



**REQUEST FOR BID  
CAB & CHASSIS WITH SERVICE BODY – RFB # PUR0418-166  
CITY OF CEDAR RAPIDS, IOWA – FLEET SERVICES DIVISION  
April 23, 2018**

**SECTION 1.0 - NOTICE OF REQUEST FOR BIDS (RFB)**

1.1 Scope of Work - The City of Cedar Rapids is seeking bids from qualified Vendors for the purchase and delivery of one (1) standard cab, dual rear wheel cab and chassis with service body for the Fleet Services Division. This vehicle will be used by Water Distribution. Complete specifications are listed on the Bid Pricing Form, Attachment A.

1.2 RFB Timeline

<b>Name of the Bid</b>	Cab & Chassis with Service Body, RFB #PUR0418-166
<b>Date of Issuance</b>	Monday, April 23, 2018
<b>Deadline for Questions</b>	Monday, April 30, 2018 at 3:00 pm CDT
<b>Deadline for Bid Submittal</b>	Monday, May 7, 2018 before 3:00 pm CDT Bids time stamped 3:00 or after are late
<b>Recommendation for Award</b>	Tuesday, May 22, 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: Cab & Chassis with Service Body, RFB #PUR0418-166  
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 proposals **are not** acceptable

**Contact Person, Title** Allison Millikin, Purchasing Agent  
**E-mail Address** [a.millikin@cedar-rapids.org](mailto:a.millikin@cedar-rapids.org)

**Phone/ Fax Numbers** Phone: 319-286-5022 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 Monday, May 7, 2018 at 3:00 pm CDT (our clock) 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 Whenever used in this RFB the following terms shall have the meaning given as follows: City shall mean the City of Cedar Rapids, Iowa. Vendor/Contractor shall mean the company providing and delivering the cab and chassis with service body to the Fleet Services Division.

### 2.3 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.

### 2.4 Insurance Requirements

Vendor, at its own expense, shall procure and maintain workers compensation, general liability and automobile liability insurance so as to cover risks which shall arise directly or indirectly from Vendor's obligations and activities. The Vendor shall furnish the City with a copy of the Certificate of Insurance as proof of the Vendor's insurance policies, if requested by the City.

### 2.5 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.

### 2.6 Addenda

Any matter of this bid package that requires explanation or interpretation must be inquired into by the Bidder in writing by Monday, April 30, 2018 at 3:00 pm, CDT. FAX or E-MAIL all questions to Allison Millikin, 888-815-3659 or [a.millikin@cedar-rapids.org](mailto:a.millikin@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 be acknowledged and dated on the bottom of the Signature Page Form (Attachment A). All Addenda will be posted on the City's website. It is the Bidder's responsibility to check for addenda. Verbal information obtained otherwise will NOT be considered in awarding of bids.

[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)

### 2.7 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.

### 2.8 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 goods being offered shall be addressed in writing and submitted with the Bid.

### 2.9 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".

### 2.10 In the event of conflict, the Special Terms and Conditions shall take precedence over the General 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 Vendor from the vendors list and rejection of the Vendor'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.

#### DOCUMENTS TO BE SUBMITTED WITH THE BID

1. BID SUBMITTAL FORM – ATTACHMENT A
2. BID SIGNATURE PAGE – ATTACHMENT A
3. LOCAL BUSINESS CERTIFICATE, IF APPLICABLE – ATTACHMENT A
4. DESCRIPTIVE LITERATURE—PAGE 6

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

## SECTION 3.0 - SPECIAL TERMS AND CONDITIONS

### 3.1 Payment Terms and Invoice Submittal

- 3.1.1 Payment terms for the Vehicle shall be net forty-five (45) days upon receipt of an acceptable original invoice and after the Vehicle is received, inspected and accepted and all required documentation is received in a format acceptable to the City.
- 3.1.2 Invoices shall include the following information:
- Vendor name and address
  - Date of Delivery
  - City PO number
  - Description of the Vehicle, including the VIN #
  - Quantity
  - Unit price
  - Extended price
  - The total amount being invoiced
  - The Project Number (RFB #PUR0418-166)
- 3.1.3 Surcharges (i.e. fuel surcharges, restocking) shall NOT be allowed to be added to invoices as an additional line item.
- 3.1.4 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.
- 3.1.5 The City may withhold payment for reasons including, but not limited to the following:
- a) Vehicle that is defective, inaccurate, flawed, unsuitable, nonconforming or incomplete due to negligence of the Vendor;
- b) Damage for which Vendor is liable;
- c) Valid liens or claims of lien;
- d) Valid claims of Subcontractors or other persons;
- e) Delay in the delivery of the Vehicle;
- f) Inability of Vendor to complete the delivery of the Vehicle;
- g) Failure of Vendor to properly complete or document any pay request or invoice;
- h) The cost to City, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters.

