



CITY OF SUFFOLK

Purchasing Division

P.O. Box 1858, Suffolk, VA 23439-1858; TEL: (757) 514-7520; Fax (757) 514-7524

INVITATION FOR BID

TITLE: Service Truck with Crane

ACCEPTANCE DATE: Prior to 3:00 p.m. – February 12, 2013 “Eastern Standard Time”

IFB NUMBER: 2013-00073-CN

ACCEPTANCE PLACE: Finance Department, Purchasing Division, Room 105
441 Market Street
Suffolk, Virginia 23434

BID OPENING LOCATION: Purchasing Conference Room
441 Market St., Room 105

Requests for information related to this Invitation should be directed to:

Cindy L. Norfleet, CPPB, Senior Buyer
(757) 514-7522
Email address: cnorfleet@suffolkva.us

This document can be downloaded from our web site: www.suffolkva.us/bids/index.jsp

Issue Date: January 31, 2013

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

If you have obtained this bid document from the City's website or a source other than the City of Suffolk, contact the Purchasing Division prior to submitting your bid to ensure that a complete up-to-date package has been received. The Purchasing Division is not responsible for providing addenda if the vendor is not listed as a prospective bidder.

INVITATION FOR BID

Service Truck with Crane

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BID PRICING FORM AND OTHER FORMS TO BE EXECUTED BY THE BIDDER

Prepared by Cindy Norfleet, CPPB, Senior Buyer

Date: January 31, 2013

1.0 PURPOSE

The intent of this Invitation for Bid is to purchase two (2) 4 x 4 service trucks (Ford F-350 or approved equal) with extended cab complete with truck-mounted utility body (Knapheide No. 6108D54J or approved equal) and attached crane (Liftmoore Model 5000WX-20 or approved equal).

One unit will be used by the Department of Public Works Traffic Engineering Division.

The second unit will be used by the Department of Public Utilities Maintenance Division and will include an air compressor/generator combo unit (Model No. AG2-SH13-30M as manufactured by Mi-T-M Corporation or approved equal).

Service trucks shall be in accordance with all specifications, terms, and conditions herein.

2.0 COMPETITION INTENDED

It is the City's intent that this Invitation for Bid (IFB) permits competition. It shall be the bidder's responsibility to advise the Buyer in writing if any language requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be received by the Purchasing Agent not later than five (5) days prior to the date set for bids to close.

3.0 GENERAL SPECIFICATIONS

3.1 General

Specifications below describe a cab and chassis complete with utility body and crane attachment for use by the Departments of Public Works and Public Utilities.

Cab, chassis, utility body, and crane attachment shall be supplied by a single contractor. The contractor will be responsible for purchasing and installing the utility body on the cab and chassis.

Equipment shall be the latest manufactured current production with all standard components and details. Units shall be new production; used models or demonstrator models will not be accepted. Specifications are minimum; equal or better will be considered.

All components shall be of American manufacture, totally produced, supplied and assembled in the United States whenever possible. The City has the right to reject any and all bids. No equipment shall be accepted prior to successful inspection by the using agency.

Each unit shall comply with all State and Federal codes and regulations.

It is not the intent of the City for these specifications to be proprietary; equals will be evaluated in accordance with comparable quality, construction, strength, durability, and suitability for the purpose intended. All specifications contained herein are considered minimum requirements for the manufacture and delivery of the "new" chassis and body specified herein. The terms "minimum" and "maximum" shall define the respective constraints that apply to the overall design,

dimensions or quality level established by the City of Suffolk, Virginia. The term "or equal" shall define the degree of determined quality level, and it shall be the sole responsibility of the City to judge whether the proposed "equal" submitted by the bidder meets the minimum established quality level.

The Bidder shall complete every space in the compliance column below with a check mark to indicate if the item being bid is exactly as specified. If not, the "NO" column must be checked and a detailed description of the deviation from the specification to be supplied. Compliance sheets (Pages 4-9) must be submitted with the BID FORM.

