

REVISED ATTACHMENT C

BID SUBMITTAL FORMS

For

MOTOR OIL AND LUBRICANTS

RFB #PUR0718-003

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GENERAL COMPANY INFORMATION FORM

Company Name _____

Company Address _____

General Description of the Company: _____

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

Number of years in business: _____

References

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

Reference #1 - Name: _____

Address: _____

Contact Person & Phone: _____

Date & Description of Job: _____

Contract Value: _____

Reference #2 - Name: _____

Address: _____

Contact Person & Phone: _____

Date & Description of Job: _____

Contract Value: _____

Reference #3 - Name: _____

Address: _____

Contact Person & Phone: _____

Date & Description of Job: _____

Contract Value: _____

Personnel

Name and title of person overseeing the City account: _____

Office Phone: _____ Mobile: _____ Email: _____

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

Safety Record

Has your company received an OSHA violation in the past five (5) years?

☐ Yes

☐ No

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

CERTIFICATION REGARDING ABILITY TO OBTAIN REQUIRED INSURANCE

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

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

Project Name and Number: _____

Legal Name of Bidder: _____

Name/Address of Insurance Agency:

Phone: _____ Fax: _____

Email: _____

Name of Agent/Broker (Print): _____

Signature of Agent/Broker: _____

Date of Signature: _____

REVISED BID PRICING SUBMITTAL FORM

FOB Point, in terms of loss or damage, is destination
All freight, delivery and fees are to be included in the price of the goods
All products must be API licensed

Estimated Order Qty	Product Code	Unit of Measure	Description/Item	Unit Price
6		55 gallon drum	Automatic Transmission Fluid, ATF Fluid D/M	\$
300		Bulk gallon	Automatic Transmission Fluid, ATF Fluid D/M	\$
3		5 gallon pail	Automatic Transmission Fluid, ATF Fluid D/M	\$
30		Case QTY Case ____	Automatic Transmission Fluid, Performance Plus ATF/DM	\$
6		Case QTY Case ____	Automatic Transmission Fluid, P66	\$
1		55 gallon drum	Automatic Transmission Fluid, Petro Canada HD ATF, no substitutions	\$
1		55 gallon drum	Automatic Transmission Fluid, P66 HD ATF	\$
1		5 gallon pail	Automatic Transmission Fluid, Supreme Syn Trans 50W	\$
1		400# drum	Chassis Lubricant, P66 Dynalife HT #2	\$
9		120# drum	Chassis Lubricant, P66 Dynalife HT #2	\$
10		35# pail	Chassis Lubricant, P66 Dynalife HT #2	\$
27		Case QTY Case ____	Chassis Lubricant, P66 Dynalife HT #2	\$
6		10 pack of tubes	Chassis Lubricant, P66 Dynalife HT #2	\$
12		55 gallon drum	Fleet Oil, Premium 15w40 CK-4	\$
3,465		Bulk gallon	Fleet Oil, Premium 15w40 CK-4	\$
24		5 gallon pail	Fleet Oil, Premium 15w40 CK-4	\$
126		Case QTY Case ____	Fleet Oil, Mag 1 15w40	\$
		Bulk gallon	Fleet Oil, Supreme SB 10W30 SN	\$
6		55 gallon drum	Fleet Oil, Premium 10W30 CK-4	\$
2,805		Bulk gallon	Fleet Oil, P66 T5X 40w Off Road Hydraulic Fluid	\$
9		55 gallon drum	Fleet Oil, P66 T5X 40w	\$
9		Case QTY Case ____	Fleet Oil, P66 T5X 40w	\$
1		Case QTY Case ____	Non-Detergent 30 Weight,	\$
1		5 gallon pail	Non-Detergent 20 Weight,	\$
2		Case QTY Case ____	Non-Detergent 10 Weight,	\$
8		5 gallon pail	Synthetic Oil, Synthetic Gear 75w90	\$
1		16 gallon keg	Synthetic Oil, Synthetic Gear 75w90	\$

