

City of Prescott

**Request for Bids
for
Water Meter Installation Services**

Standard Specifications and Contract Documents



SOLICITATION NUMBER: 09-2-817-714-2

**BID OPENING: August 6, 2009 at 2:00 PM
City of Prescott Council Chambers
201 South Cortez Street
Prescott, Arizona**

**PREPARED BY: City of Prescott Public Works
Utilities Operations Division
433 N. Virginia Street
Prescott, Arizona**

July 2009

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

Bid
Water Meter Installation Services

The City of Prescott is soliciting bids for Water Meter Installation Services. Sealed bids [one (1) original and two (2) copies] shall be opened on Thursday, August 6, 2009 at the time and place indicated in Section 2.2.

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1.0 Solicitation Specifications/Scope of Work

1.1 Introduction

The City of Prescott currently has a water utility base of approximately 22,300 accounts. Approximately 6,000 accounts have been converted to radio read meters. The rest of the accounts are manually read meters utilizing hand held units. The City plans to retrofit these existing accounts and this contract will provide services for the installation of water meters 5/8" or greater in size. The implementation of the change out program will occur by meter reading routes.

The meters will be purchased for change out over a three fiscal year period (FY10, FY11, and FY12). A City of Prescott fiscal year runs from July 1st thru June 30th (i.e. July 1, 2009 thru June 30, 2010 equals FY10). Pricing for the first year will establish the contract award. Thereafter the City will apply an annual CPI (Consumer Price Index) for the Phoenix area to determine an agreed upon price for each year.

The quantities shown are intended to assist the Bidder in determining approximate quantities required for this bid. These figures should not be used as a final determinate in establishing exact quantities. No guarantee of quantities is intended, either expressed or implied. Nominal quantities are sometimes requested in order to establish unit prices that are firm for the purchasing period for items that may not be required during the purchasing period.

In order to qualify, the Contractor shall provide a minimum of three (3) references and have three (3) years experience with meter change out projects that included at least 2,500 meters.

1.2 Meter Installation

- 1) The Contractor will install new water meters 5/8" or greater in size.
- 2) The Contractor will provide a meter installation fee for each size of meter.
- 3) The City of Prescott will supply the water meter, ERT and mounting stake needed to complete the new meter Installation.
- 4) The Contractor may furnish other incidental materials or items needed to complete the new meter installation.
- 5) The Contractor will be responsible to coordinate the new meter installation at a time that is convenient for the customer.
- 6) The Contractor shall measure the pressure at the meter box on each meter installed. The water pressure measured at the meter box shall be recorded on the work order and a meter ID sticker provided by the manufacturer shall be attached to the work order and returned to the appropriate City personnel (to be determined).
- 7) No box shall be left open without a representative of the Contractor being on site.
- 8) The Contractor shall provide a 24-hour 7-day per week phone number for City staff to contact the Contractor concerning an installation.
- 9) The cleaning of meter boxes in preparation of the meter removal is considered incidental to the project and is to be included with the pricing of meter change out.
- 10) All repair work and parts furnished by the Contractor shall be warranted against leaks for a minimum of (one) 1 year and Contractor shall respond to warranty issues within forty-eight (48) hours of notification.

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: purchasing@prescott-az.gov

2.2 Schedule

- 2.2.1 Solicitation Advertisement
Sunday, July 19, 2009
- 2.2.2 Deadline for Questions and Requests for Addenda
Tuesday, July 28, 2009 COB
- 2.2.3 Deadline for Issuance of Addenda via fax or e-mail
Friday, July 31, 2009, 2009 COB
- 2.2.4 Bids Due [one (1) original and two (2) copies]
Thursday, August 6, 2009 at 2:00 pm

Purchasing Manager, City Hall
201 S. Cortez Street
Prescott, AZ 86302

- 2.2.5 Bid Opening
Thursday, August 6, 2009 at 2:00 pm

City of Prescott
City Council Chambers
201 S. Cortez Street
Prescott, AZ 86302

2.3 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.

2.4 City Answers and Addenda

Changes to this solicitation will be made only by addenda issued by the City's Buyer and posted to the City website at www.prescott-az.gov/business/bids. It is the bidder's responsibility to check the website for any addenda prior to submitting a bid. 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.

2.5 Delivery of Bids

Sealed bids [one (1) original and two (2) copies] 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:

Dawn Foster, Purchasing Manager
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:

Dawn Foster, Purchasing Manager
City of Prescott
201 S. Cortez Street
Prescott, AZ 86303

Bidder shall enclose bid [one (1) original and two (2) copies] in a sealed envelope. The envelope should identify the Bidder's name, mailing address, Solicitation # (909-2-817-714-2), Title (Water Meter Installation Service), and the time and date of opening. The City shall not consider late bids, telegraphic (fax) or telephone bids. Bidder is 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.

2.6 Cost of Bids

The City shall be not be liable for any costs incurred by Bidder 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.

2.7 Errors in Bids

Bidder is 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.

