed to obtain such coverage and endorsements if selected as the successful bidder of the RFB to which my client has responded:

Project Name and Number: _____

Legal Name of Bidder: _____

Name/Address of Insurance Agency:

Phone: _____ Fax: _____

Email: _____

Name of Agent/Broker (Print): _____

Signature of Agent/Broker: _____

Date of Signature: _____

BID PRICING SUBMITTAL FORM

The Contractor shall, at its sole cost and expense, provide, perform and complete in the manner described and specified in this Request for Bid all necessary work, labor, services, transportation, equipment, materials, apparatus, information, data, freight and other items necessary to accomplish the Project as defined below, in accordance with the Scope of Work as described in Section 4.0. The Work will also include procuring and furnishing all approvals and authorizations, permits, and certificates and policies of insurance as specified herein necessary to complete the Project.

C Avenue Extension north of Huntington Ridge Road	
Description of Work	Firm Fixed Price
Hourly rate for weekly maintenance as described in bid documents	\$ /man hour
Firm fixed price for Pre-emergent weed control application applied between April 15 th and May 10 th to landscape beds only	\$
Firm fixed price for watering to be done on as-needed basis, by written request	\$
Firm fixed price for mulching to top dress median with 2 inches of mulch, to be done with initial spring bed cleanup in April and on an as-needed basis, by written request	\$

Kirkwood Boulevard north of Miller Avenue	
Description of Work	Firm Fixed Price
Hourly rate for weekly maintenance as described in bid documents	\$ /man hour
Firm fixed price for Pre-emergent weed control application applied between April 15 th and May 10 th to landscape beds only	\$
Firm fixed price for watering to be done on as-needed basis, by written request	\$
Firm fixed price for mulching to top dress median with 2 inches of mulch, to be done with initial spring bed cleanup in April and on an as-needed basis, by written request	\$

1st Avenue NE between Glenbrook Drive and Collins Road	
Description of Work	Firm Fixed Price
Hourly rate for weekly maintenance as described in bid documents	\$ /man hour
Firm fixed price for mowing of center median once per week, April-October	\$ /week
Firm fixed price for Pre-emergent weed control application applied between April 15 th and May 10 th to landscape beds only	\$
Firm fixed price for watering to be done on as-needed basis, by written request	\$
Firm fixed price for mulching to top dress median with 2 inches of mulch, to be done with initial spring bed cleanup in April and on an as-needed basis, by written request	\$
Firm fixed price for mowing areas, post emergent weed control application on an as-needed basis, by written request	\$

Collins Road SE south of 1st Avenue	
Description of Work	Firm Fixed Price
Hourly rate for weekly maintenance as described in bid documents	\$ /man hour
Firm fixed price for Pre-emergent weed control application applied between April 15 th and May 10 th to landscape beds only	\$
Firm fixed price for watering to be done on as-needed basis, by written request	\$
Firm fixed price for mulching to top dress median with 2 inches of mulch, to be done with initial spring bed cleanup in April and on an as-needed basis, by written request	\$

Collins Road NE between Council Street and 1st Avenue	
Description of Work	Firm Fixed Price
Hourly rate for weekly maintenance as described in bid documents	\$ /man hour
Firm fixed price for Pre-emergent weed control application applied between April 15 th and May 10 th to landscape beds only	\$
Firm fixed price for watering to be done on as-needed basis, by written request	\$
Firm fixed price for mulching to top dress median with 2 inches of mulch, to be done with initial spring bed cleanup in April and on an as-needed basis, by written request	\$

Collins Road NE between Council Street and 1st Avenue	
Description of Work	Firm Fixed Price
Center Median, Shoulder and ROW Firm fixed price for mowing of median once per week, April-October	\$ /week
Firm fixed price for mowing areas, post emergent weed control application on an as-needed basis, by written request	\$

1st Avenue SW between 2nd Street and 3rd Street SW	
Description of Work	Firm Fixed Price
Hourly rate for weekly maintenance as described in bid documents	\$ /man hour
Firm fixed price for Pre-emergent weed control application applied between April 15 th and May 10 th to landscape beds only	\$
Firm fixed price for watering to be done on as-needed basis, by written request	\$
Firm fixed price for mulching to top dress median with 2 inches of mulch, to be done with initial spring bed cleanup in April and on an as-needed basis, by written request	\$