		COMPLY	
		Yes	No
3.2	<u>Cab and Chassis Specifications</u>		
	GVWR: Minimum 13,000 pounds	_____	_____
	Extended cab	_____	_____
	Dual rear wheel	_____	_____
	Automatic transmission	_____	_____
	4 x 4	_____	_____
	Engine: Diesel, minimum of 300HP, 660 Ft.-Lb. torque @1600 RPM	_____	_____
	Integrated upfitter switches (4)	_____	_____
	Trailer brake controller	_____	_____
	Front tow hooks (2)	_____	_____
	Class V hitch with trailer wiring, 7 wire harness w/relays	_____	_____
	Air conditioning and high output heater	_____	_____
	Vinyl seating, bench type	_____	_____
	Rubber floor matting	_____	_____
	Running boards	_____	_____
	Telescoping trailer tow mirrors	_____	_____
	AM/FM radio	_____	_____
	DEF access to be strategically located on driver side of vehicle and clearly marked "DEF Only"	_____	_____

COMPLY
Yes No

Tank capacity shall be sufficient to provide a minimum of 5,000 miles of travel before refill _____

Exterior color: white _____

Interior color: black or gray _____

An amber light, Federal Signal 454200-25 or approved equal, shall be mounted on top of the cab and appropriately wired for activation through one of the upfitter switches. _____

3.3 Utility Body Specifications

Body to be installed on cab and chassis _____

Utility body to be Knapheide standard service body, #6108D54J or approved equal _____

Inverter: 3000 watts DC to AC inverter to be mounted in body _____

Wilton, or approved equal, combination pipe and bench vise to be mounted on the left rear section of the step bumper with specifications as follows: _____

- Jaw width: 6 inches _____
- Throat dept: 6 5/8 inches _____
- Pipe capacity: 1/4 - 6 inches _____
- Max. opening capacity: 9 inches _____

Compartments shall be appropriately reinforced to support the weight of the crane assembly _____

Rear suspension should be capable of supporting the weight and operation of the crane and other attachments _____

Adjustable manual outriggers shall be installed at the rear of the vehicle in accordance with manufacturer's instructions. _____

COMPLY
Yes No

Floor to have spray-on bed liner, Line X or approved equal, applied to entire area

Exterior to be painted Dupont Imron 7666, or approved equal

3.4 Crane Attachment Specifications

Crane attachment, Liftmore Model #5000wx-20 or approved equal, shall be mounted on the right rear top section of the utility body

Moment rating: 25,000 foot pounds

Lift capacities:

- 5,000 pounds @ 5 feet*
- 3,125 pounds @ 8 feet*
- 2,500 pounds @ 10 feet
- 2,083 pounds @ 12 feet
- 1,562 pounds @ 16 feet
- 1,388 pounds @ 18 feet
- 1,250 pounds @ 20 feet

*Use traveling block double line for loads above 2,500 pounds

The hoist winch uses a planetary gear drive for most efficient operation. The safety brake includes a one-way clutch that releases the brake when lifting the load.

The winch drum to wire rope ratio meets ANSI requirements.

A 2.5 HP, 12 volt DC series wound electric motor powers the winch.

The crane is supplied with 80 feet of 5/16-inch galvanized aircraft cable with a breaking strength of 9,600 pounds. The wire rope is outside of the boom and clearly visible for operator's inspection.

A 3-ton capacity swivel traveling block assembly with roller thrust bearing and safety latch is included for two part line operation. All sheaves must meet ANSI requirements.

COMPLY
Yes No

The hydraulic pump is driven by a 12 volt DC electric motor driving gear type pump. Control of the hydraulic functions is through four-way spring centered solenoid activated valves. Valves actuate at a minimum of 10 volts. Manual override controls are to be provided on each directional valve.

Rotation is 360 degrees (360°) continuous and unlimited. a gear bearing supports the crane. Crane rotation is powered by a worm gear box with integral low speed, high torque hydraulic motor.

