



City of Prescott
Purchasing Services
216 S. Marina St., Suite 202
Prescott, AZ 86303-3929

Bid 06WDD0016
Water Meter Installation/Retrofit Services

The City of Prescott is soliciting bids for Water Meter Installation/Retrofit Services. Bid documents and related information may be obtained by contacting Purchasing Services at (928) 777-1224. Sealed bids will be opened on Wednesday, March 1, 2006 at the time and place indicated in Section 2.2.

Bid Bond: Certified check, cashier's check, bid bond or irrevocable letter of credit in the amount of not less than 10% (TEN PERCENT) of the bid shall be submitted with the bid response.

Performance Bond: Shall be required of the successful bidder in the amount of 100% of the contract price and shall be in the form of a bond or irrevocable letter of credit submitted to the City Clerk prior to award of the contract.

Payment Bond: Shall be required of the successful bidder in the amount of 100% of the contract price and shall be in the form of a bond or irrevocable letter of credit submitted to the City Clerk prior to award of the contract.

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1.0 Solicitation Specifications/Scope of Work

1.1 MINIMUM CONTRACTOR QUALIFICATIONS

Contractor shall submit a minimum of three (3) references for projects similar in size and nature completed within the past three (5) years. References shall include a brief description of the project, project owner and name, address and phone number of the project manager.

1.2 INTRODUCTION

The purpose of this SCOPE OF WORK (SOW) is to establish general specifications for the Agreement between the City of Prescott (UTILITY) and (CONTRACTOR) related to meter installation services at the City of Prescott. CONTRACTOR will provide the labor and equipment necessary to complete the assigned service orders to CONTRACTOR in accordance with this SOW.

1.3 PROJECT DESCRIPTION

This project is estimated to occur over the term of five (5) years. The first year of the project is the change out and/or retrofit of "Route 4" initially, which amounts to approximately 3400 - 3/4" and approximately 178 - 1" meters. Applicable records may be supplied by Utility. The goal of this project is to provide the UTILITY with the installation of Amco Water Meters with Itron radio reading System (ERT) compatible with the existing Itron meter reading system and Utility Billing system. All replaced equipment shall remain the property of the UTILITY and shall be returned to the Water Production facility located at 1481 Sundog Ranch Road in Prescott, AZ. This SOW will document a plan to change out or retrofit the UTILITY's existing meters.

1.4 PRECONSTRUCTION REQUIREMENTS

As soon as practical, prior to the start of any project services, a pre-construction meeting will be held between the UTILITY and CONTRACTOR. The UTILITY and CONTRACTOR should coordinate the time and place of the meeting. The project management from both parties should be available to attend. The purpose of the meeting will be to review all matters of mutual concern to ensure that the project plan will successfully be met.

1.5 PROJECT SERVICES

Preparatory—Responsibilities and Deliverables

The following table describes the activities and responsibilities required by both the UTILITY and CONTRACTOR to ensure proper planning for this meter installation project.

	Item	UTILITY	CONTRACTOR
1	Identify meter configurations, sizes and quantities; All meter sizes, configurations, and quantities for the meter installation project will need to be verified by contractor to ensure proper construction planning.	X	X
2	Identify meter pit box sizes and quantities. There will be a number of damaged meter pit boxes that will need to be replaced during this project and the UTILITY will provide the current meter box specification required for all new installations.		X
3	Place order for meters, erts, ert mount brackets, etc; Once quantities, configurations, and meters are determined for project needs, all material will be ordered to ensure on-time delivery.	X	
4	UTILITY will provide route installation list; CONTRACTOR will work with UTILITY to set up the best format of data transfer to/from the utility's billing system.	X	X

A. Meter Reading Transition and Implementation—Responsibilities and Deliverables

The following table describes the activities and responsibilities required by both the UTILITY and CONTRACTOR to ensure proper transition to the Itron Reading System.

	ITEM	UTILITY	CONTRACTOR
5	Itron MVRS Meter Reading System Training: -MVRS training with office personnel -MVRS and handheld training with meter readers -Itron Mobile Collector Training with meter readers.		X
6	Provide ongoing technical support as needed: Contractor to provide ongoing technical support through site visits, phone support, and web-interfacing.		X

B. AMR Meter Installations for City of Prescott—Responsibilities and Deliverables

The following table describes the activities and responsibilities required by both the UTILITY and CONTRACTOR to ensure proper transition and implementation of the Itron Meter Reading System.

	ITEM	UTILITY	CONTRACTOR
7	Pre-implementation meeting discussion topics: -Project Operation Plan -Installation Data Management Quality Assurance Program -Customer Notification -Target Dates Installation Project Materials -Project Administration and reporting structure.		X
8	Perform meter change-outs as per route installation plan; The CONTRACTOR will perform meter installations with any necessary pit box dig-ups and / or replacements. Location, safety of, and any damage to other utilities resulting from digging by the contractor will be the sole responsibility of the contractor.		X
9	Provide field support for location inquiries; The UTILITY will provide field support to CONTRACTOR as needed to ensure meter installation data is linked to the correct customer/ locations.	X	
10	Progress reporting; Both the UTILITY and CONTRACTOR will have progress meetings on an agreed upon schedule to ensure overall progress and expectations of the project are met.	X	X

C. Project Job Type Descriptions

1. 3/4" meter change out with Itron ERT:

Standard meter change out of 5/8" x 3/4" or 3/4" x 3/4" water meters with Itron ERT. The standard meter change out will not include meter box removal, service line modifications, or any other work due to

negligence of any party other than CONTRACTOR. The standard change out will include box cleanout, old meter removal, new meter installation, data collection, and under lid adjustable sliding bracket.