Williams Boulevard SW between Trent Street and 16th Avenue (includes plantings in ROW on SE corner of intersection)	
Description of Work	Firm Fixed Price
Hourly rate for weekly maintenance as described in bid documents	\$ /man hour
Firm fixed price for mowing of median once per week, April-October	\$ /week
Firm fixed price for Pre-emergent weed control application applied between April 15 th and May 10 th to landscape beds only	\$
Firm fixed price for watering to be done on as-needed basis, by written request	\$
Firm fixed price for mulching to top dress median with 2 inches of mulch, to be done with initial spring bed cleanup in April and on an as-needed basis, by written request	\$
Firm fixed price for mowing areas, post emergent weed control application on an as-needed basis, by written request	\$

Species	Scientific Name/Variety	Size	Firm Fixed Price to Remove & Replace one (1) plant if needed:
Downy Arrowwood Viburnum	<i>Viburnum rafinesquianum</i>	#5 Cont.	\$
Gold Tide Forsythia	<i>Forsythia X Intermedia</i> 'Gold Tide'	#3 Cont.	\$
Gro-Low Fragrant Sumac	<i>Rhus aromatica</i> 'Gro-low'	#5 Cont.	\$
Isanti Red-Osier Dogwood	<i>Cornus Sericea</i> 'Isanti'	#5 Cont.	\$
Korean Spice Viburnum	<i>Viburnum carlessii</i>	#5 Cont.	\$
Big Bluestem	<i>Andropogon gerardi</i>	#1 Cont.	\$
Carousel Little Bluestem	<i>Schizachyrium scoparium</i> 'Carousel'	#1 Cont.	\$
Dwarf Fountain Grass	<i>Pennisetum alopecuroides</i> 'Hameln'	#1 Cont.	\$
Little Bluestem	<i>Schizachyrium scoparium</i>	#1 Cont.	\$
Prairie Dropseed	<i>Sporobolus heterolepis</i>	#1 Cont.	\$
Autumn Fire Sedum	<i>Sedum spectabile</i> 'Autumn Fire'	#1 Cont.	\$
Autumn Joy Stonecrop	<i>Sedum</i> 'Autumn Joy'	#1 Cont.	\$
Black Eyed Susan Goldsturm	<i>Rudbeckia fulgida</i> "Goldsturm"	#1 Cont.	\$
Brown Fox Sedge	<i>Carex volpinoidea</i>	#1 Cont.	\$
Butterfly Weed	<i>Asclepias tuberosa</i>	#1 Cont.	\$
Daylily	<i>Hemerocallis</i>	#1 Cont.	\$
New England Aster	<i>Aster novae-angliae</i>	#1 Cont.	\$
Pale Purple Coneflower	<i>Echinacea pallida</i>	#1 Cont.	\$
Stella de Oro Daylily	<i>Hemerocallis</i> 'Stella de Oro'	#1 Cont.	\$
Swamp Milkweed	<i>Asclepias Incarnata</i>	#1 Cont.	\$

An approved city council resolution, signed contract and purchase order will be the documents that authorize work to begin.

Name of Company: _____

Authorized Signature: _____

Date: _____

SIGNATURE PAGE FORM

The undersigned, having examined these documents and having full knowledge of the condition under which the Work described herein must be performed, hereby proposes fulfillment of the obligations contained herein in accordance with all insurance documents, instructions, terms, conditions, and specifications set forth; and that all required Work be furnished and that all incidental costs be paid in strict conformity with these documents, for the stated prices as payment in full.

Submitting Firm: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Authorized Representative (print): _____ Title: _____

Authorized Signature: _____

Date: _____ E-mail: _____

Phone # () _____ Fax # () _____

Federal ID Number _____

Iowa Department of Labor Registration Number, if applicable _____

The State of Iowa requires that all individual contractors and businesses performing "construction" work within Iowa be registered with the Division of Labor and renew that registration annually. More information about this law can be found at <http://www.iowaworkforce.org/labor/contractor.htm>

FIRM PRICING

Offered pricing shall remain firm for a minimum of sixty (60) days after the due date of this solicitation unless indicated otherwise. Accepted pricing shall remain firm for the duration of the contract.