A four-inch (4") bore hydraulic cylinder elevates the boom from -5 degrees (-5°) to +75 degrees (+75°). A counterbalance valve is mounted integral with the cylinder to hold the load in the event of a hose failure, control the rate of descent when powered down, and relieve the cylinder from high pressures.

The boom hydraulically extends from ten feet (10') to sixteen feet (16') by a 2.5 inch bore hydraulic cylinder and manually extends from sixteen feet (16') to twenty feet (20'). The extension cylinder is mounted inside the boom for protection. A counterbalance valve is mounted in the cylinder for safety.

A 25-foot remote pendant control is supplied with each crane. For safest possible use, the pendant control is removable from the crane, and each function is controlled by a momentary contact toggle switch. An E-Stop button is included in the control. This switch will turn off electrical power to the crane when pressed.

A load limiting sensor is stalled in the elevation cylinder. This sensor will shut down hoist up, boom out, and boom down when an overload is detected.

An anti-two block feature prevents extending the boom against the travel block and breaking the cable.

Crane shall be supplied with 25 feet of battery power cable with quick disconnect, an additional three feet (3') of ground wire, a 150 Amp circuit breaker for mounting near the battery, and a master cut off switch to be mounted near the crane.

Crane will have an additional 12-Volt battery separate from the vehicle's battery---Group 4D Deep Cycle battery with a 215 Amp-Hour rating.

COMPLY
Yes No

Four (4) 7/8-inch Grade 8 bolts are required for mounting. The base plate will be 16.75 inches square, and the bolt Holes are drilled on a 14.75 inch square pattern.

An outrigger is necessary to keep the truck as level as possible, as well as reducing the load on the crane's rotation mechanism and the truck's suspension components. A boom rest is required to support the crane while the vehicle is in motion.

Crane shall be mounted to the vehicle in accordance with manufacturer's instructions. Contractor will be required to provide all materials, hardware, etc, necessary to mount the crane.

3.5 Generator/Air Compressor

Model AG2-SH13-30M as manufactured by Mi-T-M Corporation, or approved equal, generator/air compressor combo shall be shipped loose and shall include all necessary components required to make the equipment operable and ready for immediate use. Minimum specifications are as follows:

Compressor pump will be quality cast iron, two-stage compressor with splash lubricated cast iron crankcase.

Compressor pump will have a cast iron head for heat dissipation, large canister intake filter, and durable stainless steel braided discharge hose.

Engine will be Honda OHV – 389cc, or approved equal

Generator will be industrial 3,500-watt generator with four (4) NEMA 5-15R receptacles, brushless alternator, and total harmonic distortion (THD) less than 6%, 100% copper windings.

Frame: Powder coated ASME coded 30-gallon receiver tank, 3/16-inch base plate to reduce vibration, 14-gauge powder coated two-piece belt guard with 1/4-turn release for quick access to the belts.

CFM@ 100 PSI: 16.3

CFM@ 175 PSI: 15.7

Maximum AC Output: 3,500 watts

COMPLY
Yes No

Continuous with Compressor on Load: 2,300 watts	_____	_____
Continuous with Compressor Off Load: 3,300 watts	_____	_____
Net weight: approximately 435 pounds	_____	_____
Length: approximately 40 inches	_____	_____
Width: approximately 24.5 inches	_____	_____
Height: approximately 45 inches	_____	_____

Options:

Idle Down	_____	_____
Engine Oil Drain	_____	_____
Service truck mount kit	_____	_____
Electric Start (battery box included)	_____	_____

Supply air hoses with reels for outdoor use shall be shipped loose with sizes as follows:

- 1 each 3/8" x 50'
- 1 each 1/2" x 50'

	_____	_____
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All hardware necessary for attachment to the vehicle shall be included.

	_____	_____
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3.6 Delivery and Documentation

The completed unit (cab/chassis, utility body and crane) shall be delivered to the Fleet Management facility located at 120 Forest Glen Drive, Suffolk, Virginia, completely assembled, serviced, and ready to operate.