### 3.2 Treatment of Documents and Records - Access/Retention

The Vendor shall maintain all accounting records and other documentation generated in providing the goods/equipment under this Bid.

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 regarding this purchase 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 Vendor for maintaining this information and allowing the herein described access.

- 3.3 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).

### 3.4 Estimated Quantities

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.

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

## SECTION 4.0 - VEHICLE REQUIREMENTS

### 4.1 Delivery

- 4.1.1 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.
- 4.1.2 The delivery time or completion date, as stated in the Bid Submittal Form, shall be the time required to deliver the complete item(s) after the receipt of the order or award of the Contract. Where multiple items appear on a Bid or Proposal request, the Bidder shall, unless otherwise stated by the City, show the delivery time for each item separately.
- 4.1.3 It is mandatory that once the dealership has received the purchase order and the order is placed, **a copy of the "Order Dora" or a document from the manufacturer stating that the vehicle ordered was placed on a certain date MUST be sent to Joy Huber, Fleet Services Manager** within 10 calendar days after the vehicle order has been placed.
- 4.1.4 After the build date and final delivery date has been determined between the awarded bidder and the factory, notice (in writing) must be given to Joy Huber, Fleet Services Manager. If the delivery date changes and no notice is given to the City of that change, the lack of notice will be reflected in the dealership's performance when future proposals are awarded.
- 4.1.5 New Vehicle Pre-Delivery Service is to be performed before the new vehicle is delivered to the City and shall include but may not be limited to the following services:
- a) All fluid levels checked and maintained with the proper grade and type of fluids.
  - b) All vehicles shall have a minimum of 10 gallons of fuel at the time of the delivery/inspection.
  - c) Pre-delivery inspection and service on the vehicles.
  - d) The interior of all units shall have been cleaned and the exterior washed.
  - e) The City shall assume that when the vehicle is delivered, inspection completed and final acceptance is given, said vehicle(s) is ready for immediate and continuous operation.
  - f) Vehicle delivery shall not take place during inclement weather that could result in permanent damage to the vehicle.
- 4.1.6 Delivery, inspection and acceptance of all Vehicles shall be completed by either the Commercial Account Manager or an appropriate Dealer Representative who is authorized and able to complete a thorough inspection of the specified vehicle and who is authorized to sign off on any necessary paperwork to complete the transfer of title for the vehicle. If a proper Dealer Representative is not offered when inspection is to be handled, the City has the right to reject delivery and reschedule inspection and acceptance of said vehicle.
- 4.1.7 The following items will be prepared and delivered to the City of Cedar Rapids at time of delivery:
- a) Warranty documentation made out to the City of Cedar Rapids.
  - b) All appropriate equipment service instructions and warranty instructions.
  - c) One (1) complete set of manuals is required - online or CD are acceptable. Manual set shall include the following:
    - 1) Shop manual with electrical schematics
    - 2) Parts manual
    - 3) Service manual
    - 4) Operators manual
    - 5) Owner's manual
  - d) Keys – three (3) for each lock on vehicle
  - e) Copy of original City Purchase Order
  - f) Manufacturers Certificate of Origin

4.1.8 The City will withhold payment for the unit until the manuals are delivered as required above. In addition to other factors affecting acceptance, the system will not be considered as acceptable to the City of Cedar Rapids if any document listed above has not been prepared and delivered. Delivery of vehicle is by appointment only.

4.1.9 Deliver to:  
Joy Huber  
Fleet Services Manager  
500 15<sup>th</sup> Ave SW  
Cedar Rapids, IA 52404  
(319) 286-5886

#### 4.2 Inspection and Acceptance

4.2.1 The Dealer shall arrange a final inspection of the unit with Joy Huber, Fleet Services Manager, prior to final acceptance by the City. If it is found that the unit does not conform to the specifications as written, the City reserves the right not to accept the unit until such time as all corrections have been made by the Dealer so as to meet the specifications. If rejection of unit occurs, all costs (transportation, fuel, etc.) shall be at the expense of the Contractor until the City finds the vehicle fully acceptable according to the agreed upon specifications.