Company Name

Date

Estimated Order Qty	Product Code	Unit of Measure	Description/Item	Unit Price
		55 gallon drum	Gear Oil, SAE 80w90	\$
15		5 gallon pail	Gear Oil, SAE 80w90	\$
10		35# pail	Gear Oil, Synthetic 80w140	\$
3		55 gallon drum	Gear Oil, 85w140	\$
2		5 gallon pail	Gear Oil, 85W140	\$
7		5 gallon pail	Gear Oil, Multipurpose R&O 100	\$
7		5 gallon pail	Gear Oil, Multipurpose R&O 150	\$
7		5 gallon pail	Gear Oil, Multipurpose R&O 220	\$
2		5 gallon pail	Gear Oil, Synthetic R&O 150	\$
2		5 gallon pail	Gear Oil, Industrial Gear Oil 220	\$
9		5 gallon pail	Gear Oil, FG 32	\$
9		5 gallon pail	Gear Oil, FG 460 (synthetic)	\$
1		5 gallon pail	Gear Oil, FG 220 (synthetic)	\$
2,760		Bulk gallon	Hydraulic Oil, Premium AW 32	\$
3		55 gallon drum	Hydraulic Oil, Premium AW 32	\$
11		5 gallon pail	Hydraulic Oil, Premium AW 32	\$
8		5 gallon pail	Hydraulic Oil, Premium AW 46	\$
1		55 gallon drum	Hydraulic Oil, Premium AW 46	\$
1		5 gallon pail	Hydraulic Oil, Premium AW 68	\$
1		Bulk gallon	Hydraulic Oil, Premium AW 68	\$
3		5 gallon pail	Hydraulic Oil, Multipurpose R&O 32	\$
3		5 gallon pail	Hydraulic Oil, Multipurpose R&O 46	\$
3		5 gallon pail	Hydraulic Oil, Multipurpose R&O 68	\$
16		4/10 count tubes	Grease, FG Food Machinery	\$
4		Case QTY Case ____	Grease, Synthetic, HP #1	\$
1		40/14 cs tubes	Grease, Megaplex XD3 #2	\$
		12lb keg	Grease, Megaplex XD3 #2	\$
		400lb drum	Grease, Megaplex XD3 #2	\$
		40/14 cs tubes	Grease, Megaplex XD5 #2	\$
		120lb keg	Grease, Megaplex XD5 #2	\$
		400lb drum	Grease, Megaplex XD5 #2	\$
2		Case QTY Case ____	Motor Oil, Performance Plus 5w20	\$
1		55 gallon drum	Motor Oil, 5w20, Supreme	\$
12		55 gallon drum	Motor Oil, 5w30, Supreme	\$
1221		Bulk gallon	Motor Oil, 5w30, Supreme	\$
33		Case QTY Case ____	Motor Oil, Performance Plus 5w30	\$
1		55 gallon drum	Motor Oil, Dexso1 5w30	\$
81		Case QTY Case ____	Motor Oil, Performance Plus 10w30	\$
16		5 gallon pail	Motor Oil, Premium 10w30 CK-4	\$
30		Case QTY Case ____	Motor Oil, Mag1 10w40	\$
2		Case QTY Case ____	Motor Oil, Cam2 Super Pro Max SAE 30	\$