	_____	_____
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Units shall be delivered with valid Virginia 30-day tags.

	_____	_____
--	-------	-------

Units shall be delivered with current Virginia State inspection.

	_____	_____
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Units shall be delivered with Manufacturer's Statement of Origin (MSO).

	_____	_____
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Original invoice shall be supplied upon delivery.

	_____	_____
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4.0 INSTRUCTIONS TO BIDDERS

4.1 Submission of Bids

Pricing must be submitted on the Invitation for Bid pricing form only; failure to submit a bid on the official City form provided for that purpose shall be a cause for rejection of the bid. Include other information as requested or required. All bids shall be submitted in a sealed envelope and properly identified with the IFB number, IFB name and time and date of opening. Bids must be received by the Purchasing Division no later than the time specified on the opening date. **Bids may be mailed to City of Suffolk, Purchasing Division, P.O. Box 1858, Suffolk, VA 23439 or hand delivered to 441 Market Street, Room 105, Suffolk, Virginia 23434.** Faxed and e-mailed bids shall not be accepted.

It is the bidder's responsibility to ensure the bid is received prior to the bid acceptance time. The "official" time of acceptance will be via electronic date/time stamp upon receipt of the bid package in the Purchasing Division office. The Bid may not be changed by markings on the envelope. Only the amounts indicated on the BID Form will be considered in determining the final Bid amount.

4.2 City Contacts

Questions related to bid submittals should be directed to:

*Cindy Norfleet, Senior Buyer
(757) 514-7522
cnorfleet@suffolkva.us*

The Senior Buyer is the designated authorized spokesperson for the City of Suffolk with respect to this IFB. All questions should be directed to the Buyer's attention. The respondents to this IFB shall not contact, either directly or indirectly, any other employee or agent of the City regarding this IFB. This prohibition shall also extend to the Suffolk City Council and locally elected officials. Any such unauthorized contact may disqualify the bidder from this procurement.

4.3 Firm Pricing

Bid price must be firm for City acceptance for ninety (90) days from bid opening date.

4.4 Pricing to be F.O.B. Destination – Freight Included

Pricing shall be F.O.B. destination-freight included for all competitive bids. F.O.B. Destination-Freight Included shall include all shipping costs to the City location(s) at the unit cost. No additional shipping charges shall be allowed.

4.5 Unit Price

Bid unit price on quantity specified – extend and show total. In case of errors in extension, unit prices shall govern. Bids subject to unlimited price increases will not be considered.

4.6 Contract Quantities

The quantities specified in the Invitation for Bid are estimates only, and are given for the information of bidders and for the purpose of bid evaluation. They do not indicate the actual quantity, which will be ordered, since such volume will depend upon requirements, which develop during the contract period.

Quantities shown shall not be construed to represent any amount which the City shall be obligated to purchase under the contract, or relieve the contractor of his obligation to fill all orders placed by the City.

NO BID WILL BE CONSIDERED WHICH STIPULATES THAT THE CITY OF SUFFOLK SHALL GUARANTEE TO ORDER A SPECIFIC QUANTITY.

4.7 Authority to Bind Firm in Contract

Bids must include full legal firm name and address of bidder. Failure to manually sign bid may disqualify it. Person signing bid should show Title or Authority to bind the firm in a Contract.

4.8 Withdrawal of Bids

Bids may be withdrawn any time prior to the bid opening. Withdrawal of bids may be accomplished by submitting such request in writing on the issuing company's letterhead either in person or by certified mail. No bids may be withdrawn after the established bid opening date or time, unless the purchaser has extended the opening date.

4.9 Rejection of Bid

The City reserves the right to waive any technical errors in bids received and/or to reject any and all bids. Without limiting the generality of the foregoing, any bid which is incomplete, obscure, or irregular may be rejected; any bid failing to comply with all terms and conditions or failing to conform to the specifications may be rejected; any bid having interlineations, erasures, or corrections not appropriately initialed by the bidder may be rejected; and any bid accompanied by an insufficient or irregular bid security may be rejected.