2. 1" meter change out with Itron ERT:

Standard meter change out of 1" water meter with Itron ERT. The standard meter change out will not include meter box removal, service line modifications, or any other work due to negligence of any party other than CONTRACTOR. The standard change out will include box cleanout, old meter removal, new meter installation, data collection, and under lid adjustable sliding bracket.

3. 1-1/2" meter change out with Itron ERT:

Standard meter change out of 1-1/2" water meter with Itron ERT. The standard meter change out will not include meter box removal, service line modifications, or any other work due to negligence of any party other than CONTRACTOR. The standard change out will include box cleanout, old meter removal, new meter installation, data collection, and under lid adjustable sliding bracket. Necessity of 1-1/2" meter change outs will be at the discretion of the UTILITY.

4. 2" meter change out with Itron ERT:

Standard meter change out of 2" water meter with Itron ERT. The standard meter change out will not include meter box removal, service line modifications, or any other work due to negligence of any party other than CONTRACTOR. The standard change out will include box cleanout, old meter removal, new meter installation, data collection, and under lid adjustable sliding bracket. Necessity of 2" meter change outs will be at the discretion of the UTILITY.

5. 3/4" new meter set with Itron ERT:

Standard meter installation with 5/8" x 3/4" or 3/4" x 3/4" S" water meter with Itron ERT. The standard meter installation will not include meter box removal, service line modifications, or any other work due to negligence of any party other than CONTRACTOR. The standard change out will include box cleanout, new meter installation, data collection, and ERT installation under lid adjustable sliding bracket at new development locations where a meter has not yet been installed.

6. 1" new meter set with Itron ERT:

Standard meter installation with 1" water meter with Itron ERT. The standard meter installation will not include meter box removal, service line modifications, or any other work due to negligence of any party other than CONTRACTOR. The standard change out will include box cleanout, new meter installation, data collection, and ERT installation under lid adjustable sliding bracket at new development locations where a meter has not yet been installed.

7. Register retrofit with Itron ERT:

Standard register retrofit (change out) to meters where the existing register is not an AMR compatible register. The new registers will be dependent on meter manufacturer, model, and size. The standard register retrofit will not include meter box removal, service line modifications, or any other work due to negligence of any party other than CONTRACTOR. The standard register retrofit will include box cleanout to accommodate register installation, data collection, and ERT installation under lid adjustable sliding bracket. Retrofitting of meter registers will apply to meters larger than 1", be dependent upon age of meter, and be at the sole discretion of the UTILITY.

8. Splice Kit retrofit with Itron ERT:

Standard splice kit retrofit to meters where the existing register is an AMR compatible register. The retrofit will be dependent on meter manufacturer, model, and size. The standard splice kit retrofit will not include meter box removal, service line modifications, or any other work due to negligence of any party other than CONTRACTOR. The standard splice kit retrofit will include box cleanout to accommodate splice kit installation, data collection, and ERT installation under lid adjustable sliding bracket. Retrofitting of meter registers will apply to meters larger than 1", be dependent upon age of meter, and be at the sole discretion of the UTILITY.

9. Small (size #1's and #2's) meter pit box removal and/or replacement:

Meter pit box removal and/or replacement may be necessary to perform some meter change outs if the box was incorrectly installed over a portion of the meter preventing access to meter couplings. Some boxes have become damaged and are no longer sufficient to provide adequate protection for the new meters with ERT's. The city will require that those boxes be replaced with new meter pit boxes that will accommodate Amco AMR Pit ERT's mounted underneath the lid utilizing adjustable ert mount brackets. No AMR Pit ERT's will be mounted through the lid meter box or meter box lid replacement will be performed ONLY on an as-needed basis.

10. Large meter pit box removal and/or replacement:

Meter pit box removal and/or replacement may be necessary to perform some meter change outs if the box was incorrectly installed over a portion of the meter preventing access to meter couplings. Some

boxes have become damaged and are no longer sufficient to provide adequate protection for the new meters with ERT's. The city will require that those boxes be replaced with new meter pit boxes that will accommodate Amco AMR Pit ERT's mounted underneath the lid utilizing adjustable ert mount brackets. No AMR Pit ERT's will be mounted through the lid meter box. Meter box lid replacements will be performed ONLY on an as-needed basis.

11. Special Job Hours

Special job hours are a job type for any work that is not specifically defined in the SOW. Special jobs may include any work such as service line modifications, asphalt and concrete breakout, faulty valve replacements, etc. ANY and ALL work related to Special Job Hours must be approved by the utility WATER SUPERINTENDENT prior to the start of such work.

1.6 CONTRACTOR'S IDENTIFICATION

All field personnel will have a picture identification badge. CONTRACTOR will provide the UTILITY with a copy of all picture identification badges for all personnel associated with this project. Any vehicles used for this project will have the company logo prominently displayed on both sides of the vehicle.

1.7 EQUIPMENT

CONTRACTOR will furnish all equipment and labor required for project completion. No equipment will be stored at any site owned by the UTILITY without prior consent.

1.8 PROJECT SCHEDULE

Hours of Operation

The field meter testing will be performed between 8:00am to 5:00pm, Monday through Friday unless both the UTILITY and CONTRACTOR agree upon alternate hours.

Project Timeline

The following is a tentative schedule that defines the project timeline requirements for CONTRACTOR in order to meet the project plan. The schedule is subject to adjustment as mutually agreed upon between the UTILITY and CONTRACTOR, consistent with expectations of this project.