Company Name

Date

Estimated Order Qty	Product Code	Unit of Measure	Description/Item	Unit Price
2		55 gallon drum	Solvent, 105 Degrees Flash	\$
6		5 gallon pail	Solvent, 142 Degrees Flash	\$
1		55 gallon drum	Solvent, 142 Degrees Flash	\$
1		Bulk gallon	Power Transmission Fluid, UTF Fluid	\$
4		55 gallon drum	Power Transmission Fluid, UTF Fluid	\$
6		5 gallon pail	Power Transmission Fluid, UTF Fluid	\$
150		Case QTY Case ____	Diesel Exhaust Fluid, Tersus	\$
10		55 gallon drum	Diesel Exhaust Fluid, Tersus	\$
2		Bulk gallon	Diesel Exhaust Fluid, Tersus	\$
1		55 gallon drum	Heat Transfer Oil	\$
6		Can	CRC 3-36 Penetrating Oil Spray Can	\$
11		Can	CRC Chain Lube Spray Can	\$
4		Can	CRC Heavy Duty Silicone	\$
1		Kit	Oil Analysis Kit	\$
1		Bulk gallon	Long Life Antifreeze, Global HD	\$
27		Case QTY Case ____	Long Life Antifreeze, Polar Global	\$
12		55 gallon drum	Long Life Antifreeze, Global HD	\$
1		Bulk gallon	50/50 Long Life Antifreeze, Global HD	\$
1		Case QTY Case ____	50/50 Long Life Antifreeze, Polar	\$
9		55 gallon drum	50/50 Long Life Antifreeze, Global HD	\$
1		5 gallon pail	RV Antifreeze	\$
1		Bulk gallon	Fleet Charge 50/50 Antifreeze "Peak"	\$
6		55 gallon drum	Fleet Charge 50/50 Antifreeze	\$
6		Case QTY Case ____	Windshield Washer Fluid, -20 Below	\$
19		55 gallon drum	Windshield Washer Fluid, -35 Below	\$
1		55 gallon drum	Windshield Solvent	\$
1		Bulk gallon	Windshield Solvent	\$
6		Each	National Spencer Gear Lever Pail Pump	\$
6		55 gallon drum	Soluble Oil (for the Fire Department)	\$

Company Name

Date

Drum Charges		
Description	Deposit Charge	Deposit Credit upon return
30 Gallon Steel Drum	\$	\$
55 Gallon Steel Drum	\$	\$
Cyclone Red (Plastic)	\$	\$
RV Antifreeze (Plastic)	\$	\$
Meth Drum (Plastic)	\$	\$
Tough Stuff (Plastic)	\$	\$
Wind Wash Drum (Plastic)	\$	\$
Mineral Spirits (Barton) Drum	\$	\$
Tote (Non DEF)	\$	\$
Tersus Open Drum	\$	\$
Tersus Closed Drum	\$	\$
Tersus 275 Closed Tote	\$	\$
Tersus 330 Closed Tote	\$	\$

Delivery time after receipt of order _____

Special delivery schedule procedures (i.e., deliver only certain days of the week) _____

Will you hold this pricing firm for the contract period September 1, 2018-August 31, 2020 ☐ Yes ☐ No

OR

Do you require an annual price adjustment clause ☐ Yes ☐ No

If yes, name of index that price adjustments will be tied to _____

Name of Company: _____

Authorized Signature: _____ Date: _____

SIGNATURE PAGE FORM

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

Submitting Firm: _____

Address: _____

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

Authorized Representative (print): _____ Title: _____

Authorized Signature: _____

Date: _____ E-mail: _____

Phone # () _____ Fax # () _____

Federal ID Number _____

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

Iowa Department of Labor Registration Number, if applicable _____

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

FIRM PRICING

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

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

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

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

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

PAYMENT METHOD

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

QUICK PAY DISCOUNT

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

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

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

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

Subcontractor Company Name	Address	IA Contractor Registration #

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

BUY LOCAL PACKET

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

1. Who is local?

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

2. How do I apply for local preference status?

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

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

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

[http://www.cedar-rapids.org/local_government/departments_g - v/purchasing_services/buy_local.php](http://www.cedar-rapids.org/local_government/departments_g-v/purchasing_services/buy_local.php)

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

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

No, the following types of purchases are excluded:

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

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

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

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:

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

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

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

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

NOTARY PUBLIC, STATE OF IOWA

To confirm your status, check the certified local business list which is posted on the City's website:
http://www.cedar-rapids.org/local_government/departments_g_-_v/purchasing_services/buy_local.php.
Questions about the Buy Local program may be emailed to buylocal@cedar-rapids.org.

Mail the notarized, completed certificate to →→→

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

Internal Use Only:

Vendor ID: _____ Vendor Location ID: _____ Updated by: _____



STATEMENT OF POLICY

CITY OF CEDAR RAPIDS SMALL BUSINESS CERTIFICATE

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

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

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

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

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

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

WRITTEN STATEMENT REQUESTING SMALL BUSINESS STATUS

I, _____, am an authorized representative of _____ (name of business) and on behalf of the business request that it be deemed to be a small business for purposes of the City of Cedar Rapids "Buy Local" program. In support of this request I certify the following information as being true and correct:

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: _____