4.2.2 The City of Cedar Rapids reserves the right to schedule factory visit(s) during construction of the vehicles. The City will be responsible for all travel arrangements as well as travel expenses. Do not include any travel expenses in your proposal.

#### 4.3 Exceptions to Documents

4.3.1 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.

4.3.2 The specifications contained herein cover only the general requirements as to the type of equipment required. All parts not specifically mentioned but which are necessary to provide a complete unit shall be provided by the successful bidder at the bid price and shall conform in strength, quality of material and workmanship that is normal to the product being bid.

4.3.3 All exceptions shall be stated no matter how seemingly minor. The following requirements shall be strictly adhered to:

- a) Exceptions will be considered if they are equal to or superior to that specified and provided they are listed and fully documented and explained on a separate page that shall be entitled: "EXCEPTIONS TO SPECIFICATIONS". The exception list shall refer to the heading & specification item number (i.e. Engine, item #6);
- b) Bids taking total exception to specifications will not be accepted.
- c) Vehicles will be inspected upon delivery for compliance with specifications. Deviations shall not be allowed and shall be cause for rejection of unit unless they were originally listed in supplier's bid and accepted in writing by the City of Cedar Rapids.

#### 4.4 Equipment Shall Be Most Recent Model Available

The vehicle and equipment being offered shall be the most recent model available. Any optional components which are required in accordance with the Specifications shall be considered standard equipment for purposes of this bid. Demonstrator models will not be accepted. Omission of any essential detail from these Specifications does not relieve the Contractor from furnishing a complete unit. The unit shall conform to all applicable OSHA, State of Iowa and Federal safety requirements. All components, including but not limited to assists, wiring, accessory mounting, parts, connectors and adjustments are to be in accordance with current standards and recommended practices. The engineering, materials and workmanship shall exhibit a high level of quality and appearance consistent with, or exceeding, industry standards.

#### 4.5 Descriptive Literature

Dealers shall include the manufacturer's literature that describes the basic or standard equipment to be furnished. Descriptive literature will be used in addition to bid specifications in determining award. However, if literature depicts something in conflict with City bid specifications, it is the Dealer's responsibility to make that clear, in writing, to the City.

#### 4.6 Signage

No markings shall be added to any product(s) that the City purchases, specifically, the dealer name, location etc. If any product(s) are delivered with such advertising, the City reserves the right to refuse delivery of said products or, minimally, to have such markings removed satisfactorily to the City before product(s) is accepted.

4.7 Vehicles shall comply with all Federal Motor Vehicle Safety Standards and State of Iowa Safety Regulations applicable to the specified vehicle on the date of manufacture. Any equipment or accessories required shall be factory-installed and shall be as represented in the manufacturer's current technical data.

4.8 The Bid MUST be submitted by a licensed vehicle dealer in the State of Iowa that can provide the Iowa accepted title application, MSO and all necessary paperwork to title the vehicle in Iowa as the City of Cedar Rapids. The City WILL NOT accept bids from vendors who are not licensed to sell vehicles in Iowa – no exceptions.

4.9 Drawings of the exact unit that your company is offering shall be included with your company's bid submittal. Once the City has determined who the awarded supplier shall be, Fleet Services and the awarded supplier shall have a "pre-construction" meeting to finalize drawings of the proposed unit. Once the City has approved drawings in writing, a purchase order will be issued which is the only document that authorizes the unit to be purchased.

4.10 Each unit shall be designed with due consideration to distribution of load between the front and rear axles and shall be in compliance with all applicable state and federal weight laws.

4.11 The supplier for bodies and similar equipment and/or apparatuses shall have the care, custody and control of any chassis furnished by the City while said chassis is in the supplier's possession. The Dealer shall be responsible for any loss or damage to same while under its control.

#### 4.12 Training

The Dealer shall provide training with the appropriate staff prior to the vehicles being put into service. The Contractor will provide all necessary audiovisual materials and instructors for this purpose. All capabilities and controls shall be demonstrated and all service and maintenance requirements shall be reviewed. The training sessions shall be held at Fleet Services and scheduled through Joy Huber, Fleet Services Manager, (319) 286-5886.

## 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 it is deemed advisable in protection of the best interests of the City. In addition to the quoted price, the following is a partial list of the criteria that may be used in our determination of Vendor responsibility and responsiveness:

- Adherence to specifications;
- Length of time committed for firm pricing;
- Guarantees and warranties;
- Past experience and service provided by Bidder;
- Favorable references from firms with projects of similar scopes that indicate that the Vendor has the ability to carry out the Work and provide the products specified.