Date	Task	Owner
TBD	The Notice to Proceed is issued.	UTILITY
TBD	Meter Reading System-- Training	UTILITY / CONTRACTOR
TBD	City of Prescott Meter Installations-- Pre-con Meeting	
TBD	City of Prescott Meter Installations-- Start Date	CONTRACTOR
TBD	City of Prescott Meter Installations-- Anticipated Completion Date	CONTRACTOR

1.9 PROJECT INVOICING AND PAYMENT

CONTRACTOR will submit a monthly invoice for all services provided during invoicing period. Payment shall be made for all completed and accepted installations accomplished during the billing period in accordance with the Schedule of Charges and the Agreement for Service.

2.0 Solicitation Process Requirements

2.1. **Communications with the City:** All communications regarding this solicitation must be directed in writing to the Purchasing Division. Unless authorized by the Purchasing Manager, no other City official or employee is empowered to speak for the City with respect to this solicitation. Bidders are advised that the City shall not be bound by information, clarifications, or interpretations from other City officials or employees. Bidders are cautioned against contacting any City official or employee other than the Buyer for this solicitation. Failure to observe this requirement may be grounds for rejection of Bidder's bid. The City's buyer for this solicitation is:

Dawn M. Foster, Purchasing Manager
 City of Prescott
 Purchasing Services Division
 Fax: 928-777-1234
 e-mail: dawn.foster@cityofprescott.net

2.2. **Schedule**

2.2.1. **Solicitation Advertisement**

Sunday, February 12 2006

2.2.2. **Deadline for Questions and Requests for Addenda**

Wednesday, February 22, 2006 COB

2.2.3. **Deadline for Issuance of Addenda via fax or e-mail**

Thursday, February 23, 2006 COB

2.2.4. **Bids Due**

Wednesday, March 1, 2006 at 2:00 pm

Office of the City Clerk

201 S. Cortez St.

Prescott, AZ 86302

2.2.5. **Bid Opening**

Wednesday, March 1, 2006 at 2:00 p.m.

City of Prescott

City Council Chambers

201 S. Cortez St.

Prescott, AZ 86302

2.3. **Pre-Bid Conference**

If indicated in Section 2.2 above, a pre-bid conference will be held for this solicitation. The purpose of the pre-bid conference is to provide Bidders with an opportunity to obtain clarification of this solicitation. Bidders are encouraged to submit questions, comments and requests in writing to the City's Buyer prior to the pre-bid conference.

Attendance at the pre-bid conference may be optional or mandatory as indicated in Section 2.2 above. If the pre-bid conference is mandatory, failure to attend will preclude a Bidder from submitting a bid. Failure to attend an optional pre-bid conferences will not preclude a Bidder from submitting a bid.

2.4. **Letter of Interest**

Bidders wishing to receive addenda to this solicitation, answers to questions posed by other Bidders, and related information shall submit a Letter of Interest to the City's Buyer in person or by fax or email.

The purpose of the Letter of Interest is to ensure Bidders receive all solicitation addenda, answers to questions posed by Bidders, and other related information. The City will consider this letter as an interest to bid only, without further obligation to the Bidder. The Letter of Interest must designate the office, employee or agent who will be the Bidder's contact for all communications regarding this acquisition. The following information should be provided for this individual:

Name

Title

Company Name

Mailing Address

Telephone Number

Fax Number

Email Address

2.5. **Questions and Requests for Addenda**

Bidders who have questions about or suggestions for changes to this solicitation may direct them to the City's Buyer in writing by fax or email. Questions and requests for addenda must be received by the City's Buyer no later than the date and time listed in Section 2.2. Questions received after this time will not be considered or answered. Failure by a Bidder to request clarification of any inadequacy, omission or conflict shall not relieve the Bidder of the responsibility of being in compliance with the solicitation.

2.6. **City Answers and Addenda**

Changes to this solicitation will be made only by formal written addenda issued by the City's Buyer. Any such addenda and City answers to questions will be issued no later than the date and time listed in Section 2.2. Addenda and City answers will be emailed or faxed to all Bidders who submitted a letter of interest. Changes to this solicitation may be made by the City if, in the sole judgment of the City, the changes will not compromise the City's objectives in this acquisition. All addenda issued by the City shall become a part of the specifications of this solicitation, and will be made part of the resulting agreement.

2.7. **Proprietary Material**

A Bidder shall clearly mark any proprietary information contained in its bid with the words “proprietary information.” Bidder shall not mark any Solicitation Form as proprietary. Marking all or nearly all of a bid as proprietary may result in rejection of the bid. Bidders should be aware that the City is required by law to make its records available for public inspection. The Bidder, by submission of materials marked proprietary, acknowledges and agrees that the City will have no obligation to advocate for non-disclosure in any forum or any liability to the Bidder in the event that the City must legally disclose these materials.

2.8. **Multiple Bids**

A Bidder may submit multiple bids for any solicitation however, each bid must be submitted separately (in its own complete package) from the others.

2.9. **Delivery of Bids**

Sealed bids must be received at the Office of the City Clerk no later than the date and time listed in Section 2.2. The bids will be opened and read publicly in the Council Chambers at that time. If the bid is delivered by the U.S. Postal Service, the bid should be addressed to:

Elizabeth A. Burke, City Clerk
City of Prescott
PO Box 2059
Prescott, AZ 86302

If the bid is delivered by an entity other than the U.S. Postal Service, the bid should be addressed to:

Elizabeth A. Burke, City Clerk
City of Prescott
201 S. Cortez St.
Prescott, AZ 86303

Bidders shall enclose bids in sealed envelopes. The envelope should identify the Bidder's name, mailing address, Solicitation and Title, and the time and date of opening. The City shall not consider late bids, telegraphic (fax) or telephone bids. Bidders are solely responsible for ensuring that bids are delivered on time. Delays caused by any delivery service, including the U.S. Postal Service, will not be grounds for an extension of the deadline for receipt of bids. Bids received after the deadline will be returned unopened.

