



*"Cedar Rapids is a vibrant urban hometown – a beacon for people and businesses that are invested in building a greater community now and for the next generation."*

## **REQUEST FOR BID**

February 16, 2018

For  
**WATER SYSTEM PIPE, FITTINGS & APPURTENANCES**  
**RFB #PUR0118-105**

Prepared by  
City of Cedar Rapids  
Purchasing Services Division

## TABLE OF CONTENTS

<b>Section Number</b>	<b>Section Name</b>	<b>Page</b>
1.0	Notice of Request for Bids (RFB)	3
2.0	Instructions to Bidders	4
3.0	Special Terms and Conditions	6
4.0	Scope of Work and Specifications	9
5.0	Bid Evaluation and Award	11
6.0	Submittal Instructions	13

<b>Attachment</b>	<b>Attachment Name</b>
A	Standard Terms and Conditions
B	Insurance Requirements
C	Specifications
D	Submittal Forms (Certification Regarding Ability to Obtain Required Insurance, Signature Page Form, Buy Local Packet)
E	Bid Pricing Submittal Forms – Excel workbook containing 10 worksheet tabs to enter pricing

**Section 1.0 – NOTICE OF REQUEST FOR BIDS (RFB)**

1.1 Notice of Request for Bid

Notice is hereby given that sealed bids will be received before 3:00 p.m. CST on Wednesday, March 7, 2018, at the Office of the City Clerk, in City Hall, 101 First Street SE, Cedar Rapids, Iowa 52401 for the as-needed purchase and delivery of Water System Pipe, Fittings & Appurtenances as requested by the City of Cedar Rapids Water Division.

1.2 RFB Timeline

**Name of the Bid** Water System Pipe, Fittings & Appurtenances, RFB #PUR0118-105

**Date of Issuance** Friday, February 16, 2018

**Deadline for Questions** Wednesday, February 28, 2018 at 3:00 p.m. CST

**Deadline for Bid Submittal** Wednesday, March 7, 2018 before 3:00 p.m. CST  
Bids time stamped 3:00 p.m. or after are late

**Recommendation for Award** March 27, 2018

**Submit Bid to:** →→→→→→→→

**Submit in a sealed envelope.**

**Address exactly as stated.**

**City Clerk Office Hours 8 am to 5 pm, Mon-Fri**

Sealed Bid: Water System Pipe, Fittings & Appurtenances  
Office of the City Clerk-City Hall  
101 First Street SE  
Cedar Rapids IA 52401

**Method of Submittal** US Mail, Overnight Delivery or In Person  
Electronic and fax bids **are not** acceptable

**Contact Person, Title** Rebecca Johnson, CPPB, Purchasing Agent  
**E-mail Address** [r.johnson2@cedar-rapids.org](mailto:r.johnson2@cedar-rapids.org)

**Phone/ Fax Numbers** Phone: 319-286-5062 Fax: 888-815-3659

1.3 The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the Bidder. Similarly, the City is not responsible for, and will not open, any bid responses that are received on or after the time stated above. Late submittals will be retained in the RFB file, unopened. No responsibility will be attached to any person for premature opening of a bid not properly identified.

1.4 Bids will be publicly opened on Wednesday, March 7, 2018 at 3:00 p.m. (our clock) CST in City Hall, 101 First Street SE, Cedar Rapids 52401. The main purpose of this opening is to read the name(s) of the Bidders(s) and the submitted pricing, not to serve as a forum for determining the apparent low bidder(s).

1.5 Bids will be evaluated promptly after opening. After an award is made, a bid tabulation summary will be sent to all companies who submitted a bid. Bid results will not be given over the telephone or prior to award. Bids may be withdrawn any time prior to the scheduled closing time for receipt of bids; no bid may be modified or withdrawn for a period of sixty (60) calendar days thereafter.

----- End of Section 1.0 -----

## SECTION 2.0 – INSTRUCTIONS TO BIDDERS

### 2.1 Federal Funding Provisions

This Project is not federally funded.

### 2.2 NOTICE: INSURANCE IS REQUIRED FOR THIS PROJECT

**WORK SHALL NOT BEGIN UNTIL THE CERTIFICATE OF INSURANCE AND ALL REQUIRED ENDORSEMENTS ARE RECEIVED AND APPROVED BY THE CITY.**

At all times during the term of the Work and the Contract, and any extensions thereof, the Contractor shall purchase, at its own expense, and maintain with insurance companies in good standing and acceptable to the City. Such insurance will protect the Contractor from liability and claims for injuries and damages which may arise out of or result from the Contractor's operations under the Contract and for which the Contractor may be liable, whether such operations are by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

For the protection of the Contractor and the City, but without restricting or waiving any obligations of the Contractor herein contained, the Contractor shall insure the risks associated with the Work and the Contract with minimum coverages and limits as set forth in Attachment B, INSURANCE REQUIREMENTS.

### 2.3 Whenever used in this RFB the following terms shall have the meaning given as follows: City shall mean the City of Cedar Rapids, Iowa. Contractor shall mean the firm supplying pipe, fittings and appurtenances to the Water Division. Subcontractor shall mean any person, firm, or corporation who contracts with the Contractor to perform a service for which the basis of payment or Scope of Work is identified as a part of this RFB. Project Manager shall mean the authorized Water Division employee who is making purchases under the Contract.

### 2.4 A company representative who is authorized to bind the Company will sign on behalf of the company to indicate to the City that you have read, understand and will comply with the instructions and all terms and conditions stated in this Request for Bid and all attachments.

### 2.5 Pre-Bid Meeting

There is no Pre-bid meeting for this Project.

### 2.6 This Request for Bid does not commit the City to make an award, nor will the City pay any costs incurred in the preparation and submission of bids, or costs incurred in making necessary studies for the preparation of bids.

### 2.7 Addenda

Any matter of this bid package that requires explanation or interpretation must be inquired into by the Bidder in writing by Wednesday, February 28, 2018 at 3:00 p.m. CST. FAX or E-MAIL all questions to Rebecca Johnson at (888) 815-3659 or [r.johnson2@cedar-rapids.org](mailto:r.johnson2@cedar-rapids.org). Any and all questions will be responded to in the form of written addenda to all Bidders. All addenda that you receive shall become a part of the Contract Documents and shall be acknowledged and dated on the bottom of the Signature Page Form (Attachment D). All Addenda will be posted on the City's website. It is the Bidder's responsibility to check for addenda.

[www.cedar-rapids.org/local\\_government/departments\\_g\\_-\\_v/purchasing\\_services/current\\_bid\\_opportunities\\_list.php](http://www.cedar-rapids.org/local_government/departments_g_-_v/purchasing_services/current_bid_opportunities_list.php)

### 2.8 Exceptions to Documents

The Bidder shall clearly state in the submitted bid any exceptions to, or deviations from, the minimum bid requirements, and any exceptions to the terms and conditions of this RFB. Such exceptions or deviations will be considered in evaluating the bids. Bidders are cautioned that exceptions taken to this RFB may cause their bid to be rejected.

### 2.9 Silence of Specifications

Commercially accepted practices shall apply to any detail not covered in the specification and to any omission of the specification. Any omission or question of interpretation of the specification that affects the performance or integrity of the service being offered shall be addressed in writing and submitted with the Proposal.

### 2.10 Incomplete Information

Failure to complete or provide any of the information requested in this Request for Bid, including references, and/or additional information as indicated, may result in disqualification by reason of "non-responsiveness".

- 2.11 No responsibility will be attached to any person for premature opening of a bid not properly identified.
- 2.12 In the event of conflict, the Special Terms and Conditions shall take precedence over the Standard Terms and Conditions, included herein.