5.1.2 If the evaluation team determines that the bid should be awarded, the process shall be as follows:

- a) The evaluation team shall determine which responsible Bidder has submitted the lowest responsive bid.
- b) For purchases equal to or greater than \$50,000, the City Council shall consider a resolution authorizing the purchase. **Note**, as provided for by Section 4.03 of the Cedar Rapids Municipal Code, no award shall be deemed to be created and exist, unless and until the City Council adopts a resolution authorizing the purchase.
- c) The City issues a purchase order to the Vendor. The purchase order shall constitute authorization for the Vehicle to be ordered.

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 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.

5.3 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.

5.4 In case of tie bids, the City will make the award based on the priority factors as outlined in the City of Cedar Rapids Procurement 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)

5.5 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 A 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 4.0 -----

## SECTION 6.0 - GENERAL 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.

**BROCHURES** - Bids shall include adequate brochures, latest printed specifications and advertising literature, describing the product offered in such fashion as to permit ready comparison with our specifications on an item-by-item basis where applicable.

**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.

**DELIVERY** - The delivery time or completion date, as stated in the Bid Form, shall be the time required to deliver the complete item(s) after the receipt of the purchase order. Where multiple items appear on a Bid request, the Bidder shall, unless otherwise stated by the City, show the delivery time for each item separately.

If only a single delivery time is shown, it will mean that all goods included in the Bid can and will be delivered on or before the specified date. The Bidder agrees that the delivery will be completed in the time stated, assuming that the time between the Bid Opening and the placing of the order does not exceed the number of days so stipulated. The right is reserved to reject any Bid in which the delivery time indicated is considered sufficient to delay the operational needs for which the goods are intended.



City holiday closures are typically New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day following, Christmas Eve and Christmas Day. Deliveries generally will not be accepted on those dates. Notice of a late delivery arrival should be made no less than twenty-four (24) hours prior to the originally scheduled time. Otherwise, the City may not be available to facilitate the receiving and the shipment will be returned to you or its originating point.

**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.

**EXTENSION** - Any or all of the awards made as a result of this Request for Bid may be extended for an additional period of time if mutually agreed between the parties.

**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.

**OVERSHIPMENTS, UNDERSHIPMENTS** - Goods shipped in excess of quantity ordered may be returned at Bidder's expense. Similarly, when under-shipments are received, the City reserves the right to leave the purchase order open until goods are received, or to close the transaction if more cost effective for the City.

**PURCHASE ORDER** - A purchase order is an acceptance of your offer as stated in your bid. When a purchase order is accepted as an offer to buy, you must provide the City with a written acknowledgement of a promised ship date and freight carrier, or advise the City that merchandise has shipped or will ship on a particular time and date and the method of shipment.

**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.

**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.

**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.

**SPECIFICATION DEVIATIONS BY THE BIDDER** - Any deviation from the specifications MUST be noted in detail, and submitted in writing on the bid Form. Completed specifications should be attached for any substitutions offered, or when amplifications are desirable or necessary. The absence of the specification deviation statement and accompanying specifications will hold the Bidder strictly accountable to the specifications as written herein. Failure to submit this document of specification deviation, if applicable, shall be grounds for rejection of the item when offered for delivery. If specifications or descriptive papers are submitted with bids, the Bidder's name should be clearly shown on each document.

**SUBCONTRACTING** - The Services/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.

**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.

**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 – 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 General Terms and Conditions -----

**ATTACHMENT A**  
**BID SUBMITTAL FORMS**

For

**CAB & CHASSIS WITH SERVICE BODY**  
**RFB #PUR0418-166**

<b>FORM NAME</b>	<b>Page</b>
Bid Pricing Form.....	12
Signature Page Form.....	21
Buy Local Packet (submit only if applicable).....	22

## BID PRICING FORM

### **FOB POINT**

The FOB Point, in terms of loss or damage, as well as where title to the goods is passed, shall be FOB - Destination.

### **FREIGHT CHARGES**

Freight charges are to be included in the quoted price of the Vehicle rather than as a separate item.

### **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. On all items bid, the Vendor shall indicate clearly the product being bid and, where applicable, shall 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 an equivalent.