2.10. **Cost of Bids**

The City shall be not be liable for any costs incurred by Bidders in the preparation and submittal of a bid(s) in response to the solicitation or in the participation of any part of the acquisition process.

2.11. **Errors in Bids**

Bidders are responsible for all errors or omission in their bids, and any such errors or omission will not serve to diminish their obligations to the City.

2.12. **Withdrawal of Bids**

A bid may be withdrawn by written request of the Bidder prior to the bid due date and time listed in Section 2.2. No bid may be withdrawn for a period of 120 calendar days after the bid due date and time.

2.13. **Changes in Bids**

Prior to the bid due date and time listed in Section 2.2, a Bidder may make changes to its bid provided the change is initialed and dated by the Bidder. Corrections and/or modifications received after the closing time specified will not be accepted.

2.14. **Rejection of Bids**

The City reserves the right to reject any and all bids and to waive any immaterial defects and irregularities in bids.

2.15. **Disposition of Bids**

All materials submitted in response to the solicitation, including samples, shall become the property of the City upon delivery to the City.

2.16. **Incorporation of Solicitation and Response in Agreement**

This solicitation, including all attachments and addenda, and all promises, warranties, commitments and representations in the successful bid shall be binding and shall become obligations of the agreement.

2.17. **Protests**

Any protest of a notice that a bid is non-responsive must be filed by 5:00 p.m. on the third business day after such notification. All such protests shall be in writing, contain a complete statement of the grounds for protest, and be filed with the Purchasing Manager, PO Box 2059, Prescott, AZ 86302, FAX 928-777-1234. Protesting parties must demonstrate as part of their protest that they made every reasonable effort within the schedule and procedures of this solicitation to resolve the basis or bases of their protest during the solicitation process, including asking questions, seeking clarifications, requesting addenda, and otherwise alerting the City to perceived problems so that corrective action could be taken prior to the selection of the Apparent Successful Bidder(s). The City will not consider any protest based on items which could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the City from executing an agreement with any other bidder.

2.18. **Bid Submittal**

Bids must be sealed and the envelope must clearly indicate the information as described in Section 2.9. Bidders must fully complete and submit the following documents:

- 2.18.1. Bid Form A - Bidder Response Cover Sheet
- 2.18.2. Bid Form B - Price Sheet
- 2.18.3. Bid Form C - Bid Certification
- 2.18.4. Bid Form D - Non-Collusion Certificate
- 2.18.5. Bid Form E – Contractor Questionnaire
- 2.18.6. Bid Form F – Certificate of Ownership
- 2.18.7. Bid Form G – Bidder Optional Information
- 2.18.8. Bid Form H – Bidder Qualifications, Representations and Warranties

3.0 General Contract Terms and Conditions

- 3.1. **Entire Agreement:** This contract, including all attachments referenced herein, constitutes the entire agreement between the City and the Contractor. The City's RFQ/RFP, all addenda to the RFQ/RFP, and the Contractor's response to the RFQ/RFP are explicitly included in this contract. Where there is any conflict among or between any of these documents, the controlling document shall be the first listed in the following sequence: the most recently issued Contract amendment; the Contract; the most recently issued addendum to the City's RFQ/RFP; the City's RFQ/RFP; and the Contractor's response to the RFQ/RFP.
- 3.2. **Term:** The term of this Contract shall commence on the date the City's Purchasing Agent signs the same and shall expire as stated within the Contract.
- 3.3. **Freight:** Prices include freight prepaid and allowed. The Contractor assumes the risk of every increase, and receives the benefit of every decrease, in delivery rates and charges.
- 3.4. **Title:** Prices are F.O.B. destination. Title to items and risk of loss remain with Contractor until City receives items at the delivery point.
- 3.5. **Overages/Undergoes:** Shipments shall correspond with the Contract; any unauthorized advance or excess shipment is returnable at Contractor's expense.
- 3.6. **Schedule:** Unless the City's Purchasing Agent requests a change in schedule, the Contractor shall deliver the items or render the services as stated in the Contract. At the City's option, the Contractor's failure to timely deliver or perform may require expedited shipping at the Contractor's expense, or may be cause for termination of the Contract and the return of all or part of the items at the Contractor's expense. If the Contractor anticipates difficulty in meeting the schedule, the Contractor shall promptly notify the City's Purchasing Agent of such difficulty and the length of the anticipated delay.
- 3.7. **Payment:** Invoices will be paid according to early payment discount terms, or if no early payment discount is offered, thirty (30) days after the City's receipt and acceptance of the goods or completion and acceptance of the services. Payment periods will be computed from either the date of delivery of all goods ordered, the completion of all services, or the date of receipt of a correct invoice, whichever date is later. This section is not intended to restrict partial payments that are specified in the contract. No payment shall be due prior to the City's receipt and acceptance of the items identified in the invoice therefor.
- 3.8. **Unlawful Overcharges:** The Contractor assigns to the City all claims for anti-trust violations and overcharges relating to items purchased by the City.
- 3.9. **Price Warranty:** The Contractor warrants that the prices for the items sold to the City hereunder are not less favorable than those currently extended to any other customer for the same or similar items