Be advised that any conversations (in reference to this RFB) between bidders and any City employee, City official or City Project Manager, outside of the Purchasing Services Division, during the entire competitive bidding process is strictly prohibited. Such actions will result in removal of the Contractor from the vendors list and rejection of the Contractor's bid. **The ONLY official position of the City is that position which is stated in writing and issued by the Purchasing Services Division.** No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

----- End of Section 2.0 -----

## SECTION 3.0 – SPECIAL TERMS AND CONDITIONS

### 3.1 Term of Contract

- 3.1.1 The initial term of the Contract shall be for one (1) year anticipated to be April 15, 2018 through April 14, 2019.
- 3.1.2 A Contract, prepared by the City and signed by the City Manager, shall become the document that authorizes the Work to begin, assuming the insurance requirements have been met. Each section contained herein, the attachments, and any addenda and the response from the successful Bidder shall also be incorporated by reference into the resulting agreement.
- 3.1.3 The City reserves the right to make changes to the Work to be provided which are within the Project. No assignment, alteration, change, or modification of the terms of the Contract shall be valid unless made in writing and agreed to by both the City and the Contractor. The Contractor shall not commence any additional work or change the scope of the Work until authorized in writing by the City. Contractor shall make no claim for additional compensation in the absence of a prior written approval and amendment of the Contract executed by both the Contractor and the City. The Contract may only be amended, supplemented or modified by a written document executed by the Contractor and the City Manager.
- 3.1.4 In accordance with the provisions and conditions of the Contract, Contractor shall freely enter into the Contract for the purpose of providing Work to the City and to be compensated for the Work.
- 3.1.5 No price escalation will be allowed during the initial term of the contract.

### 3.2 Contract Forms

- 3.2.1 If a Bidder intends to request that the City of Cedar Rapids enter into any agreement form in connection with the award of this project, the form must be submitted with the Bid for review by the City's legal counsel during the evaluation of Bids. If such agreement requires that payments be remitted to other than the Bidder, the Bidder shall indicate the name and address of the firm to whom Bidder would request payments to be made, and the firm's relationship to the Bidder.
- 3.2.2 Bidders are advised that in the event any such agreement contradicts the City of Cedar Rapids requirements, the bid may be rejected due to the contradiction unless Bidder indicated deletion of such clauses. If agreement form indicated a firm other than the Bidder is Contractor, or payee, the proposed Contractor or payee must also indicate concurrence with the deletion of such clauses.
- 3.2.3 If no agreement form is included with the bid, no such form will be approved by the City during the evaluation or award processes, or following award of contract. If the bid does not indicate the proposed Contractor, vendor or payee to be a person or company other than the Bidder, (1) only the Bidder will be considered as Contractor and (2) payments will be made only to the Bidder to whom the contract is awarded.
- 3.2.4 The City of Cedar Rapids will in no case agree to terms not submitted for review with the bid submittal.

### 3.3 Delivery Requirements

- 3.3.1 For purposes of this bid and subsequent awards, City holiday closures are typically New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day following, Christmas Eve and Christmas Day. Deliveries generally will not be accepted on those dates.
- 3.3.2 The delivery time or completion date, as stated in the Bid Pricing Submittal Forms, shall be the time required to deliver the complete item(s) after the receipt of the purchase order. **Delivery time may be a factor in determining the most responsive and responsible bidder.** Where multiple items appear on the Pricing Submittal Form, the Bidder shall, unless otherwise stated by the City, show the delivery time for each item separately.
- 3.3.3 **For most deliveries, Contractor shall deliver Goods directly to the work site in Cedar Rapids or Robins for no additional charge.**
- 3.3.4 The following policy will be in effect for deliveries to the Water Distribution facility located at 707 J Avenue NE, Cedar Rapids, Iowa.

- a) Deliveries will be accepted between the hours of 7:00 a.m. and 2:00 p.m. Monday through Friday (except holidays listed above in 3.3.1) only. No Exceptions. Any after-hour deliveries will be rejected or required to wait until the next business day.
- b) The following information must be submitted to the Water Distribution office by fax (319/286-5961) or e-mail ([k.koeppen@cedar-rapids.org](mailto:k.koeppen@cedar-rapids.org)) **at least 24 hours before delivery**:
  - Itemized contents of cargo
  - Origination address and telephone number
  - Driver's name and driver's license number
  - License plate number of delivery vehicle
  - Estimated time and date of delivery
- c) The bill of lading and manifests shall contain all of the same information as described above.
- d) Discrepancies in loads will be promptly refused or seriously delayed.
- e) Local authorities may be notified in cases of significant discrepancies in the information provided and the information provided at the time of delivery.

3.3.5 FOB point in terms of loss or damage is destination.

#### 3.4 Payment Terms and Invoice Submittal

3.4.1 Payment terms for Goods authorized under the contract shall be net forty-five (45) days upon receipt of an acceptable original invoice and after Goods are delivered, inspected and accepted and all required documentation and reports are received in a format acceptable to the City.

3.4.2 Invoices shall include the following information:

- Vendor name and address
- Delivery date
- City PO number
- Description of Goods
- Unit price
- Extended price
- The total amount being invoiced
- The Project Number / Contract Number (RFB #PUR0118-105)

3.4.3 Surcharges (i.e. fuel surcharges, restocking) shall NOT be allowed to be added to invoices as an additional line item.

3.4.4 All invoices and supporting documentation shall be submitted at the intervals as agreed upon:

- a) In a pdf format via e-mail to: [accountspayable@cedar-rapids.org](mailto:accountspayable@cedar-rapids.org)  
or
- b) Via US mail to: City of Cedar Rapids, Finance Department – Accounts Payable,  
101 First Street SE, PO Box 2148, Cedar Rapids, IA 52406-2148.

3.4.5 The City may withhold payment for reasons including, but not limited to the following:

- a) Goods that are defective, inaccurate, flawed, unsuitable, nonconforming or incomplete due to negligence of the Contractor;
- b) Damage for which Contractor is liable under the Contract;
- c) Valid liens or claims of lien;
- d) Valid claims of Subcontractors or other persons;
- e) Delay in the progress or delivery of the Goods;
- f) Inability of Contractor to supply the Goods;
- g) Failure of Contractor to properly complete or document any pay request or invoice;

- h) Any other failure of Contractor to perform any of its obligations under the Contract; or
- i) The cost to City, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of City's remedies set forth in the Contract.

3.4.6 Actual travel time to and from the work location is not reimbursable under the Contract.

### 3.5 Treatment of Documents and Records

#### 3.5.1 Ownership

All Documents and other materials prepared by the Contractor in connection with this project are the City's sole property in which the Contractor has no proprietary or other rights or interests. All reports, documents, information, and any materials or equipment furnished to the Contractor by the City shall remain the sole property of the City. Nothing written in this paragraph, however, will be interpreted to forbid the Contractor from retaining a single copy of information for its files.

#### 3.5.2 Confidentiality

Any individual subcontracted or employed by the Contractor with authorized access to personnel information documents, if any, is given access to use any personnel information in the documents solely for the purpose of performing the Work of the Contract and must not divulge this information to anyone without a need to know. Confidentiality of personnel information contained in the documents shall survive the completion or termination of the Contract subject to applicable state statutes.

#### 3.5.3 Disposal

If at any time during the performance of the Contract or following completion or termination of the Contract, Contractor and/or its subcontractors chooses to dispose of Documents, disposal of Documents shall:

- a) comply with any retention requirements of the agreement, and
- b) be in a manner such that documents or information in the Documents is unable to be read, interpreted, reproduced, copied or duplicated in any fashion.

#### 3.5.4 Access/Retention

During the term of the Contract or following completion or termination of the Contract the Contractor and its Subcontractors, if any, shall maintain all accounting records and other documentation generated in performing the Work under the Contract.

The City or any duly authorized representative of the City shall have access to all such information for the purpose of inspection, audit and copying during normal business hours. All such information shall be retained for five (5) years from the date of final payment and after all other pending matters under the Contract are closed.

This access shall be made available to the City or duly authorized agent and shall be considered incidental to the Scope of Work contained herein. As such, there shall be no additional compensation allowed the Contractor for maintaining this information and allowing the herein described access.

3.6 If Project is funded in any way utilizing Federal Funds the Contractor acknowledges that it may be required to submit to an audit of funds paid through the Contract and as may be conducted in accordance with provisions of the Office of Management and Budget Circular A-133 (Audit of States, Local Government and Non-Profit Organizations).