### **SPECIFICATION COMPLIANCE**

Any supplier who willfully falsifies responses indicating compliance or non-compliance with the minimum requirements listed below will be subject to suspension and/or debarment from bidding. Vendors shall complete every line on the bid submittal forms (Does Not Meet Spec, Meets Spec or Exceeds Spec) and indicate the exact item being bid to meet the minimum specified item. An X, check or mark or yes will indicate the item specified is being provided. All bullet points must be acknowledged with the aforementioned. All exceptions shall be stated no matter how seemingly minor.

### **DRAWINGS**

Drawings of the exact unit that your company is offering shall be included with your company's bid submittal. Once the City has determined who the awarded supplier shall be, Fleet Services and the awarded supplier shall have a "pre-construction" meeting to finalize drawings of the proposed unit. Once the City has approved drawings in writing, a purchase order will be issued which is the only document that authorizes the unit to be purchased.

### Cab & Chassis

	<b>Minimum Specification</b>	<b>Does Not Meet Spec</b>	<b>Meets Spec</b>	<b>Exceeds Spec</b>	<b>Comments</b>
<b>1</b>	<b>DRIVE TRAIN</b>				
	6.7L turbo-charged diesel engine				
	Cab to Axle 84"				
	GVWR – 13,000 minimum				
	Dual rear wheels				
	Automatic transmission with overdrive				
	Transmission Power Take Off provision				
	Power Steering				
	Power four wheel disc anti-lock brakes				
	130 AMP alternator				
	Heavy Duty battery system				
	Full size spare mounted under bed				
	Power windows				
	Anti-spin rear differential				
	Engine block heater, 110V				
	All terrain radial tires, black side wall				
	Trailer tow package with three position adjustable pintle hitch. Standard 7 pin wiring connector				
	Four wheel drive chassis with all required components, electronic shift on the dash				
<b>2</b>	<b>INTERIOR COMPONENTS</b>				
	Fully insulated rubber mat flooring, black				
	Day/Night interior rear view mirror				
	2 extra keys per vehicle, ( <b>Three</b> complete sets of keys and remotes as applicable)				
	AM/FM radio w/digital clock, bluetooth				

	<b>Minimum Specification</b>	<b>Does Not Meet Spec</b>	<b>Meets Spec</b>	<b>Exceeds Spec</b>	<b>Comments</b>
	Rear window electronic defroster				
	Driver/Passenger air bags				
	Side curtain air bag system				
	Integrated brake controller				
	Intermittent windshield wiper system				
	Interior trim package to include insulating headliner, full door panels, dome light, vinyl (dark gray) upholstery treated to resist stains.				
	Standard tinted windshield				
	Air conditioning with all required options				
	Tilt steering column				
	Electronic speed control				
	12V separately fused power port				
	Weather Tech vinyl floor mats, black				
<b>3</b>	<b>BODY</b>				
	Full front bumper				
	Day time running lights				
	Factory/dealer mounted running boards or tubular steps, stainless steel or aluminum				
	Cab-chassis rear taillights				
	<b>Vendor will provide a listing of all filter part numbers</b>				
	Telescoping trailer mirrors, power adjust				
	ECCO 510 – 97 db back-up warning beeper				
	Fuel filler neck kit				
	Front and rear tow hook package				
	Snow plow prep package				
	Six upfitter switches and harnesses				
	Exterior color to be <b>BRIGHT WHITE</b>				
<b>4</b>	<b>MANUALS</b>				
	Full set of repair and parts manuals				
<b>5</b>	<b>WARRANTY</b>				
	Full factory standard warranty, <b>vendor will be required to provide a Warranty Summary page outlining each component or system warranty</b>				
<b>6</b>	<b>ELECTRICAL CONNECTIONS</b> (all connections must meet this standard minimum)				
	All lighting used shall be, at a minimum, a two (2) wire light grounded through a wired connection to the battery system.				
	Wiring shall be run in loom where exposed, and have grommets or other edge protection where wires pass through metal.				
	Exterior exposed wire connectors shall be positive locking, and environmentally sealed to withstand elements such as temperature extremes, moisture and automotive fluids. Electrical wiring and equipment shall be installed utilizing the following guidelines:  All wire ends not placed into connectors shall be sealed with a heat shrink end cap. Wires without a terminating connector or sealed end cap shall not be allowed.				