4.10 Late Bids

Late bids will not be considered. It is the responsibility of the bidder to ensure the bid is received prior to the bid acceptance time.

4.11 Rights of City

The City reserves the right to accept or reject all or part of any bid, waive any informality and award the contract to the lowest responsive and responsible bidder to best serve the interest of the City.

In accordance with the Virginia Public Procurement Act Section 2.2-4320 B, a public body may waive informalities in bids. An “informality” is defined in Section 2.2-4301 as “a minor defect or variation of a bid or proposal from the exact requirements of the Invitation to Bid, or the Request for Proposal, which does not affect the price, quality, quantity or delivery schedule for the goods, services or construction being procured.”

The City further reserves the right to request clarification on any bid submittal or any documents requested or included in the bid submittal. Requests for insurance documents, additional specification requirements, drawings, contractor’s license, standard forms, etc. which may inadvertently be omitted from the BID FORM may be considered to be an “informality” and may be submitted at a later date, at the option of the City, as long as the omissions do not affect the price, quality, quantity or delivery for the goods or services being procured.

4.12 Use of Contract by Other Public Bodies

Bidders are advised that the resultant contract may be extended, with the authorization of the Bidder, to other public bodies, or public agencies or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms and conditions of the resulting contract.

If any other public body decides to use the final contract, the Contractor shall deal directly with the public body concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. The City of Suffolk acts only as the “Contracting Agent” for these public bodies. Failure to extend a contract to a public body will have no effect on consideration of your bid.

It is the Contractor’s responsibility to notify the public body(s) of the availability of the contract(s).

Other public bodies desiring to use the contract shall make their own legal determination as to whether the use of this contract is consistent with their laws, regulations and other policies.

Each public body has the option of executing a separate contract with the Contractor(s). Public bodies may add terms and conditions required by statute, ordinances, and regulations, to the extent that they do not conflict with the contract terms and conditions. If, when preparing such a contract, the general terms and conditions of a public body are unacceptable to the Contractor, the Contractor may withdraw its extension of the award to that public body.

The City of Suffolk shall not be held liable for any costs or damages incurred by another public body as a result of any award extended to that public body by the Contractor.

4.13 Inclement Weather/Closure of City Hall

If City Hall is closed for business at the time scheduled for bid opening, for whatever reason, sealed bids will be accepted and opened on the next scheduled business day, at the originally scheduled time.

4.14 Basis for Award

Contract award will be made to the lowest responsive and responsible bidder based upon the Total submitted. In case of mathematical error, the unit price will govern.

4.15 Announcement of Award

Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the City will publicly post such notice on the bulletin board located outside of Room 105 of the Purchasing Division and/or on the City's web site, www.suffolkva.us/bids/index.jsp for a minimum of ten (10) days.

4.16 Bidder Qualification

Only bids from established contractors for work similar in scope to work herein shall be considered; the City reserves the right to request specific reference information prior to award. Bidder shall demonstrate that he has adequate and appropriate manpower, tools and equipment to respond and perform in accordance with the provisions herein.

The City may, at its option, disqualify a bidder and reject his bid for cause. Reasons deemed to be sufficient for this action shall include, but not be limited to, the following:

- Evidence of collusion among bidders.
- Receipt of more than one bid on any project from an individual, or from a corporation. This restriction does not apply to subcontractors
- Default on any previous contract.
- For unreasonable failure to complete a previous contract within the specified time or for being in arrears on an existing contract without reasonable cause for being in arrears.
- Inability to perform as revealed by an investigation of the Bidder's financial statement, experience and/or plant and equipment.

4.17 Taxes in Arrears

No bid or proposal will be accepted from or Contract awarded to any person, firm or corporation that is in arrears, or is in default to the City upon any debt or contract, or that is a defaulter as surety or otherwise upon any obligation to the City.