### 3.7 Estimated Quantities

The City does not guarantee that the quantities estimated will be accurate for the upcoming contract period. The City reserves the right to order decreased or increased amounts from those specified. However, the estimates are as accurate as we are able to determine. Actual quantities, whether lesser or greater than estimated, will not affect the prices as bid and accepted for the term of the contract(s).

----- End of Section 3.0 -----



## SECTION 4.0 – SCOPE OF WORK, SPECIFICATIONS

### 4.1 Scope of Work

The City of Cedar Rapids intends to establish one-year contracts for as-needed purchases of water system pipe, fittings and appurtenances by the Water Division. The materials supplied shall be new, unused and equipped as described in the Specifications (Attachment C) and the Bid Pricing Forms (Attachment E) provided with this bid packet.

It is anticipated that some purchases may be for federally funded projects. All iron and steel materials used for federally funded projects must comply with the Federal Highway Administration (FHWA) 23 USC 313 – Buy America 23 CFR 635.410 policy. Submittal of all certificates of compliance from the manufacturers of steel and iron materials must accompany each delivery for record of compliance. Products and quantities that will potentially be purchased for federally funded projects are listed separately on the red tabs in Attachment E, Bid Pricing Submittal Forms.

#### 4.1.1 City of Cedar Rapids specifications are provided in Attachment C for the following:

- a. Palletizing
- b. Pipe
- c. Fire Hydrants and Hydrant Parts
- d. Butterfly Valves
- e. Gate Valves
- f. Tapping Valves
- g. Tapping Sleeves
- h. Valve Boxes
- i. Outside Diameter (OD) Range Requirements
- j. Galvanic Anodes

#### 4.1.2 Material Requirements

The water system pipe, fittings, and appurtenances shall comply with all applicable American Water Works Association (AWWA) Standards. All materials shall also comply with NSF Standard 61 – Drinking Water System Components.

4.2 The Bid Pricing Submittal Form (Attachment E) contains ten (10) separate spreadsheets for Pipe, FHWA Pipe, Hydrants, FHWA Hydrants, Valves, FHWA Valves, Fittings, FHWA Fittings, Galvanic Anodes, and Service Materials. Pricing, Delivery Time and Manufacturer shall be entered on the Microsoft Excel Spreadsheet by the Bidder for each item offered. Use your tab key to move the cursor through the document to each cell where entry is required. Extended pricing and totals will calculate automatically. If the bidder chooses not to bid a particular item, the pricing shall be left blank and “no bid” shall be typed in the Delivery Time field. Due to the option to not bid some items, the automatically calculated totals shall not be considered an accurate reflection of overall low bid. Pricing shall include all freight (shipping) fees and delivery charges. Delivery in terms of loss or damage is FOB destination.

### 4.3 Documentation Requirements

4.3.1 Bidders are strongly encouraged to submit bids that provide a full and complete description of materials to be furnished by the bidder. Bids that are deemed to be incomplete, vague or unclear may be rejected as unresponsive.

4.3.2 To facilitate proper evaluation, all bids must include, at a minimum, the following information:

- a. Full description and specifications for all materials to be furnished by the bidder
- b. Unit price and extended price (calculated automatically) for all materials to be furnished by the bidder (FOB destination). Identification and complete description of any and all exceptions to the specifications or any items or services specifically excluded from the bid submittal.
- c. Full description of all warranty assurances and conditions

4.4 Bid Submittals

Bidders shall submit one (1) complete original hard copy (including printout of each tab in the Excel workbook) and one flash drive containing bid pricing. All work composed on the flash drive shall be provided in MS Excel 2003 or higher and MS Word 2003 or higher. Each page of the paper copies shall contain an authorized signature.

4.5 Shipment Direct to Job Sites

4.5.1 **Most deliveries shall be made directly to the specified job site in Cedar Rapids or Robins, Iowa for no additional charge.**

4.5.2 Water system pipe shall be delivered by truck freight in individual truckload quantities of approximately 40,000 pounds to job sites in Cedar Rapids or Robins, Iowa.

4.5.3 Unloading at two separate sites within the City shall be allowed at no extra cost.

4.5.4 On rare occasions the City may require delivery of water system pipe of less than full truckload quantities. Bidders shall provide pricing for less than truckload (LTL) deliveries as indicated on the Bid Pricing Submittal Forms (Attachment E).

4.5.5 **Pricing for both LTL and full truckload quantities shall include all freight (shipping) fees and delivery charges.** The City may vary sizes, types and classes of water system pipe on each truckload as needed.

4.5.6 Upon request, other Goods included on this Request for Bid shall be delivered directly to job sites at no additional charge.

4.6 Equivalents

The name of any manufacturer mentioned in the specifications is for the purpose of establishing a minimum acceptable standard of quality desired by the City. For all items bid, the bidder shall indicate clearly the product being bid and supply catalog cuts and descriptive literature with the original copy of the bid. Equivalent products will be considered for all products unless it is specifically indicated for a particular product that no substitutions are allowed. **It is the sole discretion of the City to make the determination if a product will be acceptable as equal.**

4.7 Exceptions to Bid Documents

The Bidder shall clearly state in the submitted bid any exceptions to, or deviations from, the minimum bid requirements and any exceptions to the terms and conditions of this Request for Bid. Such exceptions or deviations will be considered in evaluating the bids. Companies are cautioned that exceptions taken to this Request for Bid may cause their bid to be rejected.

4.8 Silence of Specifications

Commercially accepted practices shall apply to any detail not covered in this specification and to any omission of this specification. Any omission or question of interpretation of the specification that affects the performance or integrity of the service being offered shall be addressed in writing and submitted with the Bid.

----- End of Section 4.0 -----

## SECTION 5.0 – BID EVALUATION AND AWARD

- 5.1 Award - Any award(s) made by the City of Cedar Rapids is subject to prior approval by the City of Cedar Rapids City Council.
- 5.1.1 Award shall be made to the responsible Bidder submitting the lowest responsive bid with regard to the specifications set forth herein. The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, by groups or lump sum; and to waive technicalities and formalities where is it deemed advisable in protection of the best interests of the City.
- 5.1.2 If the evaluation team determines that the project should be awarded, the process shall be as follows:
- The evaluation team shall determine which responsible Bidder has submitted the lowest responsive bid.
  - For projects equal to or greater than \$50,000, the City Council shall consider a resolution awarding the contract and authorizing the City Manager to sign the Contract on behalf of the City. **Note**, as provided for by Section 4.03 of the Cedar Rapids Municipal Code, no Contract shall be deemed to be created and exist, unless and until the City Council adopts a resolution awarding the project and authorizing the City Manager to sign the Contract.
  - The City Manager executes the Contract.
  - The City issues a purchase order to the Contractor. The purchase order shall constitute authorization for the Contractor to commence the Work.
- 5.1.3 If the evaluation team determines that all the bids received should be rejected, the Bidders shall be notified by the Purchasing Services Division accordingly. At that point, the City may, or may not, re-bid the project.
- 5.2 Award of bid shall be made to the lowest responsive and responsible Bidder(s) meeting the specifications set forth herein. In addition to the quoted price, the following is a partial list of the criteria that may be used in our determination of Contractor responsibility and responsiveness:
- Adherence to specifications;
  - Service as specified in these bid documents;
  - Company's reputation and financial status;
  - Company's ability to meet the City's Insurance Requirements;
  - Current lead-time quoted;
  - Guarantees and warranties;
  - Past experience and service provided by Bidder;
  - Favorable references from firms with projects of similar scopes that indicate that the Bidder has the ability to carry out the Work and provide the products specified.
- 5.3 The City of Cedar Rapids reserves the right to use both primary and secondary suppliers or to otherwise use multiple sources to protect the City's overall interests.
- 5.4 The Company must not have any unresolved performance issues with the City of Cedar Rapids. The Company's performance as a prime Contractor or subcontractor in previous City contracts shall be taken into account when evaluating the Company's submittal for this Request for Bid. The City may survey other local agencies during the bid evaluation period to make sure the Company does not have any unresolved or unsatisfactory performance issues. The City reserves the right to reject the Company's submittal based on its assessment of the Company's prior performance.
- 5.5 In case of tie bids, the City will make the award based on the priority factors as outlined in the City of Cedar Rapids Purchasing Policy Manual.  
[http://www.cedar-rapids.org/document\\_center/Purchasing/Tie%20Bid%20Procedure\\_14.pdf](http://www.cedar-rapids.org/document_center/Purchasing/Tie%20Bid%20Procedure_14.pdf)
- 5.6 Buy Local Program
- The Cedar Rapids City Council has passed a resolution adopting a Buy Local Program for the procurement of goods and/or Services by competitive bid or proposal. Preference shall be applied to acceptable bids or proposals from businesses located within Linn County who have submitted a notarized Local Business Certificate. An additional 2% preference will be given for Certified Small Businesses within Linn County, Iowa who are

registered with the Federal Government as one of the following: Small and Disadvantaged Business, Service Disabled Veteran Owned Small Business and Woman Owned Small Business. See Attachment C for details. If your company is already registered, or if this does not apply to your business, do not complete the form.

