

**REVISED ATTACHMENT A**

**BID SUBMITTAL FORMS**

For

**FORD F350 PICKUP TRUCK**

**RFB #PUR0718-013**

| <b>FORM NAME</b>                                  | <b>Page</b> |
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**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<br><input type="checkbox"/> Service Disabled Veteran Owned Small Business<br><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:

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

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

**REVISED 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.

**BRAND NAMES**

Unless otherwise indicated, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named. It conveys the general style, type, character and quality of the article desired, and any article which the City in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation and suitability for the purpose intended shall be accepted. Any brand name or manufacturer’s reference used in this bid is descriptive NOT restrictive. It is used to indicate type and quality desired.

**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.

Ford F350 crew cab pickup truck-no exceptions

|          | Minimum Specification   | Does Not Meet Spec | Meets Spec | Exceeds Spec | Comments |
|----------|---|--------------------|------------|--------------|----------|
| <b>1</b> | <b>Drive Train</b>  |                    |            |              |          |
|          | 6.5 - 6.7L gas engine   |                    |            |              |          |
|          | Wheelbase 141”  |                    |            |              |          |
|          | GVWR – 8,800 minimum  |                    |            |              |          |
|          | 6.7 – 6.9’ straight side bed  |                    |            |              |          |
|          | Automatic transmission with overdrive   |                    |            |              |          |
|          | Power Steering  |                    |            |              |          |
|          | Power four wheel anti-lock brakes   |                    |            |              |          |
|          | Power door locks  |                    |            |              |          |
|          | Power windows   |                    |            |              |          |
|          | Full size spare mounted under bed.  |                    |            |              |          |
|          | Anti-spin rear differential   |                    |            |              |          |
|          | All terrain tires, black side wall  |                    |            |              |          |
|          | Trailer tow package with class IV receiver hitch, 2” shaft. Standard 7 flat pin wiring connector. |                    |            |              |          |
|          | Four wheel drive chassis with all required components   |                    |            |              |          |
|          | OEM Integrated brake controller   |                    |            |              |          |
| <b>2</b> | <b>Interior Components</b>  |                    |            |              |          |
|          | Full, insulated carpeted floor  |                    |            |              |          |
|          | Rear View Camera display in 8” touch-screen in center stack                                       |                    |            |              |          |
|          | Heated exterior rear view mirrors   |                    |            |              |          |

|          | Minimum Specification  | Does Not Meet Spec | Meets Spec | Exceeds Spec | Comments |
|----------|--|--------------------|------------|--------------|----------|
|          | 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   |                    |            |              |          |
|          | Rear window electronic defroster, if available   |                    |            |              |          |
|          | Driver/Passenger air bags  |                    |            |              |          |
|          | Intermittent windshield wiper system   |                    |            |              |          |
|          | Interior trim package to include insulating headliner, full door panels, dome light, standard gray cloth upholstery treated to resist stains.  |                    |            |              |          |
|          | Standard tinted windshield   |                    |            |              |          |
|          | Air conditioning with all required options   |                    |            |              |          |
|          | Tilt steering column   |                    |            |              |          |
|          | Electronic speed control   |                    |            |              |          |
|          | Circuit Boss – Circuit Isolator # 70207 (7 circuits), Painless is the current product line we use configured as follows:<br>Circuit 1-3 – constant power<br>Circuit 4-7 - ignition powered<br>To be mounted behind kick panel under steering column. |                    |            |              |          |
|          | 12V separately fused power port  |                    |            |              |          |
|          | Weather Tech Floorliner floor mats   |                    |            |              |          |
| <b>3</b> | <b>Body</b>  |                    |            |              |          |
|          | Crew cab with four full size fully opening doors   |                    |            |              |          |
|          | Full front bumper  |                    |            |              |          |
|          | Toolmaster Truck Cap, V series, no substitutions   |                    |            |              |          |
|          | Toolmaster Interior – acrylic fabric liner, no substitutions   |                    |            |              |          |
|          | Toolmaster front picture window, no substitutions  |                    |            |              |          |
|          | Toolmaster rear door, no substitutions – ½ painted aluminum door, foldable T handle  |                    |            |              |          |
|          | Toolmaster Driver Side Window, no substitutions – foldable T handle Win-Door with painted aluminum inserts   |                    |            |              |          |
|          | Toolmaster Driver Side Toolbox Shelving, no substitutions – standard toolbox   |                    |            |              |          |
|          | Toolmaster Passenger Side Toolbox Shelving, no substitutions – standard toolbox  |                    |            |              |          |
|          | Toolmaster Divider, no substitutions – Driver and passenger side standard  |                    |            |              |          |
|          | Toolmaster Lighting, no substitutions – 12V LED Dome light and Center Rope Light   |                    |            |              |          |
|          | Toolmaster Prop Switch, no substitutions – prop switch for 12V LED Dome and Center Rope Light  |                    |            |              |          |
|          | CargoGlide option, no substitutions – 1500 lb capacity   |                    |            |              |          |
|          | TruckVault Option, no substitutions - drawer system, qty two   |                    |            |              |          |
|          | Rear step bumper   |                    |            |              |          |
|          | Day time running lights  |                    |            |              |          |
|          | Exterior color to be <b>Stone Gray</b>   |                    |            |              |          |
|          | Factory mounted tubular steps  |                    |            |              |          |



|          | Minimum Specification   | Does Not Meet Spec | Meets Spec | Exceeds Spec | Comments |
|----------|---|--------------------|------------|--------------|----------|
| <b>4</b> | <b>Manuals</b>  |                    |            |              |          |
|          | Full set of repair and parts manuals  |                    |            |              |          |
| <b>5</b> | <b>Warranty</b>   |                    |            |              |          |
|          | Full factory standard warranty  |                    |            |              |          |
| <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:<br>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 to provide and deliver one (1) Ford F350 pickup truck, no substitutions | 1        | \$                    |

Warranty Information: \_\_\_\_\_

An approved purchase order will be the document that authorizes an order to be placed.

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

**DELIVERY ADDRESS:**

Kelly Milligan  
 KELTEK, Incorporated  
 205 North High Street  
 Baxter, Iowa 50028

**BILLING ADDRESS:**

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

Name of Company: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_