- in similar quantities. The Contractor warrants that prices shown on this Contract are complete, and that no additional charge of any type shall be added without the City's express written consent.
- 3.10. **Warranties:** The Contractor warrants that all goods are merchantable, comply with the City's latest drawings and specifications, and are fit for the City's intended use; all goods comply with all applicable safety and health standards established for such products; all goods are properly packaged; and all appropriate instructions or warnings are supplied.
- 3.11. **Date Warranty:** Vendor warrants that all Software provided under this Contract: (i) does not have a life expectancy limited by date or time format; (ii) will correctly record, store, process, and present calendar dates; (iii) will lose no functionality, data integrity, or performance with respect to any date; and (iv) will be interoperable with other software used by Purchaser that may deliver date records from the Software, or interact with date records of the Software ("Date Warranty"). In the event a Date Warranty problem is reported to Vendor by Purchaser and such problem remains unresolved after three (3) calendar days, at Purchaser's discretion, Vendor shall send, at Vendor's sole expense, at least one (1) qualified and knowledgeable representative to Purchaser's premises. This representative will continue to address and work to remedy the failure, malfunction, defect, or nonconformity on Purchaser's premises. This Date Warranty shall last perpetually. In the event of a breach of any of these representations and warranties, Vendor shall indemnify and hold harmless Purchaser from and against any and all harm, injury, damages, costs, and expenses incurred by Purchaser arising out of said breach.
- 3.12. **Equal Employment Opportunity:** During the term of this Contract, the Contractor agrees as follows: The Contractor will not discriminate against any employee or applicant for employment because of creed, religion, race, color, sex, marital status, sexual orientation, gender identity, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their creed, religion, race, color, sex, national origin, or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 3.13. **Diversity:** The City encourages the Contractor to employ a workforce reflective of the region's diversity.
- 3.14. **Discrimination in Contracting:** The Contractor shall not create barriers to open and fair opportunities for subcontractors and suppliers in obtaining or competing for contracts and subcontracts as sources of supplies, equipment, construction and services. In considering offers from and doing business with subcontractors and suppliers, the Contractor shall not discriminate on the basis of race, color, creed, religion, sex, age, nationality, marital status, sexual orientation or the presence of any mental or physical disability in an otherwise qualified disabled person.
- 3.15. **Record-Keeping:** The Contractor shall maintain, for at least 12 months after expiration or earlier termination of the term of this Contract, relevant records and information necessary to document the Contractor's utilization of other businesses as subcontractors and suppliers in this contract and in its overall public and private business activities. The Contractor shall also maintain all written quotes, bids, estimates, or proposals submitted to the Contractor by all businesses seeking to participate as subcontractors or suppliers in the contract. The City shall have the right to inspect and copy such records. If this Contract involves federal funds, the Contractor shall comply with all record-keeping requirements set forth in every applicable federal rule, regulation and statute referenced in the contract documents.
- 3.16. **Publicity:** The Contractor shall not advertise or publish the fact that the City has contracted to purchase items from the Contractor without the City's prior written approval.
- 3.17. **Proprietary and Confidential Information:** The Contractor acknowledges that the City is required by law to make its records available for public inspection, with certain exceptions. City staff believe that this legal obligation would not require the disclosure of proprietary descriptive information that contains valuable designs, drawings or formulas. The Contractor, by submission of materials marked proprietary and confidential, nevertheless acknowledges and agrees that the City will have no obligation or any liability to the Contractor in the event that the City must disclose these materials by law.
- 3.18. **Indemnification:** To the extent permitted by law, the Contractor shall protect, defend, indemnify and hold the City harmless from and against all claims, demands, damages, costs, actions and causes of

actions, liabilities, judgments, expenses and attorney fees, resulting from the injury or death of any person or the damage to or destruction of property, or the infringement of any patent, copyright, or trademark, arising out of the work performed or goods provided under this Contract, or the Contractor's violation of any law, ordinance or regulation, except for damages resulting from the sole negligence of the City.

- 3.19. **Insurance:** The Contractor shall secure and maintain, at all times during the term of this Contract, at its own expense, a policy or policies of insurance known as:
 - 3.19.1. **Commercial General Liability** written on an insurance industry standard occurrence form (ISO form CG 00 01) or equivalent including premises/operations, products/completed operations, personal/advertising injury, contractual liability, and independent contractors liability;
 - 3.19.2. If any vehicle is used in the performance of this Contract, a policy of **Business Automobile Liability** written on an insurance industry standard form (ISO form CA 00 01) or equivalent, including coverage for owned, non-owned, leased or hired vehicles; and
 - 3.19.3. If any work under this Contract will be performed by a resident of the state of Arizona, **Worker's Compensation** ("Industrial Insurance") as required by the State of Arizona. The insurance as provided under items 3.19.1 and 3.19.2 above shall be endorsed to include The City of Prescott, its officers, elected officials, employees, agents and volunteers as an **Additional Insured** per ISO form CG2010 11/85 or CG2026 or equivalent, and to not permit reduction or cancellation by the insurer without forty-five (45) days prior written notice to the City. The Contractor's insurance shall be primary as respects the City, and any other insurance maintained by the City shall be excess and non-contributing with the Contractor's insurance.
- 3.20. **Compliance with Law:** The Contractor, at its sole cost and expense, shall perform and comply with all applicable laws of the United States and the State of Arizona; the Charter, Municipal Code, and ordinances of The City of Prescott; and rules, regulations, orders, and directives of their respective administrative agencies and officers.
- 3.21. **Licenses and Similar Authorizations:** The Contractor, at no expense to the City, shall secure and maintain in full force and effect during the term of this Contract all required licenses, permits, and similar legal authorizations, and comply with all related requirements.
- 3.22. **Taxes:** The Contractor shall pay, before delinquency, all taxes, levies, and assessments arising from its activities and undertakings under this Contract; taxes levied on its property, equipment and improvements; and taxes on the Contractor's interest in this Contract.
- 3.23. **Americans with Disabilities Act:** The Contractor shall comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA) in performing its obligations under this Contract. In particular, if the Contractor is providing services, programs, or activities to City employees or members of the public as part of this Contract, the Contractor shall not deny participation or the benefits of such services, programs, or activities to people with disabilities on the basis of such disability. Failure to comply with the provisions of the ADA shall be a material breach of, and grounds for the immediate termination of, this Contract.
- 3.24. **Adjustments:** The City's Purchasing Agent at any time may make reasonable changes in the place of delivery, installation or inspection; the method of shipment or packing; labeling and identification; and ancillary matters that Contractor may accommodate without substantial additional expense to the City.
- 3.25. **Amendments:** Except for adjustments authorized above, modifications or amendments to the Contract may only be made by a change order or by written document signed by or for both parties. Unless Contractor is otherwise notified, the City's Purchasing Agent shall be the City's authorized agent.
- 3.26. **Assignment:** Neither party shall assign any right or interest nor delegate any obligation owed without the written consent of the other, except Contractor may assign the proceeds of this Contract for the benefit of creditors upon 21 days advance written notice to the City.
- 3.27. **Binding Effect:** The provisions, covenants and conditions in this Contract apply to bind the parties, their legal heirs, representatives, successors, and assigns.
- 3.28. **Waiver:** The City's failure to insist on performance of any of the terms or conditions herein or to exercise any right or privilege or the City's waiver of any breach hereunder shall not thereafter waive any other term, condition, or privilege, whether of the same or similar type.
- 3.29. **Applicable Law:** This Contract shall be construed under the laws of the State of Arizona. The venue for any action relating to this Contract shall be in the Superior Court for Yavapai County, State of Arizona.