	Minimum Specification	Does Not Meet Spec	Meets Spec	Exceeds Spec	Comments
	All holes made in the roof shall be caulked with silicon (no exception).				
	Corrosion preventative compound shall be applied to non-waterproof electrical connectors located outside of the cab or body. All non-waterproof connections shall require this compound in the plug to prevent corrosion and for easy separation of the plug.				
	Any lights containing non-waterproof sockets in a weather-exposed area shall have corrosion preventative compound added to the socket terminal area.				
	Rubber coated metal clamps shall be used to support wire harnessing and battery cables routed along the chassis frame rails.				
	Heat shields shall be used to protect harnessing in areas where high temperatures exist. Harnessing passing near the engine exhaust shall be protected by a heat shield				
	For ease of identification, battery cables shall be color coded. All positive battery cables shall be red in color or wrapped in red loom the entire length of the cable. All negative battery cables shall be black in color				
	Wire connections shall be made using crimp style heat shrink butt splice connectors or soldered connection covered with heat shrink. If crimp style connector is used, crimping tool Westward 13H876 or equivalent must be used to prevent piercing heat shrink. Solder sleeve butt splice type connectors shall not be allowed.				

84" Steel Service Body

	Minimum Specification	Does Not Meet Spec	Meets Spec	Exceeds Spec	Comments
<b>1</b>	<b>GENERAL REQUIREMENTS</b>				
	<b>84" CA Knapheide Service Body model 6132D54, no substitutions</b>				
	Dual rear wheels				
	Overall width 94"				
	Floor width 54"				
	Pack depth 20"				
	Pack height 40"				
	Exterior finish standard bright white coat				
	Bright white compartment interior				
	One (1) aluminum gas fill cup				
	Three point T-handle stainless steel				
	Type 304 stainless steel hardware				
	Type 304 stainless steel door hinge				
	Vinyl covered stainless steel cable door stops				
	Knapheide lining on tops, bed sides, floor, tailgate and bumper, no substitutions				
	Clear vinyl rock guards				

	Minimum Specification	Does Not Meet Spec	Meets Spec	Exceeds Spec	Comments
	E-track in cargo area-upper and lower, streetside.				
	Weatherproof gasket around doors				
	One piece molded doors with automotive finish both sides				
	Recessed door jambs				
	Rubber strap type galva-grip step on both sides of rear bumper in arms reach of grab handle				
	Flow through ventilation system				
	Light adaptor for specified chassis				
	Chassis lighting kit for body				
	Full width step type bumper, stainless steel extruded grip step design. Standard bumper depth.				
	Aluminum baskets on top of compartments, both sides				
	10" tailgate, automotive style, DRW (dual rear wheel)				
	Splash guards for rear wheels				
	2000W Tripp Lite power inverter mounted behind the passenger seat. Inverter wired through 80 amp solenoid and a fuse block. Solenoid and fuse block to be mounted as close to the location of the truck batteries as possible. Control side of solenoid to be wired to number 4 Body Builder factory switches on dash. Inverter power and ground must be wired directly to the batteries. Part #: Tripp Lite PV 2000 FC				
	Two GFCI 110V weather tight outlets, wired to inverter, mounted on the back wall of the rear curbside compartment. One outlet mounted inside of compartment and the other mounted directly behind the inside outlet on the outside of the curbside rear compartment, (mirror effect).				
	Laptop computer stand consisting of the following components; Gamber Johnson – Notepad V universal cradle- 7160-0250-01 Quick adjustable 12 Upper pole with height-QADJ-UPPER-L 13" lower tube-DS-LOWER-13 Vehicle specific bottom mount Short support brace-7160-0230 Clevis Tile/Swivel 7160-0419 Mounted in between driver and passenger front seating				
	9" Gamber-Johnson console box MCS-EPIC9. Compartment configured as follows: Top (dash side) Joystick controllers for spot lights.				