----- End of Section 5.0 -----

**SECTION 6.0 – SUBMITTAL INSTRUCTIONS**

**DOCUMENTS TO BE SUBMITTED WITH THIS BID**

1. Certification Regarding Ability to Obtain Required Insurance – Attachment D
2. Bid Signature Page – Attachment D
3. Local Business Certificate, if applicable – Attachment D
4. Bid Pricing Submittal Forms – Attachment E

----- End of Section 6.0 -----

## ATTACHMENT A – STANDARD TERMS AND CONDITIONS

**ACCELERATED PAY DISCOUNTS** - Accelerated discounts should be so stated on the Signature Page. If quick pay discounts are offered, the City reserves the right to include that discount as part of the award criteria. Prices bid must, however, be based upon payment in net forty-five (45) days after receipt, inspection and acceptance. In all cases, quick pay discounts will be calculated from the date of the invoice or the date of acceptance, whichever is later.

### ADA COMPLIANCE

1. The Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101 et seq.) and applicable Federal regulations under the Act <https://www.law.cornell.edu/uscode/text/42/12101>.
2. Bids for design, construction, programs, policies and concessions of any type shall comply with the 2010 Standards for Accessible Design, the ADA title II regulation - <https://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>, Section 504 of the 1973 Rehabilitation Act <https://www.ada.gov/cguide.htm#anchor65610>, and similar statutes and regulations prohibiting discrimination on the basis of disability.
3. The Contractor shall ensure that its websites and all online services, including those websites or online services provided by third parties upon which Cedar Rapids relies to provide services or content, comply with, at minimum, Web Content Accessibility Guidelines - WCAG 2.0 AA.
4. It is the responsibility of the Contractor to understand and implement the Accessible Design specifications indicated above (Article 26.1 and 26.2) into all applicable construction projects, including being aware of and making considerations for expected field or manufacturing tolerances, as stated in article 104.1.1 of the 2010 ADA Standards for Accessible Design. Further, the Contractor shall be responsible to make the construction workers aware of the specifications and tolerances in projects that involve ADA design items. Any subsequent inspection of installations of facilities or construction that results in failure to meet the Accessible Design parameters, these items shall be removed and replaced at the expense of the Contractor.

**ASSIGNMENT** - The City and the Contractor each is hereby bound and the partners, successors, executors, administrators and legal representatives of the City and the Contractor are hereby bound to the other Party to the Contract and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other Party, in respect of all covenants, agreements and obligations of the Contract. Any assignment or attempt at assignment made without prior written consent of the City shall be void.

**BID CURRENCY/LANGUAGE** - All bid prices shall be shown in US Dollars (\$). All prices must remain firm for the duration of the contract regardless of the exchange rate. All bid responses must be submitted in English.

**BID FORM** - Each Bidder must submit an original bid and additional copies as required on the forms attached. The Bidder shall correctly sign the bid, and the bid may be rejected if it shows any omissions, alterations of the form, additions not called for in the bid, or any irregularities of any kind. In case of a discrepancy between the unit price and the extended price, the unit price shall prevail.

**BID INFORMATION IS PUBLIC** - All documents submitted with any bid shall become public documents and subject to Iowa Code Chapter 22, which is otherwise known as the "Iowa Open Records Law". By submitting any document to the City of Cedar Rapids in connection with a bid, the submitting party recognizes this and waives any claim against the City of Cedar Rapids and any of its officers and employees relating to the release of any document or information submitted. Each submitting party shall hold the City of Cedar Rapids and its officers and employees harmless from any claims arising from the release of any document or information made available to the City of Cedar Rapids arising from any opportunity. Bid information requested by the public or other bidders will be provided in an alternative format if the requestor is a person with a disability and requires an alternative form for comprehension.

**BID REJECTION OR PARTIAL ACCEPTANCE** - The City reserves the right to accept or reject any or all bids or parts thereof. The City further reserves the right to waive technicalities and formalities in bids, as well as to accept in whole or in part such bids where it is deemed advisable in protection of the best interests of the City.

**CONFLICT OF INTEREST** - Contractor represents, warrants, and covenants that no relationship exists or will exist during the Contract period between the Contractor and the City that is a conflict of interest. No employee, officer or agent of the Contractor shall participate in the selection or in the award if a conflict of interest, real or apparent, exists. The provisions of Iowa Code ch. 68B shall apply to the Contract. If a conflict of interest is proven to the City, the City may terminate the Contract, and Contractor shall be liable for any excess costs to the City as a result of the conflict of interest. The Contractor shall establish safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by the desire for private gain for themselves or others with whom they have family, business, or other ties. The Contractor shall report any potential, real, or apparent conflict of interest to the City.

**DISPUTES** - Should any disputes arise with respect to the Contract; the Parties agree to act immediately to resolve such disputes. Time is of the essence in the resolution of disputes. The Contractor agrees that, the existence of a dispute notwithstanding, it will continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute and the City shall continue to make payment for all work properly performed. Should the Contractor fail to continue to perform its responsibilities regarding all non-disputed work, without delay, any additional costs incurred by the City or the Contractor as a result of such failure to proceed shall be borne by the Contractor. The unintentional delayed payment by the City to the Contractor of one or more invoices not in dispute in accordance with the terms of the Contract will not be cause for Contractor to stop or delay Work.

**FOB POINT AND FREIGHT/DELIVERY CHARGES** - The FOB point, in terms of loss or damage, as well as where title to the goods is passed, shall be FOB-Destination. Freight/delivery charges are to be included in the quoted price of the goods, rather than as a separate line item.

**FORCE MAJEURE** - Force majeure shall be any of the following events: acts of God or the public enemy; compliance with any order, rule, regulation, decree, or request of any governmental authority or agency or person purporting to act therefore; acts of war, public disorder, rebellion, terrorism, or sabotage; floods, hurricanes, or other storms; strikes or labor disputes; or any other cause, whether or not of the class or kind specifically named or referred to herein, not within the reasonable control of the Party affected. A delay in or failure of performance of either Party shall not constitute a default hereunder nor be the basis for, or give rise to, any claim for damages, if and to the extent such delay or failure is caused by force majeure. The Party who is prevented from performing by force majeure shall be obligated, within a period not to exceed fourteen (14) days after the occurrence or detection of any such event, to give notice to the other Party setting forth in reasonable detail the nature thereof and the anticipated extent of the delay, and shall remedy such cause as soon as reasonably possible, as mutually agreed between the Parties.

**INDEMNIFICATION** - The Contractor shall, and hereby agrees to, protect, defend, indemnify and hold harmless the City of Cedar Rapids, its officers and employees from any and all claims, settlements, judgments, and damages of every kind and nature made, to include all costs associated with the investigation and defense of any claim, rendered or incurred by or on behalf of the City, its officers, and employees, that may arise, occur, or grow out of any errors, omissions, or acts, done by the Contractor, its employees, or any independent Contractors working under the direction of either the Contractor in the performance of the Contract.