5.0 CONTRACT TERMS AND CONDITIONS

5.1 License Requirement

All firms doing business in the City of Suffolk are required to be licensed in accordance with the City of Suffolk business license ordinance. Wholesale and retail merchants without a business location in the City of Suffolk are exempt from this requirement.

Any questions concerning business licenses should be directed to the Commissioner of the Revenue's Office, telephone (757) 514-4260.

5.2 Hold Harmless Clause

The Contractor shall, during the term of the contract, indemnify and hold harmless the City of Suffolk from and against any and all losses, damages, claims, fines, penalties, suits and costs, including bodily injury or death of any person(s), or loss or damage to property, as well as fines, assessments and penalties imposed by any authority which may arise out of any violations of law by, and all acts and omissions of the Contractor, the Contractor's agents, employees occurring in connection with the products, completed operations, and other services covered herein.

5.3 Safety

All contractor and subcontractor performing services for the City are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

5.4 Anti-Discrimination

By submitting their bids, bidders certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia 2.2.4343.1E).

Every contract over \$10,000 shall include the following provisions:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, service disabled veterans or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the

contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of No. 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

5.5 Ethics In Public Contracting

By submitting a bid, the bidder certifies that their bid is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. (Code of Virginia 2.2.4367)

5.6 Compliance with Federal Immigration Law

Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

5.7 Debarment Status

By submitting a bid, bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

5.8 Antitrust

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the City of Suffolk all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the City of Suffolk under said contract.

5.9 Drug-Free Workplace

During the performance of this contract, the contractor agrees to (1) provide a drug-free workplace for the contractor's employees; (2) post in conspicuous place, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (3) state in all solicitation or advertisement for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (4) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

5.10 Exemption from Taxes

The City is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificate indicating the City's tax exempt status will be furnished by the City of Suffolk.

5.11 Faith Based Organization

City of Suffolk does not discriminate against faith-based organizations.

5.12 Substitutions

NO substitutions or cancellations are permitted after award without written approval by the Purchasing Agent.

5.13 Method of Payment

Contractor shall submit invoices in duplicate for each delivery, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables.

Invoices shall be submitted to using departments.

Upon acceptance of work, the City will render payment within forty-five (45) days of receipt of invoice. Unless otherwise provided, interest on the payment shall not exceed the rate of one percent (1%) per month.

Individual contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

5.14 Payments to Subcontractors

Within seven (7) days after receipt of monies paid by the City for work performed by a subcontractor under this contract, the contractor shall either:

- a. Pay the subcontractor for the proportionate share of the total payment received from the City attributable to the work performed by the subcontractor under this contract; or
- b. Notify the City and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment and the reason for non-payment.

The contractor shall pay interest to the subcontractor on all amounts owed that remain unpaid beyond the seven (7) day period except for amounts withheld as allowed in item b above.

Payments to subcontractor(s) shall be made in accordance with §2.2-4354 of Code of Virginia (1950), as amended. Unless otherwise specified in this contract, interest shall accrue at the rate of one percent (1%) per month.

5.15 Assignment of Contract

This contract may not be assigned in whole or in part without the written consent of the Purchasing Agent.

5.16 Termination without Cause

The City may at any time, and for any reason, terminate this Contract by written Notice to Contractor specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed.

Notice shall be given to Contractor by certified mail/return receipt requested at the address set forth in Contractor's Bid Proposal or as provided in this Contract.

In the event of such termination, Contractor shall be paid such amount as shall compensate Contractor for the work satisfactorily completed, and accepted by the City, at the time of termination.

If the City terminates this Contract, Contractor shall withdraw its personnel and equipment, cease performance of any further work under this Contract, and turn over to the City any work completed or in process for which payment has been made.