- 3.30. **Remedies Cumulative:** Remedies under this Contract are cumulative; The use of one remedy shall not be taken to exclude or waive the right to use another.
- 3.31. **Severability:** Any invalidity, in whole or in part, of any provision of this Contract shall not affect the validity of any other of its provisions.
- 3.32. **Gratuities:** The City may, by written notice to the Contractor, terminate Contractor's right to proceed under this Contract upon one (1) calendar day's notice, if the City finds that any gratuity in the form of entertainment, a gift, or otherwise was offered or given by the Contractor or any agent thereof to any City official, officer or employee.
- 3.33. **Termination:**
- 3.33.1. **For Cause:** Either party may terminate this Contract in the event the other fails to perform its obligations as described herein, and such failure has not been corrected to the reasonable satisfaction of the other in a timely manner after notice of breach has been provided to such other party.
- 3.33.2. **For Reasons Beyond Reasonable Control of a Party:** Either party may terminate this Contract without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control such as but not limited to an act of nature; war or warlike operations; civil commotion; riot; labor dispute including strike, walkout, or lockout; sabotage; or superior governmental regulation or control.
- 3.33.3. **For Public Convenience:** The City may terminate this Contract in whole or in part whenever the City determines that such termination is in its best interest (including but not limited to for lack of continuing appropriations). In such a case the Contractor shall be paid for all items accepted by the City.
- 3.33.4. **Notice:** Notice of termination shall be given by the party terminating this Agreement to the other not less than ten (10) working days prior to the effective date of termination.
- 3.34. **Major Emergencies or Disasters:** The following provision shall be in effect only during major emergencies or disasters. The City is committed to preparing thoroughly for any major emergency or disaster situation. As part of its commitment, the City is contracting with the Contractor under the following terms and conditions: Contractor shall provide to the City, upon the City's request, such goods and/or services at such time as the City determines. In the event the Contractor is unable to meet the delivery date commitment due to circumstances beyond the reasonable control of the Contractor, the Contractor shall make such delivery as soon as practicable. If the Contractor is prevented from making such delivery to the requested delivery location due to circumstances beyond its reasonable control, the Contractor shall immediately assist the City in whatever manner is reasonable to gain access to such goods and/or services. In the event that the Contractor is unable to provide such goods and/or services as requested by the City, the Contractor may offer to the City limited substitutions for its consideration and shall provide such substitutions to the City as required above, provided the Contractor has obtained prior approval from the City for such substitution. The Contractor shall charge the City the price determined in this Contract for the goods and services provided, and if no price has been determined, it shall charge the City a price that is normally charged for such goods and/or services (such as listed prices for items in stock). In the event that the City's request results in the Contractor incurring unavoidable additional costs and causes the Contractor to increase prices in order to obtain a fair rate of return, the Contractor shall provide the City with appropriate documentation of the additional costs. The Contractor acknowledges that the City is procuring such goods and/or services for the benefit of the public. The Contractor, in support of public good purposes, shall consider the City as a customer of first priority and shall make its best effort to provide to the City the requested goods and/or services in a timely manner. For purposes of this Contract, a "major emergency" or "disaster" shall include, but is not limited to a storm, high wind, earthquake, flood, hazardous material release, transportation mishap, loss of any utility service, fire, terrorist activity or any combination of the above.

4.0 Standard Bid Information

- 4.1. **Default by Bidder:** In case of default by the bidder, the City of Prescott may procure the items or service from other sources and may deduct from any monies due or that may thereafter become due to the bidder the difference between the price named in the contract or purchase order and the actual cost thereof to the City of Prescott. Prices paid by the City shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent.

- 4.2. **Cash Discounts:** In connection with any cash discount specified on this bid, time will be computed from the date of complete delivery of the supplies, equipment or services as specified or from the date correct invoices are received in the City Finance office if the latter date is later than the date of delivery. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the City warrant or check.
- 4.3. **Warranty:** Manufacturer's warranties shall remain in effect. All equipment purchased shall be purchased from one (1) vendor. That one vendor shall be fully responsible for all warranty performance relating to any part of component of the purchased equipment. The vendor's responsibility shall include all warranty involving sub-contractors. The vendor shall supply a warranty on all parts and workmanship from the initial delivery date. The vendor shall guarantee further that the equipment to be supplied complies with all applicable regulations.
- 4.4. **Litigation:** The parties hereto expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court. Neither party shall be entitled to an award of attorneys' fees, either pursuant to the Contract or another state or federal statute.
- 4.5. **Cooperative Use of Contract:** This contract may be extended for use by other municipalities, school districts and government agencies in the State of Arizona with the approval of the contracted vendor. Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective government agency.
- 4.6. **Brand Names:** Brand names are only used for reference to indicate character or quality desired unless otherwise indicated.