	Minimum Specification	Does Not Meet Spec	Meets Spec	Exceeds Spec	Comments
	Second compartment – two way radio Motorola GT series Bottom compartment Blank plate. Console to be mounted as centered as possible on transmission hump.				
	Reelcraft hydraulic hose reel with 50' of hydraulic hose quick disconnect ends. Mounted right front corner				
	Circuit Boss – Circuit Isolator # 70207 (7 circuits), Painless is the current product line we use configured as follows: Circuit 1-3 – constant power Circuit 4-7 - ignition powered <b>Exact connection to particular component will be determined with successful bidder</b>				
	LED compartment lighting, strip lights in all compartments				
	LED lighting package (stop/tail/turn & marker only; standard reverse light & amber strobes) surface mount light with 9 selectable patterns and built in reflectivity with additional wire harness for strobe operation				
	Vertex VTX609A or equivalent amber LED strobes one on each front corner mounted on valve exerciser				
	Whelen R1LPP-A warning lights to be mounted on an ACARI light mount, centered on rear of cab, (third brake light), to provide maximum visibility, wired to dash mounted #1 body builder dash mounted switch and Circuit 1 on Circuit Boss				
	Traffic advisor light ECCO 3315 mounted to ACARI mount, controller should be installed in the Gamber Johnson center console. Location of light to be discussed with successful bidder.				
	Mud flaps, anti-sail mounted behind rear wheels on a fixed frame mounted to chassis frame				
	Valve key rack made out of aluminum, installed passenger side cargo area. Exact location discussion will be made with successful bidder.				
	Force America Hydra-Kool system HK4-20 or equivalent to have hydraulic tank and cooler for tool circuit. Must have a barrier to protect unit from damage.				



	Minimum Specification	Does Not Meet Spec	Meets Spec	Exceeds Spec	Comments
	EH Wachs Automated Valve Operator, model ERV-750 Product number 79-000-07 Ruggedized PDA Style Controller/Datalogger, product number 79-410-00 GPS Kit for Recon Product H-100 number 79-411-00 Telescoping Valve Key Product number 11-408-00 Valve Operator to be securely installed on front of vehicle				
<b>2</b>	<b>STREETSIDE COMPARTMENTS-flip top, split into two halves</b>				
<i>2A</i>	<i>Streetside front compartment</i>				
	One (1) removable and adjustable shelf installed mid height in compartment				
<i>2B</i>	<i>Streetside second compartment</i>				
	84CA series, DRW				
	Pullout drawers: Two (2) 6" deep drawers One (1) 12" deep drawer				
<i>2C</i>	<i>Streetside Horizontal Compartment</i>				
	84CA series, DRW				
	8 drawer cabinet				
<i>2D</i>	<i>Streetside Rear Compartment</i>				
	84CA series, DRW				
	Two (2) adjustable shelves, 84CA, rear, 18"				
<b>3</b>	<b>CURBSIDE COMPARTMENTS</b>				
<i>3A</i>	<i>Curbside front compartment</i>				
	84CA series, DRW				
	Three (3) adjustable shelves				
<i>3B</i>	<i>Curbside second compartment</i>				
	Pullout drawers: Two (2) 6" deep drawers One (1) 12" deep drawer				
<i>3C</i>	<i>Curbside horizontal compartment</i>				
	84CA series, DRW				
	Divider tray, horizontal, 84 CA DRW 18"				
	Divider pack with clips, 4 dividers per pack (ship loose) 20"				
	One (1) pullout drawer				
<i>3D</i>	<i>Curbside rear compartment</i>				
	Pullout drawer mounted below hotstick shelf and for clearance for Oxygen/Acetylene tanks.				
	Tank rack with strap for 2 tanks				
	Two (2) hooks on right side of compartment				
	Electrical outlet left upper area of compartment for an electrical cord reel				
<b>4</b>	<b>SHOVEL BOX</b>				
	Aluminum basket full length mounted curbside				
<b>5</b>	<b>GRAB HANDLES</b>				
	Two (2) stainless steel grab handles, one (1) each side at rear				

	Minimum Specification	Does Not Meet Spec	Meets Spec	Exceeds Spec	Comments
<b>6</b>	<b>LIGHT BAR</b>				
	ACARI brake light mount for warning light				
	Whelen R1LPPA comparable warning light mounted and switched in cab in driver compartment				
<b>7</b>	<b>SPOTLIGHTS</b>				
	One (1) Nite Ray remote control spotlight, or comparable equal, mounted curbside rear to shine down on vice mount. Controller mounted in cab in Gamber Johnson center console				
	One (1) Nite Ray spotlight dual control flood/spot mounted on left front side by driver side door, top of pack above front compartment. Controller mounted in cab in Gamber Johnson center console				
	All wiring in tubular mounting				
<b>8</b>	<b>PINTLE/BALL</b>				
	One (1) combo pintle/ball with 2" ball				
	Recessed on bumper, 17-24" from ground				
	Braced to frame				
	Holland tow shackles #TH-40 (includes breakaway eye connection)				
	SAE standard J560, 7-pin trailer receptacle located on left side of pintle hook, mounted above bottom bumper				
	Wired per City standards				
<b>9</b>	<b>FIRE EXTINGUISHER</b>				
	One (1) Century ABC 10# fire extinguisher with Amerex #862 mounting bracket				
	Mounted inside streetside front compartment as close to floor as possible				
	Include red fire extinguisher decal on outside of door				
<b>10</b>	<b>LADDER RACK</b>				
	Ladder rack rails to carry 10' extension ladder				
	Aluminum access ladder, with roller at rear of ladder rack and properly secured.				
	Mounted horizontal on streetside above compartment				
<b>11</b>	<b>MECHANICS VISE MOUNT</b>				
	Located on curbside rear of bumper at normal bench height				
<b>12</b>	<b>ELECTRICAL CONNECTIONS</b> (all connections must meet this standard minimum)				
	All lighting used shall be, at a minimum, a two (2) wire light grounded through a wired connection to the battery system.				
	Wiring shall be run in loom where exposed, and have grommets or other edge protection where wires pass through metal.				