**LAWS AND REGULATIONS** - The Contract shall be governed, interpreted and enforced in accordance with all applicable federal, State of Iowa, and local laws, ordinances, licenses and regulations of a governmental body having jurisdiction and shall apply to the Contract throughout, as the case may be. The Contractor certifies that in performing the Contract they will comply with all applicable provisions of the federal, state, and local laws, regulations, rules, and orders.

**METHOD OF AWARDING** - The City reserves the right to make awards based on the entire bid or on an item by item basis. However if Contractor's bid is based on an "all or none" condition, the City may consider their bid non-responsive and reject the entire bid.

**NO GIFT STANDARD** - The City of Cedar Rapids is committed to upholding the highest ethical standards in all of its business practices. This standard recognizes the need to avoid even the perception of improper gifts or favors to employees. Therefore, all suppliers have been asked to abide by the City's "No Gift" standard. The "No Gift" standard also applies to all offers of discounts or free items at any place of business targeted toward a City employee and not available to the general public, regardless of the value.

**NON-COLLUSION STATEMENT** - Neither the Contractor, nor anyone in the employment of the Contractor, has employed any person to solicit or procure the Contract nor will the Contractor make any payment or agreement for payment of any compensation in connection with the Contract. There is no contract, agreement or arrangement, either oral or written, expressed or implied, contemplating any division of compensation for Work rendered under the Contract or participation therein, directly or indirectly, by any other person, firm or corporation, except as documented in the Contract. Neither the Contractor, nor anyone in the employment of the Contractor, has either directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive procurement in connection with the Contract.

**NON-DISCRIMINATION AND EQUAL OPPORTUNITY** - All Contractors that engage in contracts with the City of Cedar Rapids, Iowa agree as follows: The Contractor will not discriminate against any employee or applicant for employment because of race, sex, color, creed, ancestry, national origin, marital status, families with children, religion, age, disability, sexual orientation, gender identity, genetic information, status with regard to public assistance, status as a veteran or any classification protected by federal, state, or local law, (Protected Classes) except where age and sex are essential bona fide occupational requirements, or where disability is a bona fide occupational disqualification. Such action shall include, but not be limited to the following: (a) Employment, (b) Upgrading, (c) Demotion or transfer, (d) Recruitment and advertising, (e) Layoff or termination, (f) Rate of pay or other forms of compensation, and (g) Selection for training, including apprenticeship. The Contractor further assures that managers and employees comply with both the spirit and intent of federal, state, and local legislation, government regulation, and executive orders in providing affirmative action as well as equal opportunity without regard to the protected classes, as stated above. The Contractor will include, or incorporate by reference, the provisions of the nondiscrimination clause in every contract or subcontract unless exempt by the rules, regulations or orders of the City's Affirmative Action Program and will provide in every contract or subcontract that said provision will be binding upon each Contractor.

**REGULATORY AGENCY COMPLIANCE** - Compliance with laws and regulations set forth by regulatory agencies is required. These agencies include, but are not limited to, OSHA – Occupational Safety & Health Agency, EPA – Environmental Protection Agency, ICC – Interstate Commerce Commission, DNR – Department of Natural Resources, and DOT – Department of Transportation. The City of Cedar Rapids expects that Contractors will offer expertise on conformance of regulations applying to the products they sell and the work they perform.

**RIGHT TO PROTEST** - Anyone wishing to file a protest concerning (1) the specifications, (2) the bid procedure or (3) the award of the contract must do so in writing in accordance with the City's Protest Procedure which is posted on the City's website at [http://www.cedar-rapids.org/document\\_center/Purchasing/Protest%20Procedure\\_14.pdf](http://www.cedar-rapids.org/document_center/Purchasing/Protest%20Procedure_14.pdf)

**SAFETY DATA SHEETS** - The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, and importers to ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked and to provide Safety Data Sheets (SDS) to communicate the hazards of hazardous chemical products. It is the chemical supplier's responsibility to determine

which products are covered and to provide SDS with the initial shipment. It is also the chemical supplier's responsibility to provide any updated or revised SDS, as they become available for any products sold and delivered to the City of Cedar Rapids. City of Cedar Rapids employees shall not accept a shipment of any chemical that does not have a SDS attached or currently on file. Safety Data Sheets shall be available in alternative formats if the requestor is a person with a disability and requires an alternative format for comprehension.

**SUBCONTRACTING** - The Work relating to this Project, or any portion thereof, may not be subcontracted without written approval from the City. All approved Subcontractors shall be listed in the resulting contract or in a written amendment to the contract.

**SPECIFICATIONS** - Unless otherwise stated, every item provided in response to this Request for Bid shall be new, unused, and of current model under standard production by the manufacturer. Items shall be furnished complete with standard equipment and accessories as listed in the manufacturer's printed literature. Remanufactured, used, demonstrator models or refurbished items will not be accepted.

**SUSPENSIONS AND DEBARMENT** - The Contractor hereby certifies, pursuant to 2 CFR pt. 180 and 2 CFR pt. 3000, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the Contract by any federal agency. The Contractor further certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contracts with the City of Cedar Rapids or the State of Iowa.

**TAXES** - The City of Cedar Rapids is exempt from sales tax and certain other use taxes. Any charges for taxes from which the City is exempt will be deducted from invoices before payment is made. The Cedar Rapids Tax ID number is 42-6004336.

**TERMINATION OF CONTRACT FOR CONVENIENCE** - The City may terminate the Contract at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least thirty (30) calendar days before the effective date of such termination. In that event, all finished or unfinished Work, reports, materials(s) prepared or furnished by the Contractor under the Contract shall, at the option of the City, become its property. If the Contract is terminated by the City as provided herein, the Contractor shall be paid for all Work which has been authorized, provided, and approved up to the effective date of termination. The City will not be subject to any termination fees from the Contractor.

**TERMINATION FOR CAUSE AND DEFAULT** - If through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations or if the Contractor shall violate any of the terms or conditions of the Contract, the City shall thereupon have the right to terminate the Contract by giving written notice to the Contractor of such termination and specifying the effective date of termination. In that event, and as of the time notice is given by the City, all completed Work, reports, and delivered materials shall, at the option of the City, become its property, and the Contractor shall be entitled to receive compensation for any satisfactory Work completed. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damage sustained by the City by virtue of breach of the Contract by the Contractor and the City may withhold any payments to the Contractor for the purpose of set off until such time as the exact amount of damages due the City are determined.

**WARRANTIES - GOODS** - The Contractor warrants that all articles, materials and goods shall be consistent with manufacturer's specifications and will be free from defects. Without limitation of any rights which the City may have by reason of any breach of warranty, goods which are not as warranted may be returned at Contractor's expense within thirty (30) days after delivery, for either credit or replacement, as the City may direct without additional charge to the City.

**WARRANTIES - WORK** - The Contractor shall perform Work for the City pertaining to the Project as set forth in the Contract. Contractor represents that the Work and all of its components shall be free of defects; shall be performed in a manner consistent with other Contractors in a similar industry and application; and shall conform to the requirements of the Contract.

Contractor shall be responsible for the quality, technical accuracy, completeness and coordination of all Work performed under the Contract. Contractor shall, promptly and without charge, provide all corrective Work necessary as a result of Contractor's acts, errors, or omissions with respect to the quality and accuracy of the Work.

Contractor shall be responsible for any and all damages to property or persons as a result of Contractor's acts, errors, or omissions, and for any losses or costs to repair or remedy any Work undertaken by City based upon the Work as a result of any such acts, errors, or omissions.

Contractor's obligations shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of City or Contractor.

**WARRANTIES - INTELLECTUAL PROPERTY** - Contractor represents and warrants that all the materials, goods and work produced, or provided to the City pursuant to the terms of the Contract shall be wholly original with the Contractor or that the Contractor has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such materials, goods and work. The Contractor represents and warrants that the materials, goods and work, and the City's use of same, and the exercise by the City of the rights granted by the Contract shall not infringe upon any other work or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm, or corporation. Contractor further represents and warrants that the materials and works do not infringe upon the copyright, trademark, trade name, trade dress patent, statutory, common law or any other rights of any person, firm or corporation or other entity. The Contractor represents and warrants that it is the owner of or otherwise has the right to use and distribute the goods and work contemplated by the Contract.