5.0 Instructions for Submittal Forms

- 5.1. Form A - Solicitation Response Cover Sheet: Bidder shall complete, sign, and submit Form A as the first page of the bid package
- 5.2. Form B - Price Sheet: Bidder shall certify that its bid will be valid for 120 days after submission. Bidder may be asked to extend this certification. Bidder shall complete, sign, and submit Form B.
- 5.3. Form C - Bid Certification: Bidder shall complete, sign, and submit Form C
- 5.4. Form D - Non-Collusion Certificate: Bidder shall complete, sign, and submit Form D.
- 5.5. Form E - Contractor Questionnaire: Bidder shall complete, sign, and submit Form E.
- 5.6. Form F - Certificate of Ownership: Bidder shall complete, sign, and submit Form F completely and accurately stating the names and addresses of all persons, firms, corporations, partnerships or other associations having any direct or indirect financial interest in the Bidder's business and the nature and extent of each such interest.
- 5.7. Form G - Bidder Optional Information: Form G is for informational purposes only, is not required to be answered or submitted, and responses will not be taken into consideration in bid evaluation, or in agreement award or administration. Bidder may complete, sign, and submit Form G.
- 5.8. Form H - Bidder Qualifications, Representations and Warranties
 - 5.8.1. Bidder shall complete and submit Solicitation Form H. Bidder shall provide additional information as required.
 - 5.8.2. The City reserves the right to inspect any of Bidder's facilities and equipment after the bid due date and time listed in Section 2.2. The Bidder shall make such facilities and equipment available for the City's inspection within eight business hours of the City's request. The City may require additional information concerning a Bidder's facilities, equipment, personnel, and procedures. The Bidder shall supply such information within the time noted in the City's request.
 - 5.8.3. The City shall consider awarding agreements only to responsible Bidders. Responsible Bidders are those that have, in the sole judgment of the City, the financial ability, character, reputation, resources, skills, capability, reliability, and business integrity necessary to perform the requirements of the agreement.
 - 5.8.4. In determination of responsibility, the City may consider all information available to the City, whether specifically provided by the Bidder in response to this solicitation or other information otherwise available to the City in evaluating the responsibility of the Bidder. Such information may include, but is not limited to, experience and history of the City with current and/or prior contracts held by the Bidder with the City or with other agencies, references provided by the Bidder to the City, information provided by the Bidder as part of the solicitation responses, and information not specifically provided by the Bidder but is otherwise available to the City and has merit in consideration of responsibility, in the opinion of the City. The evaluation of responsibility shall be determined by the City and shall be in the sole opinion of the City. Such evaluation by the City

shall be final and not subject to appeal. Furthermore, no agreement will be awarded to a Bidder if any owner of such Bidder has been convicted within the past ten years of a crime involving dishonesty or false statements, or if the Bidder has unsatisfied tax or judgment liens.
5.8.5. Bidder shall provide two (2) references, a sub-contractors list (if applicable) and certify there are no unsatisfied tax liens or judgements on record. Bidder shall complete, sign and submit Form H.

Form A – Solicitation Response Cover Sheet



City of Prescott
Solicitation Response

Solicitation Number:

Description:.....

Addenda Number(s) Received (if any) _____

Business Name: _____

Business Address: _____

Business Phone: (____) _____

Business Contact: _____

- | | | |
|---|-----|----|
| 1. Did you submit warranty information? | Yes | No |
| 2. Bid Bond Attached? | Yes | No |
| 3. Forms A through H Attached? | Yes | No |

Bidder Notes/Comments: _____

Form B – Price Sheet

Item numbers refer to the “Project Job Type Descriptions” found on pages 4 and 5 of this solicitation.

Item	Unit Price	Comments
1.	\$ _____	
2.	\$ _____	
3.	\$ _____	
4.	\$ _____	
5.	\$ _____	
6.	\$ _____	
7.	\$ _____	
8.	\$ _____	
9.	\$ _____	
10.	\$ _____	
11.	\$ _____	

Please initial to indicate unit pricing is inclusive of shipping costs FOB Prescott, AZ per unit: _____

Payment Terms: _____

Dated this _____ **day of** _____ **2006.**

Signature

Title

Form C – Bid Certification

Bidder Name: _____

The undersigned Bidder hereby certifies as follows:

C.1 That he/she has read The City of Prescott's solicitation documents, its appendices and attachments, and the following Addenda, and to the best of his/her knowledge, has complied with the mandatory requirements stated therein.

Addendum	Issue Date
_____	_____
_____	_____

C.2 That he/she has had opportunity to ask questions regarding the solicitation, and that such questions having been asked, have been answered by the City.

C.3 That the Bidder's bid consists of the following:

1. Form A – Solicitation response package cover sheet
2. Form B – Price Sheet
3. Form C – Bid Certification
4. Form D – Non-Collusion Certificate
5. Form E – Contractor Questionnaire
6. Form F – Certificate of Ownership
7. Form G – Optional Bidder Information
8. Form H – Bidder Qualifications, Representations and Warranties; Bidder to provide attachment:
Attachment – Subcontractor's List

C.4 That the Bidder's bid is valid for 120 days.