	Minimum Specification	Does Not Meet Spec	Meets Spec	Exceeds Spec	Comments
	Exterior exposed wire connectors shall be positive locking, and environmentally sealed to withstand elements such as temperature extremes, moisture and automotive fluids. Electrical wiring and equipment shall be installed utilizing the following guidelines:  All wire ends not placed into connectors shall be sealed with a heat shrink end cap. Wires without a terminating connector or sealed end cap shall not be allowed.				
	All holes made in the roof shall be caulked with silicon (no exception).				
	Corrosion preventative compound shall be applied to non-waterproof electrical connectors located outside of the cab or body. All non-waterproof connections shall require this compound in the plug to prevent corrosion and for easy separation of the plug.				
	Any lights containing non-waterproof sockets in a weather-exposed area shall have corrosion preventative compound added to the socket terminal area.				
	Rubber coated metal clamps shall be used to support wire harnessing and battery cables routed along the chassis frame rails.				
	Heat shields shall be used to protect harnessing in areas where high temperatures exist. Harnessing passing near the engine exhaust shall be protected by a heat shield				
	For ease of identification, battery cables shall be color coded. All positive battery cables shall be red in color or wrapped in red loom the entire length of the cable. All negative battery cables shall be black in color				
	Wire connections shall be made using crimp style heat shrink butt splice connectors or soldered connection covered with heat shrink. If crimp style connector is used, crimping tool Westward 13H876 or equivalent must be used to prevent piercing heat shrink. Solder sleeve butt splice type connectors shall not be allowed.				

Description	Quantity	Firm Fixed Unit Price
Firm Fixed Price for Cab & Chassis with Service Body	1	\$

Cab & Chassis Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Model Year: \_\_\_\_\_

Service Body Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Model Year: \_\_\_\_\_

An approved purchase order will be the document that authorizes work to begin.

Estimated lead time upon receipt of purchase order: \_\_\_\_\_ calendar days

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

NOTE: All bids MUST be submitted by a licensed vehicle dealer in the State of Iowa

Dealer Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DELIVERY ADDRESS:**

Joy Huber  
City of Cedar Rapids Fleet Services Division  
500 15<sup>th</sup> Avenue SW  
Cedar Rapids, IA 52404

**BILLING ADDRESS:**

Finance Department – Accounts Payable  
City of Cedar Rapids  
101 First Street SE, PO Box 2148  
Cedar Rapids, IA 52406-2148

**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 instructions, terms, conditions, and specifications set forth; and that all required Equipment be furnished and 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

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 fields for Name of Business, and three questions regarding business location and property taxes with checkboxes for Yes/No and additional fields for No. of Years, Street address, and home residence status.

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 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](http://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:

Name of Business: _____		
Do you have a DUNS Number?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number: _____
Does your company have an active registration with the Federal Government on the System for Award Management (SAM) website ( <a href="http://www.sam.gov">www.sam.gov</a> )?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate which small business designation your company is registered as on the SAM website	<input type="checkbox"/> Small and Disadvantaged Business <input type="checkbox"/> Service Disabled Veteran Owned Small Business <input type="checkbox"/> Woman Owned Small Business	

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 \_\_\_\_\_

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

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

Mail the notarized, completed certificate to →→→

Internal Use Only:

Vendor ID: \_\_\_\_\_ Vendor Location ID: \_\_\_\_\_ Updated by: \_\_\_\_\_

City of Cedar Rapids – Purchasing Division  
101 First Street SE Cedar Rapids, IA 52401