----- End of Attachment A -----



## ATTACHMENT B – INSURANCE REQUIREMENTS

### **Section I – Basic Insurance Requirements**

Contractor, at its own expense, shall procure and maintain during the life of this Contract, the following insurance so as to cover all risk which shall arise directly or indirectly from Contractor's obligations and activities.

**General Liability Insurance** Contractor shall carry the most recently approved ISO Commercial General Liability Insurance policy, or its equivalent, written on an occurrence-basis, with limits not less than \$1,000,000 per occurrence/ \$2,000,000 general aggregate for Bodily Injury and Property Damage, including the following coverages:

- Premises and Operations Coverage
- Contractual Liability
- Products and Completed Operations Coverage
- Broad Form Property Damage Liability
- Personal Injury Liability

**Automobile Liability Insurance** with a combined single limit of at least \$1,000,000 per occurrence for bodily injury and property damage. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the Contractor or its employees.

**ONE (1) ENDORSEMENT is to be added to the General Liability Policy. Copies of the endorsements are to be produced with the certificate.**

#### **1. Additional Insured Endorsement:**

Except for Workers' Compensation and Professional Liability, the policies shall include the City Additional Insured Endorsement of: The City of Cedar Rapids, Iowa, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees, and volunteers, are included as additional insureds with respect to liability arising out of the Insured's work and/or services performed for the City of Cedar Rapids, Iowa. This coverage shall be primary to the additional insureds, and not contributing with any other insurance or similar protection available to the additional insureds, whether available coverage be primary, contributing, or excess.

#### **2. Non-Waiver of Governmental Immunities Endorsement (Iowa):**

- a. **Non-waiver of Government Immunity** The insurance carrier expressly agrees and states that the purchase of this policy and the including of the City of Cedar Rapids, Iowa as an Additional Insured does not waive any of the defenses of governmental immunity available to the City of Cedar Rapids, Iowa under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.
- b. **Claims Coverage** The insurance carrier further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as may be amended from time to time.
- c. **Assertion of Government Immunity** The City of Cedar Rapids, Iowa shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier. Nothing contained in this endorsement shall prevent the carrier from asserting the defense of governmental immunity on behalf of the City of Cedar Rapids, Iowa.
- d. **Non-Denial of Coverage** The insurance carrier shall not deny coverage under this policy and the insurance carrier shall not deny any of the rights and benefits accruing to the City of Cedar Rapids, Iowa under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the City of Cedar Rapids, Iowa.
- e. **No Other Change in Policy** The insurance carrier and the City of Cedar Rapids, Iowa agree that the above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

#### **3. Cancellation and Material Changes Endorsement**

Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction in insurance coverage and/or limits and ten (10) days written notice of non-payment of premium shall be sent to:

City of Cedar Rapids  
Finance Department – Purchasing Services Division  
101 First Street SE  
Cedar Rapids IA 52401

**(Please note that the City does accept a signed letter on the agent's letterhead, from the insured's insurance agent, confirming that the agent will provide notice as indicated above.)**

**Section II – Conditions of Contract**

The Contractor is required to purchase and maintain insurance coverage to protect the Contractor and City of Cedar Rapids throughout the duration of this Contract as enumerated above in the minimum limits above written and the requirement shall be a part of the Contract. Failure on the part of the Contractor to maintain this insurance in full effect will be treated as a failure on the part of the Contractor to comply with these requirements and be considered sufficient cause to suspend the work, withhold payment(s), and/or be disqualified in the future.

The insurance policies shall be issued by insurers authorized to do business in the State of Iowa and currently having an A.M. Best Rating of "B+" or better. All policies shall be occurrence form. If Professional Liability coverage is written on a claims made policy form, the certificate of insurance must clearly state coverage is claims made and coverage must remain in effect for at least two years after final payment with the Contractor continuing to furnish the CITY certificates of insurance.

The Contractor shall be responsible for deductibles and self-insured retentions in the Contractor's insurance policies.

The Contractor is required to give the City notice of any change in coverage, specifically, any reduction in coverage and cancellation of coverage no less than thirty (30) days prior to the effective date of any non-renewal or cancellation of any policies required by the Contract.

The City intends to be an Additional Insured with coverage being primary and not contributing with any other insurance or similar protection available to the City whether any other coverage is primary, contributing or excess.

In the case of any work sublet, the Contractor shall require subcontractors and independent contractors working under the direction of either the Contractor or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the Contractor.

**Section III – Contract Approval**

A Certificate of Insurance is required evidencing all required insurance coverage as provided above with any required endorsements attached so as to evidence their inclusion in the coverage. The Certificate of Insurance is due before the Contract can be approved. The following format is required:

List Water System Pipe, Fittings, and Appurtenances, RFB #PUR0118-105, as the Scope of Work the certificate covers in the Description of Operations section.

The following address must appear in the Certificate Holder section:

City of Cedar Rapids  
Finance Department – Purchasing Services Division  
101 First Street SE  
Cedar Rapids IA 52401

The Producer's contact person's name, phone number and e-mail address is required.

Certificates may be sent by e-mail ([r.johnson2@cedar-rapids.org](mailto:r.johnson2@cedar-rapids.org)), fax (888-815-3659), mail or delivery to the attention of Rebecca Johnson.

----- End of Attachment B -----

**ATTACHMENT C – SPECIFICATIONS**  
**City of Cedar Rapids Water Utilities Division**

**PALLETIZING SPECIFICATIONS**

The following water main appurtenances shall be shrink-wrapped and placed on pallets prior to delivery – crates will NOT be acceptable:

1. Butterfly and gate valves
2. Fire hydrants
3. All tees and bends (11 ¼ thru 90 degrees)
4. Anchor couplings
5. Valve boxes by individual component
6. Stop boxes
7. Repair couplings (all styles)
8. Repair clamps (all styles)

**CEMENT LINED DUCTILE IRON PIPE SPECIFICATIONS**

Material specifications:

1. Pipe shall be AWWA C151, Class 52 for 12" and smaller pipe. For pipe larger than 12", Pressure Class pipe shall be used.
2. Pipe shall have an exterior bituminous enamel coating and a standard cement mortar lining in accordance with AWWA C104.
3. Joints shall be either push-on grooved gasket type or mechanical joint type as specified in Attachments C and E and in accordance with the following standards for the type of joint specified:
  - a. Push-on joint, bell and spigot, grooved gasket type, AWWA C111
  - b. Mechanical Joint, AWWA C111
4. Pipe shall be complete with all necessary joint gaskets, lubricants, glands and bolts.

Delivery specifications:

1. Material shall be delivered by truck freight in individual truckload quantities of approximately 40,000 pounds to job sites in Cedar Rapids and Robins, Iowa.
2. The City shall be allowed to vary sizes, types and classes of materials on each truckload as demands require.
3. Unloading at multiple sites within the City shall be allowed at no additional cost.
4. The City may require delivery of water system pipe of less than full truckload quantities.