5.17 Termination with Cause/Default/Cancellation

In the event that Contractor shall for any reason or through any cause be in default of the terms of this Contract, the City may give Contractor written notice of such default by certified mail/return receipt requested at the address set forth in Contractor's Bid Proposal or as provided in this Contract.

Unless otherwise provided, Contractor shall have ten (10) days from the date such notice is mailed in which to cure the default. Upon failure of Contractor to cure the default, the City may immediately cancel and terminate this Contract as of the mailing date of the default notice.

Upon termination, Contractor shall withdraw its personnel and equipment, cease performance of any further work under the Contract, and turn over to the City any work in process for which payment has been made.

In the event of violations of law, safety or health standards and regulations, this Contract may be immediately cancelled and terminated by the City and provisions herein with respect to opportunity to cure default shall not be applicable.

5.18 Non Appropriation – Availability of Funds

It is understood and agreed between the parties hereto that the City shall be bound and obligated hereunder only to the extent that the funds shall have been appropriated and budgeted for the purpose of this Contract. In the event funds are not appropriated and budgeted in any fiscal year for payments due under this Contract, the City shall immediately notify Contractor of such occurrence and this Contract shall terminate on the last day of the fiscal year for which (an) appropriation(s) (was) were received without penalty or expense to the City of any kind whatsoever.

5.19 Severability

If any part, term, or provision of this agreement, shall be found by the Court to be legally invalid or unenforceable, then such provision or portion thereof, shall be performed in accordance with applicable laws. The invalidity or unenforceability of any provision or portion of any contract document shall not affect the validity of any other provision or portion of the contract document.

5.20 Controlling Law; Venue, Pending/During Litigation

This CONTRACT shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflict of law rules. In the event of litigation concerning this CONTRACT, the parties agree to the exclusive jurisdiction and venue of the appropriate state court for the City of Suffolk, Virginia; however, in the event that the federal court has jurisdiction over the matter, then the parties agree to the exclusive jurisdiction and venue of the U.S. District Court for the Eastern District of Virginia, Norfolk Division.

The CONTRACTOR shall not cause a delay in services because of pending litigation or during litigation proceedings, except with the express, written consent of the CITY or by written instruction/order from the Court.

5.21 Compliance with State Law; Foreign and Domestic Business authorized to Transact Business in the Commonwealth (VPPA §2.2 – 4311.2)

A bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is to include in its bid or proposal the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. A public body may void any contract with a business if the business fails to remain in compliance with the provisions of this section.

5.22 Waiver

The failure by one party to require performance of any provision of this contract shall not affect that party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of the contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

BID FORM

TO: City of Suffolk, VA
 Purchasing Division
 441 Market Street
 Suffolk, VA 23434

BID: Service truck with Crane
 Attachment
DUE: *February 12, 2013*
TIME: 3:00 p.m., Local

Quote firm price, exclusive of all taxes, to furnish and deliver two (2) fully assembled service trucks with utility body and attached crane (includes one generator/compressor combo) F.O.B. Fleet Management, 120 Forest Glen Drive, Suffolk, Virginia 23443 in accordance with all specifications, terms, and conditions herein. ***Return Specifications Compliance information (Pages 4-9) with the bid submittal.***

******Bids and completed compliance sheets must be submitted on the City's BID FORM and packaged in an organized manner. Receipt of bids on anything other than the City's BID FORM will be reason for rejection. Bidders must submit one bid only; if more than one bid is submitted, the Bidder may be considered non-responsive.***

		<u>Unit Price</u>	<u>Amount</u>
2 EA	Service Truck with Utility Body and Attached Crane	\$ _____	\$ _____
1 EA	Generator/Compressor Combo	\$ _____	\$ _____
TOTAL:		\$ _____	

MFG/Model of Cab and Chassis _____

MFG/Model of Utility Body _____

MFG/Model of Crane _____

MFG/Model of Generator/Compressor Comb _____

BEST GUARANTEED DELIVERY: _____

State manufacturers standard warranty for all components:

Engine: _____
Transmission: _____
Other: _____

Bidder has included the following with the bid submittal (√ if you comply):

- _____ Specifications Compliance Sheets (Pages 4-9)
- _____ Specifications of equipment offered
- _____ Anticollusion/Nondiscrimination/Drug Free Workplace Clause
- _____ Proof of Authority to Transact Business in Virginia

Payment: Terms/Discounts _____ (Suffolk's normal payment schedule: items accepted and invoiced by the 10th of the month will be paid at month end. Cash discounts offered for less than 30 days from the receipt of a proper invoice will not be considered in the award.)