Dated this _____ **day of** _____ **2006.**

Signature

Title

Form D – Non-Collusion Certificate

Bidder Name: _____

The undersigned Bidder hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership or corporation herein, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in the preparation and submission of a bid to The City of Prescott for consideration in the award of this solicitation.

Dated this _____ **day of** _____ **2006.**

Signature

Title

Form E – Contractor Questionnaire

Yes - No

- 1. Has the City of Prescott or other governmental entity incurred costs as a result of contested change order (s) from the undersigned company?
- 2. Has the City of Prescott or other governmental entity been involved in litigation relative to contract performance with the undersigned company?
- 3. Has the undersigned company failed to meet bid specifications or time limits on other contracts?
- 4. Has the undersigned company abandoned a contract or refused to perform without legal cause after submitting a bid?
- 5. Has the undersigned company had bidding errors or omissions in two or more bid submissions within a thirty-six month period?
- 6. Has the undersigned company failed to perform or performed unsatisfactory of two or more contracts within a thirty-six month period.
- 7. Does the undersigned company have adequate equipment, personnel and expertise to complete the proposed contract?
- 8. Does the undersigned company have a record of safety violations in two or more contracts within a thirty-six month period?
- 9. Does the undersigned have a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such a contract or subcontract within a ten-year period?
- 10. Has the undersigned company been convicted of a criminal offense within a ten-year period of embezzlement, theft, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which might affect responsibility as a municipal contractor?
- 11. Has the undersigned company been convicted of state or federal antitrust statues within a ten-year period arising out of submission of bids or proposals?
- 12. Has the undersigned company been disbarred or a similar proceeding by another governmental entity?

If you answered “yes” to Items 1-6 or 8-12 or answered “no” to Item 7, please attach a full explanation to this questionnaire.

Company: _____

Address: _____

Name: _____ Title: _____
(please print) (please print)

Signature: _____ Date: _____

Form F – Certificate of Ownership

Bidder Name: _____

The undersigned Bidder hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership or corporation herein, are the only person, firms, corporations, partnerships, or other associations having any direct or indirect financial interest in the Bidder's business as legal or equitable owner, creditor (except current bills for operating expenses), or holder of any security or other evidence of indebtedness.

Dated this _____ day of _____ 2006.

Signature

Title

Form G – Bidder Optional Information

Bidder Name: _____

Bid Form G is for informational purposes only, is not required to be answered or submitted, and responses will not be taken into consideration in bid evaluation, or in agreement award or administration. Bidder may complete, sign, and submit Bid Form G.

Affirmative Efforts to Utilize WMBEs – The City encourages the utilization of woman-owned and minority-owned businesses and the participation of such businesses in City bidding opportunities. The City requests Bidder to designate whether it is a State certified woman or minority owned business (WMBE), or whether the Bidder desires to self-identify as owned by women or minorities.

WMBE Status:

Certification:

Women’s Business Enterprise
 Minority Business Enterprise
 Minority and Women’s Business Enterprise
 Disadvantaged Business Enterprise

WMBE Certification No. _____
DBE Certification No. _____

Ethnicity:

Asian American
 African American
 Hispanic

Native American
 White

Gender: Male Female

Self-Identification: If Bidder is not WMBE or DBE Certified, please select one category of ownership that best describes the ownership of Bidder:

Is Bidder at least 51% owned by one or more women? Yes No

Is Bidder at least 51% minority owned? Yes No

Ethnicity:

Asian American
 African American
 Hispanic

Native American
 White

Gender: Male Female

Form H – Bidder Qualifications, Representations and Warranties

Bidder Name: _____

The undersigned Bidder hereby certifies as follows:

- H1 Taxes and Liens** - Bidder has no unsatisfied tax or judgment lien on record.
- H2 Subcontractors** – Bidder submits as Attachment 4 to this Bid Form A a list of all subcontractors it will use in performing the requirements of the agreement resulting from this solicitation. A subcontractor is any separate legal entity used to perform requirements of the proposed agreement. The list shall include the firm’s name, contact person and title, mailing address, telephone number, fax number and a description of the service(s) to be subcontracted. Bidder shall also attach a copy of the letter from the subcontractor stating its commitment to perform the services(s) subcontracted.
- H3 References** – The City will enter into an agreement only with a Bidder(s) having a reputation of satisfactory performance. The Bidder’s ability to provide timely service; knowledgeable, conscientious, and courteous staff; reasonable care and skill; invoicing consistent with contract pricing, etc., are important to the City. Bidder provides information for two clients, other than the City of Prescott, that presently contract with Bidder for similar goods or services:

Reference #1

Firm Name: _____
Address: _____
Contact Person: _____
Phone Number: _____

Reference #2

Firm Name: _____
Address: _____
Contact Person: _____
Phone Number: _____

Note: The bid evaluators may contact the customer references, as well as any other customers or customer employees including The City of Prescott. A Bidder with unsatisfactory references may have its bid rejected.

- H4 Bidder’s Examination** - Bidder has made its own examination, investigation and research regarding the requirements of the solicitation including but not limited to the work to be done, services to be performed, any conditions affecting the work and services, the type and quantity of labor, equipment and facilities necessary to perform. Bidder fully understands the character of the work and services, the manner in which payment is to be made, the terms and conditions of the draft agreement (see Appendix C), and the solicitation. Bidder acknowledges and agrees that it has satisfied itself by its own examination, investigation and research, and that it will make no claim against the City because of erroneous estimates, statements, or interpretations made by City. Bidder hereby proposes to furnish all materials, equipment, and facilities and to perform all labor which may be required to do the work within the time required and upon the terms and conditions provided in the draft agreement and the solicitation, and at the prices as bid.

Dated this _____ day of _____ 2006.

Signature

Title