ADDENDA {It is the Bidder's responsibility to check for issuance of any addenda}

The above-signed hereby acknowledges receipt of the following addenda:

Addenda Number: _____ Date: _____ Addenda Number: _____ Date: _____

Addenda Number: _____ Date: _____ Addenda Number: _____ Date: _____

PAYMENT METHOD

Do you accept a credit card for payment of purchases? Yes No

QUICK PAY DISCOUNT

If you provide a discount for quick payment, please state the discount and terms: _____ % _____ days

Does this discount apply to payments made by MasterCard? Yes No

PROPOSED SUBCONTRACTORS (Reference General Terms and Conditions, section titled *Subcontracting*).

If awarded this project, do you plan to use any subcontractors? Yes No If yes, list information below.

Subcontractor Company Name	Address	IA Contractor Registration #

We choose not to bid at this time. We would like to be considered for future solicitations.

BUY LOCAL PACKET

The Cedar Rapids City Council adopted the Buy Local Purchasing Policy through City Council Resolution No. 1239-10-10.

1. Who is local?

- a. Businesses located within Linn County, Iowa who have paid Linn County property taxes on a plant, office or store occupied by the business for the past year; or
- b. Businesses located within Linn County, Iowa who have paid rent for the past year to a landlord or owner who has paid Linn County property taxes for the past year on the plant, office or store occupied by the business.

2. How do I apply for local preference status?

- a. Complete a "Local Business Certificate". (See page 3 of this packet)
- b. Mail the notarized, completed certificate to:
City of Cedar Rapids – Purchasing Division
101 First Street SE
Cedar Rapids, IA 52401

3. After I return the notarized certificate, how do I know if my business is on the list?

A list of certified businesses can be viewed on the City's website:

http://www.cedar-rapids.org/local_government/departments_g_-_v/purchasing_services/buy_local.php

Please allow up to 10 days for processing of the certificate before the business is listed.

4. Will the local preference policy be applied to all purchases for goods and services?

No, the following types of purchases are excluded:

- a. Purchases subject to the competitive laws of the State of Iowa
- b. Purchases subject to federal, state or county grant stipulations
- c. Purchases from the State of Iowa or other national contracts
- d. Sole source purchases

5. Do you have questions or feedback about the Buy Local Program?

Please send questions via email to buylocal@cedar-rapids.org

6. If I work out of my home, and my home is in Linn County, am I eligible to become a certified local business?

In order to qualify as local business your business must pay commercial property taxes related to the business being certified as local business. Residential property taxes paid for a home business do not qualify for the buy local certification.

7. How does the Buy Local Program work?

Preference shall be applied to acceptable quotes, bids and proposals greater than \$1,000 from businesses within Linn County, Iowa who have submitted a notarized "Local Business Certificate".

Example A: Preference shall be given in the procurement of goods and/or services by bid or quote when a local Contractor's bid or quote exceeds the acceptable low bid by no more than:

10% for bids less than \$25,000

5% for bids equal to or greater than \$25,000 but less than \$200,000

1% for bids equal to or greater than \$200,000

Bid Tabulation for a 20' Enclosed Trailer			
	Contractor A	Contractor B	Contractor C
	Marion, IA	Des Moines, IA	Davenport, IA
BID PRICE	\$ 15,147.99	\$ 14,770.55	\$ 18,250.00

- This bid is less than \$25,000 so the preference is 10%
- Contractor B submitted the lowest bid of \$14,770.55
- Contractor B is not a local business
- Contractor A submitted the next lowest bid of \$15,147.99
- Contractor A is a certified local business
- $\$15,147.99 - \$14,770.55 = \$377.44 / 14,770.55 = 2.56\%$
- The difference between the two bids is 2.56% which is within 10% so the local preference applies
- The bid is awarded to the local Contractor A for \$15,147.99