2.8 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.

2.9 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.

2.10 Rejection of Bids

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

2.11 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.

2.12 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.

2.13 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 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.

2.14 Bid Submittal

Bid [one (1) original and two (2) copies] must be sealed and the envelope must clearly indicate the information as described in Section 2.5. Bidder must fully complete and submit the following documents:

- Bid Form A – Solicitation Response Cover Sheet
- Bid Form B – Price Sheet
- Bid Form C – Bid Certification
- Bid Form D – Non-Collusion Certificate
- Bid Form E – Contractor Questionnaire
- Bid Form F – Certificate of Ownership
- Bid Form G – 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 Request for Bid (RFB), all addenda to the RFB, and the Contractor's response to the RFB 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 RFB; the City's RFB; and the Contractor's response to the RFB.
- 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. 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.
- 3.4. 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 therefore.
- 3.5. Unlawful Overcharges: The Contractor assigns to the City all claims for anti-trust violations and overcharges relating to items purchased by the City.
- 3.6. 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.
- 3.7. 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.
- 3.8. 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.

- 3.9. Diversity: The City encourages the Contractor to employ a workforce reflective of the region's diversity.
- 3.10. 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.
- 3.11. 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.
- 3.12. 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.
- 3.13. 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.
- 3.14. 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.
- 3.15. 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:
 - 3.15.1. **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;
 - 3.15.2. 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
 - 3.15.3. 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.
- 3.16. 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.

- 3.17. 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.
- 3.18. 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.
- 3.19. 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.
- 3.20. 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.
- 3.21. 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.
- 3.22. 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.
- 3.23. Binding Effect: The provisions, covenants and conditions in this Contract apply to bind the parties, their legal heirs, representatives, successors, and assigns.
- 3.24. 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.
- 3.25. 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.
- 3.26. 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.
- 3.27. 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.
- 3.28. 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.
- 3.29. Termination:
 - 3.29.1. 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.
 - 3.29.2. 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.
 - 3.29.3. 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.

3.29.4. 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.

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 or 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 other 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 Qualifications, Representations and Warranties: Bidder shall complete and submit Solicitation Form G. Bidder shall provide additional information as required.

6.0 Review of Bid Submittals and Contractors

- 6.1 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.
- 6.2 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.

- 6.3 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.

City of Prescott
Solicitation Response

Form A – Solicitation Response Cover Sheet

Solicitation Number: 09-2-817-714-2

Description: Water Meter Installation Services

Please note all that apply:

- Total Price for Meter Installation Services for Fiscal Year 2010.....\$ _____
- Total Price for Meter Installation Services for Fiscal Year 2011.....\$ Base Bid + CPI
- Total Price for Meter Installation Services for Fiscal Year 2012.....\$ Base Bid + CPI
- Addenda Number(s) Received (if any) _____
- Original Forms A through G plus two (2) photocopies

Business Name: _____

Business Address: _____

Business Phone: (_____) _____

Business Contact: _____

Contractor Comments: _____

Dated this ____ day of _____ 2009

Signature

Title

Form B – Price Sheet

Meters Installation Cost in Fiscal Year 2010:

<u>Item</u>	<u>Quantity</u>		<u>Price</u>
5/8 x 3/4 inch Meter Installation Cost	7,300	Unit Price	\$ _____
		Total Unit Bid Price	\$ _____
1 inch Meter Installation Cost	450	Unit Price	\$ _____
		Total Unit Bid Price	\$ _____
1 1/2 inch Meter Installation Cost	25	Unit Price	\$ _____
		Total Unit Bid Price	\$ _____
2 inch Meter Installation Cost	50	Unit Price	\$ _____
		Total Unit Bid Price	\$ _____
		Subtotal	\$ _____
		Tax	\$ _____
		Total	\$ _____

Meters Installation Estimated Quantities in FY 2011:

<u>Item</u>	<u>Quantity</u>
5/8 x 3/4 inch Meter Installation Cost	4,200
1 inch Meter Installation Cost	400
1 1/2 inch Meter Installation Cost	20
2 inch Meter Installation Cost	25

Meters Installation Estimated Quantities in FY 2012:

<u>Item</u>	<u>Quantity</u>
5/8 x 3/4 inch Meter Installation Cost	4,200
1 inch Meter Installation Cost	400
1 1/2 inch Meter Installation Cost	15
2 inch Meter Installation Cost	25

Dated this _____ day of _____ 2009

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 – 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 _____ 2009

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 _____ 2009

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 on 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 had 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: _____
(please print)

Title: _____
(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 _____ 2009.

Signature

Title

Form G – Bidder Qualifications, Representations and Warranties

Bidder Name: _____

The undersigned Bidder hereby certifies as follows:

- G1 Taxes and Liens – Bidder has no unsatisfied tax or judgment lien on record.

- G2 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.

- G3 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 three 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: _____
Project Description: _____

Reference #2

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

Reference #3

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

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.

G4 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 _____ 2009

Signature

Title