## FIRE HYDRANT SPECIFICATIONS

### Material Specifications:

1. Hydrants shall be UL-FM Approved and manufactured to conform to AWWA Standard C502, Dry Barrel Hydrants. Hydrants shall be one of the following models (no substitutions):
  - Clow Corporation – Medallion
  - Kennedy Valve – Guardian K81-D
  - Mueller Company – Super Centurion 250
  - Waterous Pacer – 1996 or newer
2. Each hydrant shall have two (2) 2 ½" inside diameter (ID) threaded nozzles. Ductile iron or cast caps and cap gaskets for the two (2) 2 ½" ID threaded nozzles shall be attached to the hydrant with chains and have a 1" square nut cast integral with the cap for tightening and removal purposes. Nozzle threads shall be Cedar Rapids Standard Thread Specification.
3. Each hydrant shall have one (1) 5" inside diameter (ID) integral Storz connection pumper nozzle. The Storz shall have a brass metal face and hard anodized aluminum Storz ramps and lugs. The Storz shall be made of forged or extruded 6061-T6 aluminum. The blind cap shall have hard anodized aluminum Storz ramps and lugs, made of forged or extruded 6061-T6 aluminum and be equipped with a seal. The cap shall be connected to the hydrant with a 0.125" vinyl coated aircraft cable.
4. Each hydrant shall have a breakable flange connection above the ground line and a breakaway stem connection.
5. Operating nut with weather cap shall be 1" square and shall open by turning clockwise. An arrow and the word "open" shall be cast in raised letters on top of the hydrant to indicate the direction of opening.
6. Main valve opening shall be 5 ¼" in diameter. Main valve closure shall be with the water pressure.
7. Depth of bury shall be 6'0".
8. Inlet connection shall be 6", mechanical joint, AWWA C110. All bolts, glands and rubber gaskets for making the joint shall be furnished with the hydrant.
9. Drain ring, valve seat ring, upper valve plate, and lower valve plate shall be of bronze.
10. All nuts and bolts that attach the lower barrel to the shoe (boot or elbow) of the assembly shall be of 304 stainless steel with silicone coated threads on the nuts to prevent galling and loosening while in transit.
11. Coating. All coatings to be two part epoxy or powder coat Isocyanurate in compliance with AWWA C550; 6 to 8 mils total DFT.  
Exposed above grade exterior color to be green, matching [RAL 6005](#).  
Interior or below grade shall be manufacturers standard color.
12. Anodizing – The aluminum finish on the Storz shall be hard coat anodized to Mil-A-8625, Type 3, dark gray.

## THREAD TO STORZ FIRE HYDRANT ADAPTOR SPECIFICATIONS

1. The Storz fire hydrant adapter shall convert a 5.562" outside diameter (OD) with 6 turns per inch (TPI) threaded fire hydrant nozzle to a 5" (ID) Storz connection nozzle.
2. The Storz shall thread onto the male 4 ½" (ID) pumper nozzle and be secured permanently to the hydrant. Nozzle threads shall be Cedar Rapids Standard Thread Specification.
3. The Storz shall have a hard anodized aluminum metal face seal and hard anodized aluminum Storz ramps and lugs. The adapter shall be made of forged or extruded 6061-T- aluminum and secured to the nozzle by (2) stainless steel screws, inserted 180 degrees apart. The female adapter shall contain a flat rubber gasket which seals against the male hydrant nozzle. The blind cap shall have hard anodized aluminum Storz ramps and lugs, made of forged or extruded T6061-T6 aluminum and be equipped with a seal. The cap shall be connected to the adapter or hydrant with a 0.125" vinyl coated aircraft cable.
4. Anodizing – The aluminum finish on the Storz shall be hard coat anodized to Mil-A-8625, Type 3, dark gray.

## BUTTERFLY VALVE SPECIFICATIONS

### Material specifications:

1. Butterfly valves shall be AWWA C504 for buried service as manufactured by Mueller Company of Decatur, IL, M & H Valve Co. of Anniston, AL, Henry Pratt, a subsidiary of US Pipe Co., or FAG/GA Industries (no substitutions).
2. All butterfly valves shall be class 150B.
3. The valve operator shall contain a travel nut with a minimum rating of 450 foot-pounds torque at the travel stops.
4. Valves shall be short body pattern with mechanical joint ends.
5. Body shall be gray or ductile iron and disc of the valve shall be of ductile iron material.
6. Shaft seals shall be of the O-ring type.
7. Valve shall have a manual operator with a 2" square operating nut for operation of the valve. Operating nut shall turn clockwise to open the valve.
8. Valves shall be fusion bonded epoxy coated inside and outside to meet AWWA standard C550 and NSF approved for potable water contact.
9. Valves shall be furnished with all joint accessories including anti-rotational bolts if applicable.

## RESILIENT-SEATED GATE VALVE SPECIFICATIONS

### Material specifications:

1. Resilient-seated gate valves shall be AWWA C509 or C515 as manufactured by Clow Valve Company of Oskaloosa, IA, Mueller Company of Decatur, IL, Kennedy Valve Co. of Elmira, NY, M & H Valve Co. of Anniston, AL, or American Flow Control of Birmingham, AL (no substitutions).
2. Valve bodies shall be of gray or ductile iron material. Working pressure of the valve shall be at least 200 psi.
3. Valves shall have an unobstructed waterway opening equal to or greater than the full nominal diameter of the valve.
4. Valve shall contain a non-rising stem with the stem, stem nut, and thrust collar made of bronze. At least two (2) stem seals shall be provided of the O-ring type accompanied by two (2) thrust washers.
5. Valves shall have a standard 2" square operating nut and shall turn clockwise to open.
6. Valves shall be furnished with all joint accessories including anti-rotational bolts if applicable.
7. Valves shall be fusion bonded epoxy coated inside and outside to meet AWWA standard C550 and NSF approved for potable water contact.
8. Bonnet and packing plate nuts and bolts shall be manufactured from 304 stainless steel.
9. All valves shall be free from "cosmetic defects" as defined by the AWWA.

## TAPPING VALVE SPECIFICATIONS

### Material specifications:

1. Tapping valves shall be specified as listed above for resilient-seated gate valves with the exception that one end shall be mechanical joint and the other end shall be flanged to match the tapping sleeve and in addition shall have oversize seat rings to permit entry of the tapping machine cutters.

## WATER MAIN REPAIR PARTS SPECIFICATIONS

### Water Main Repair Clamp:

1. Repair Clamp shall be of the Full Circle Band Type of 304 or 18-8 Stainless Steel, with a keeper bar through which the studs extend.
2. Fingers of the lugs shall be MIG welded to the base and the clamp band shall be TIG welded to the lug bases.
3. Studs shall be 304 Stainless Steel, MIG welded to the lug bases and fusion bonded epoxy coating to prevent galling.
4. Nuts are fluoropolymer coated to prevent galling.
5. The gasket shall be continuous 360 degree with gridded pattern and tapered ends, made of **Nitrile (Buna-N)** to resist water, oil, acids, alkalis and most aliphatic hydrocarbon fluids and shall be suitable for a temperature range of -20° F to 180° F.
6. Sizes up through 12-inch shall be designed for a working pressure of 150 PSI, and certified to NSF and ANSI 61-G.
7. Clamps shall be Smith-Blair Model 261, 262 or 263, or Romac SS1 or SS3, full circle repair clamps (no substitutions).

### Water Main 2-bolt Extended Range Coupling:

1. Water Main Coupling shall be constructed of a carbon steel (ASTM A53 Grade A steel) sleeve body and end ring (ASTM A283M) with fusion bonded epoxy coating.
2. Bolts, nuts, spacers and washers shall be ANSI 304/303 Stainless Steel with coated nuts and anti-seize compound on all threads. Nuts shall work with standard 1-1/16" wrenches.
3. The gaskets shall be made of **Nitrile (Buna-N)** to resist water, oil, acids, alkalis and most aliphatic hydrocarbon fluids, be suitable for a temperature range of -20° F to 180° F, and have a dual layer adjustable inner gasket system.
4. Couplings shall be Hymax, Triple Tap TX3, or Romac Macro only (no substitutions).

## TAPPING SLEEVES SPECIFICATIONS 4" THRU 12"

### Material specifications:

1. Stainless Steel 2 piece as in Total Piping Solution "Triple Tap Sleeve", or Romac SST III.
2. Tapping sleeves shall have a maximum working pressure rating of 175 psi.
3. Gasket shall be NSF-61 approved NBR rubber (**Nitrile**) with opposing bead system on upper and lower gaskets.
4. Upper shell, lower shell, branch tube, alignment lugs, and spanner plate shall be heavy gauge 18-8 Stainless Steel (type 304).
5. Nuts, bolts, and washers shall be Stainless Steel (type 304).
6. Tapping sleeves shall have 3/4" test port with 3/4" IPS stainless steel pipe plug installed.
7. Flange shall be ductile iron and recessed to accept tapping valve.
8. Tapping sleeves shall meet the outside diameter (OD) requirements for Class A, B, C, or D pit cast pipe.