Example B: Preference shall be given in the procurement of goods and/or services by Request for Proposal (RFP) by awarding additional points to the evaluation scores of proposals received from certified local businesses as follows:

10% of all available points for proposals less than \$25,000

5% of all available points for proposals equal to or greater than \$25,000 but less than \$200,000

1% of all available points for proposals equal to or greater than \$200,000

Proposal Summary			
	Contractor A	Contractor B	Contractor C
	Iowa City, IA	Cedar Rapids, IA	Hiawatha, IA
Points	976.7	723	636.8
Points for Local Preference	0	50	50
TOTAL POINTS	976.7	773	686.8

- This proposal is greater than \$25,000 but less than \$200,000 so the preference is 5%
- The total available points are 1,000 (5% of 1,000 points = 50 points)
- The proposal received from Contractor A was given 976.7 points by the evaluation team
- Contractor B and Contractor C each received 50 additional points per the local preference policy
- After the additional points were applied, Contractor A remained the highest ranked proposal
- Local preference did not change the award in this case



STATEMENT OF POLICY

CITY OF CEDAR RAPIDS LOCAL BUSINESS CERTIFICATE

Pursuant to Cedar Rapids City Council Resolution 1239-10-10, in conducting the procurement of goods and/or services by competitive solicitation, the City of Cedar Rapids shall give preference to a responsive bid or proposal from a business located within the limits of Linn County, Iowa over an acceptable bid or proposal submitted by a business located outside of Linn County.

Preference shall be given in conducting procurement of goods and/or services by bid or quote when a local bidder's bid or quote exceeds the acceptable low bid by no more than:

- 10% for bids less than \$25,000
- 5% for bids equal to or greater than \$25,000 but less than \$200,000
- 1% for bids equal to or greater than \$200,000

Preference shall be given in conducting procurement of goods and/or services by request for proposal by awarding additional points to each proposal where the business is located in Linn County as follows:

- 10% of all available points for proposals less than \$25,000
- 5% of all available points for proposals equal to or greater than \$25,000 and less than \$200,000
- 1% of all available points for proposals equal to or greater than \$200,000

The local preference is not applicable to goods and services purchased with the assistance of federal, state or county grants or funds, or pursuant to the competitive laws of the State of Iowa.

WRITTEN STATEMENT REQUESTING LOCAL BUSINESS STATUS

I, _____, am an authorized representative of _____ (name of business) and on behalf of the business request that it be deemed to be a local business for purposes of the City of Cedar Rapids "Buy Local" program. Answering yes to question 1 **and** either question 2 or 3 listed below will qualify the business as a local business. In support of this request I certify the following information as being true and correct:

Name of Business Here →→→		
(1) Is your business located within the limits of Linn County, Iowa?	<input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Years: _____
(2) Did your business pay Linn County property taxes on a plant, office or store occupied by the business for the past year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Street address of property: _____ Is this your home residence? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, see page 1, #6
(3) Did your business pay rent for the past year to a landlord or owner who has paid Linn County property taxes for the past year on a plant, office or store occupied by your business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Street address of property: _____ Is this your home residence? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, see page 1, #6

I understand that misrepresentation of any facts in connection with this request may be cause for removal from the certified local business list. I also agree the business is required to notify the City in writing should it cease to qualify as a local business.

Signature _____	Title _____	Date _____
Address _____	City/State _____	Zip _____
Phone _____	Email _____	County _____

Subscribed and sworn to this _____ day of _____, 20____ before the undersigned Notary Public.

NOTARY PUBLIC, STATE OF IOWA

To confirm your status, check the certified local business list which is posted on the City's website:

http://www.cedar-rapids.org/local_government/departments_g_-_v/purchasing_services/buy_local.php.

Questions about the Buy Local program may be emailed to buylocal@cedar-rapids.org.

Mail the notarized, completed certificate to →→→ City of Cedar Rapids
Finance Department – Purchasing Services Division
101 First Street SE
Cedar Rapids, IA 52401

Internal Use Only:

Contractor ID: _____ Contractor Location ID: _____ Updated by: _____