

REVISED ATTACHMENT A

BID SUBMITTAL FORMS

For

CAB & CHASSIS WITH SERVICE BODY

RFB #PUR0418-166

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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

	Minimum Specification	Does Not Meet Spec	Meets Spec	Exceeds Spec	Comments
1	DRIVE TRAIN				
	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				
2	INTERIOR COMPONENTS				
	Fully insulated rubber mat flooring, black				
	Day/Night interior rear view mirror				
	2 extra keys per vehicle, (Three complete sets of keys and remotes as applicable)				
	AM/FM radio w/digital clock, bluetooth				

	Minimum Specification	Does Not Meet Spec	Meets Spec	Exceeds Spec	Comments
	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				
3	BODY				
	Full front bumper				
	Day time running lights				
	Factory/dealer mounted running boards or tubular steps, stainless steel or aluminum				
	Cab-chassis rear taillights				
	Vendor will provide a listing of all filter part numbers				
	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 BRIGHT WHITE				
4	MANUALS				
	Full set of repair and parts manuals				
5	WARRANTY				
	Full factory standard warranty, vendor will be required to provide a Warranty Summary page outlining each component or system warranty				
6	ELECTRICAL CONNECTIONS (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
1	GENERAL REQUIREMENTS				
	84" CA Knapheide Service Body model 6132D54, no substitutions				
	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 Exact connection to particular component will be determined with successful bidder				
	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				
2	STREETSIDE COMPARTMENTS- flip top, split into two halves no flip tops, solid top to accommodate aluminum shovel basket				
2A	<i>Streetside front compartment</i>				
	One (1) removable and adjustable shelf installed mid height in compartment				
2B	<i>Streetside second compartment</i>				
	84CA series, DRW				
	Pullout drawers: Two (2) 6" deep drawers One (1) 12" deep drawer				
2C	<i>Streetside Horizontal Compartment</i>				
	84CA series, DRW				
	8 drawer cabinet				
2D	<i>Streetside Rear Compartment</i>				
	84CA series, DRW				
	Two (2) adjustable shelves, 84CA, rear, 18"				
3	CURBSIDE COMPARTMENTS- solid top to accommodate aluminum shovel basket				
3A	<i>Curbside front compartment</i>				
	84CA series, DRW				
	Three (3) adjustable shelves				
3B	<i>Curbside second compartment</i>				
	Pullout drawers: Two (2) 6" deep drawers One (1) 12" deep drawer				
3C	<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				
3D	<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				
4	SHOVEL BOX				
	Aluminum baskets full length mounted curbside and streetside				

	Minimum Specification	Does Not Meet Spec	Meets Spec	Exceeds Spec	Comments
5	GRAB HANDLES				
	Two (2) stainless steel grab handles, one (1) each side at rear				
6	LIGHT BAR				
	ACARI brake light mount for warning light				
	Whelen R1LPPA comparable warning light mounted and switched in cab in driver compartment				
7	SPOTLIGHTS				
	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				
8	PINTLE/BALL				
	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				
9	FIRE EXTINGUISHER				
	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				
10	LADDER RACK				
	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				
11	MECHANICS VISE MOUNT				
	Located on curbside rear of bumper at normal bench height				
12	ELECTRICAL CONNECTIONS (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.				

	Minimum Specification	Does Not Meet Spec	Meets Spec	Exceeds Spec	Comments
	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.				
	All holes made in the roof shall be caulked with silicon (no exception).				
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	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 15th 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

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

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

No, the following types of purchases are excluded:

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

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

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

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

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

7. How does the Buy Local Program work?

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

Example A: Preference shall be given in the procurement of goods and/or services by bid or quote when a local 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 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 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:

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 (www.sam.gov)?		<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 →→→ City of Cedar Rapids – Purchasing Division
 Internal Use Only: 101 First Street SE Cedar Rapids, IA 52401
 Vendor ID: _____ Vendor Location ID: _____ Updated by: _____