**TAPPING SLEEVES 16" THRU 24" WITH TAP SIZE OF ONE HALF PIPE SIZE OR LESS**

Material specifications:

1. Tapping sleeves with tap size of one-half pipe size or less shall be Smith-Blair 622 or Romac FTS420 (no substitutions).
2. Tapping sleeves with tapping outlets one-half of the tapped pipe diameter, or less, shall be Smith-Blair Tapping Sleeve 622 style with epoxy coated body, low carbon alloy steel bolts, and **Nitrile** gasket.
3. Tapping sleeves shall meet the OD requirements for Class A, B, C, or D pit cast pipe.
4. Tapping sleeves shall be furnished complete with all accessories.

**VALVE BOX SPECIFICATIONS**

Material specifications:

1. Valve boxes shall be cast iron, three-piece, screw type, 5 ¼" ID, and with cast iron drop cover with "WATER" cast in raised letters on the top.
2. The three-piece box shall consist of a base with supporting flange, a bottom/middle extension, and a top section with recess for the cover.
3. Boxes shall be manufactured for installation under roadways.
4. All valve box components shall have a combined weight of at least 135 pounds.
5. **The 26" top section shall weigh at least 50 pounds, the 30" middle section at least 40 pounds, and the base section at least 45 pounds.**
6. All valve box components shall be separated by type and shrink-wrapped and palletized for delivery. **Crates are NOT acceptable for delivery of valve box components.**
7. Valve boxes shall be manufactured by East Jordan, Tyler Union, or Bingham Taylor (no substitutions).

**OUTSIDE DIAMETER (OD) RANGES**

All tapping sleeves, tapping saddles, repair clamps, and couplings shall be suitable for the following outside diameter ranges:

<u>Nominal Size</u>	<u>OD Range</u>
3"	3.80" – 3.96"
4"	4.80" - 5.10"
6"	6.90" – 7.22"
8"	9.05" – 9.45"
10"	11.10" – 11.60"
12"	13.20" – 13.50"
16"	17.40" – 17.80"
20"	21.60" – 22.06"
24"	25.80" – 26.32"

Sizes above 24" will meet the Standard OD Ranges for D.I.P.

**EXCEPTIONS TO OD RANGES INCLUDED IN ATTACHMENT C:**

**Service Materials – The Service Tapping Saddles section lists other OD ranges for tapping saddles with tap sizes of 1", 1¼", 1½", and 2".**

**Miscellaneous Distribution Materials – The Joint Restraint section includes oversized Mega-Lugs.**

## GALVANIC ANODES

Material specifications for Magnesium Anodes:

1. Description: Magnesium anodes shall be capable of delivering a minimum efficiency of 500 amp-hours per pound of magnesium and shall have the following metallurgical analysis:
2. Metallurgy
  - a. Aluminum: 0.01% (max)
  - b. Manganese: 0.50% - 1.3%
  - c. Copper: 0.02% (max)
  - d. Nickel: 0.001% (max)
  - e. Iron: 0.03% (max)
3. Packaged Magnesium Anode Backfill
  - a. Magnesium anodes shall be packaged within a cotton sack in a special chemical backfill having the following proportions:
  - b. Ground Hydrated Gypsum: 75%
  - c. Powdered Bentonite: 20%
4. Anode Lead Wire
  - a. The standard lead wire for a magnesium anode shall be at least 10 feet in length of No. 12 AWG solid copper wire with Type TW (red) thermoplastic insulation
  - b. Lead Wire Connection to Anode Core
    - Magnesium anodes shall be cast with a minimum 20-gauge galvanized steel core
    - One end of the anode shall be recessed to expose the core for silver-soldering the lead wire
    - The silver-soldered lead wire connection and anode recess shall be filled with an electrical potting compound before packaging
5. Magnesium Anode Physical Parameters

Anode Weight (#)		Nominal Package Dimensions (in.)	
Bare Anode	Packaged Anode	Length	Diameter
32	70	28	8.0

6. Subject to meeting the requirements of this specification, acceptable manufacturer's products which may be incorporated into the work include the following:
  - a. Mesa Products, Inc., 4445 S. 74<sup>th</sup> E. Avenue, Tulsa, OK 74145; (918) 627-3188
  - b. BK Corrosion, LLC, 4411 Navigation Blvd., Houston, TX 77011; (713) 225-6661
  - c. Champion Corrosion Products, Inc., 7050 S. State Highway 123, Seguin, TX 78155, (830) 303-8505
  - d. Galvotec Corporate, 6712 South 36<sup>th</sup> Street, McAllen, TX 78503, (956) 630-3500



# ATTACHMENT D

## BID SUBMITTAL FORMS

For

### WATER SYSTEM PIPE, FITTINGS & APPURTENANCES

#### RFB #PUR0118-105

<b>FORM NAME</b>	<b>Page</b>
Certification Regarding Ability to Obtain Required Insurance.....	26
Signature Page Form.....	27
Buy Local Packet (submit only if applicable).....	28

**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: \_\_\_\_\_

**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 Goods 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 \_\_\_\_\_

D-U-N-S (<https://fedgov.dnb.com/webform>) \_\_\_\_\_

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](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](mailto: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 vendor'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			
	Vendor A	Vendor B	Vendor 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%
- Vendor B submitted the lowest bid of \$14,770.55
- Vendor B is not a local business
- Vendor A submitted the next lowest bid of \$15,147.99
- Vendor 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 vendor, Vendor 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			
	Vendor A	Vendor B	Vendor 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 Vendor A was given 976.7 points by the evaluation team
- Vendor B and Vendor C each received 50 additional points per the local preference policy
- After the additional points were applied, Vendor 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:

Form with 3 rows of questions regarding business location, taxes, and rent, each with Yes/No checkboxes and additional address/residence questions.

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 - Purchasing Division
101 First Street SE
Cedar Rapids, IA 52401

Internal Use Only: Vendor ID: \_\_\_\_\_ Vendor Location ID: \_\_\_\_\_ Updated by: \_\_\_\_\_



STATEMENT OF POLICY

CITY OF CEDAR RAPIDS SMALL BUSINESS CERTIFICATE

On August 8, 2017, the City Council approved Resolution No. 1048-08-17 to amend the Purchasing Manual to include an additional preference for Certified Small Businesses within Linn County, Iowa who are registered with the Federal Government as one or more of the following: Small and Disadvantaged Business, Service Disabled Veteran Owned Small Business or Woman Owned Small Business.

In order for a business to be entitled to a local preference and a small business preference, a business must have the following:

- 1. Completed, approved, notarized Local Business Certificate on file with the City of Cedar Rapids Finance Department (see pages 1-3);
2. Completed, approved, notarized Small Business Certificate on file with the City of Cedar Rapids Finance Department (see page 4);
3. DUNS# and
4. Be registered with the Federal Government on the System for Award Management (SAM) website (www.sam.gov).

The preference is not applicable to sole source purchases, 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.

Preference shall be given to Certified Small Businesses in conducting procurement of goods and/or services by bid, quote or proposal as follows:

- 1. For Bids and Quotes: An extra 2% shall be applied for Certified Local Businesses who are registered with the Federal Government as a Small Business and designated as one or more of the types of businesses described herein.
2. For Proposals: An extra 2% of all available points shall be applied for Certified Local Businesses who are registered with the Federal Government as a Small Business and designated as one or more of the types of businesses described herein.

WRITTEN STATEMENT REQUESTING SMALL 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 small business for purposes of the City of Cedar Rapids "Buy Local" program. In support of this request I certify the following information as being true and correct:

Form with fields for: Name of Business, Do you have a DUNS Number?, Does your company have an active registration with the Federal Government on the SAM website, and Indicate which small business designation your company is registered as on the SAM website.

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

Signature, Title, Date, Address, City/State, Zip, Phone, Email, County fields.

Subscribed and sworn to this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ before the undersigned Notary Public.

\_\_\_\_\_, NOTARY PUBLIC, STATE OF IOWA

Internal Use Only: Mail the notarized, completed certificate to ->->- City of Cedar Rapids - Purchasing Division, 101 First Street SE Cedar Rapids, IA 52401. Vendor ID, Vendor Location ID, Updated by fields.