Company Name _____

Address _____

Person Quoting _____ Title _____

Telephone _____ Fax No. _____

I certify by my signature below that I have received the documents associated with this bid/proposal and understand that the review for completeness of these bid documents and the understanding and comprehension of the bid specifications is solely my responsibility; based on this, by my signature below I waive all rights to future claims against the City of Suffolk that the documents were incomplete or not understandable.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same equipment/materials/ service and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. I certify that the bidder represented herein is eligible to bid with respect to all applicable sections of State and Local Government Conflict of Interests Act, Code of Virginia, Section 2.1-639.1 et. seq.

Signature _____ **Date** _____

(Person signing bid should show title or authority to bind the firm in a contract.)

ANTICOLLUSION/NONDISCRIMINATION/DRUG FREE WORKPLACE CLAUSES

ANTICOLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THIS BID, SAID BIDDER DID NOT EITHER DIRECTLY OR INDIRECTLY ENTER INTO ANY COMBINATION OR ARRANGEMENT WITH ANY PERSON, FIRM OR CORPORATION, OR ENTER INTO ANY AGREEMENT, PARTICIPATE IN ANY COLLUSION, OR OTHERWISE TAKE ANY ACTION IN THE RESTRAINT OF FREE, COMPETITIVE BIDDING IN VIOLATION OF THE SHERMAN ACT (15 U.S.C. SECTION 1), SECTIONS 59.1-9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.6 THROUGH 59.1-68.8 OF THE CODE OF VIRGINIA.

THE UNDERSIGNED BIDDER HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THEREFROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, THE CITY OF SUFFOLK HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS BID; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS BID.

DRUG-FREE WORKPLACE:

DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES TO (I) PROVIDE A DRUG-FREE WORKPLACE FOR THE CONTRACTOR'S EMPLOYEES; (II) POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE OR MARIJUANA IS PROHIBITED IN THE CONTRACTOR'S WORKPLACE AND SPECIFYING THE ACTIONS THAT WILL BE TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION; (III) STATE IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE CONTRACTOR THAT THE CONTRACTOR MAINTAINS A DRUG-FREE WORKPLACE; AND (IV) INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS I, II, AND III IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

FOR THE PURPOSE OF THIS SECTION, "DRUG-FREE WORKPLACE" MEANS A SITE FOR THE PERFORMANCE OR WORK DONE IN CONNECTION WITH A SPECIFIC CONTRACT AWARDED TO A CONTRACTOR IN ACCORDANCE WITH THIS CHAPTER, THE EMPLOYEES OF WHOM ARE PROHIBITED FROM ENGAGING IN THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF ANY CONTROLLED SUBSTANCE OR MARIJUANA DURING THE PERFORMANCE OF THE CONTRACT.

NONDISCRIMINATION CLAUSE:

1. EMPLOYMENT DISCRIMINATION BY BIDDER SHALL BE PROHIBITED.
2. DURING THE PERFORMANCE OF THIS CONTRACT, THE SUCCESSFUL BIDDER SHALL AGREE AS FOLLOWS:
 - A. THE BIDDER, WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY STATE LAW RELATING TO DISCRIMINATION IN EMPLOYMENT, EXCEPT WHERE THERE IS A BONA FIDE OCCUPATIONAL QUALIFICATION/CONSIDERATION REASONABLY NECESSARY TO THE NORMAL OPERATION OF THE BIDDER. THE BIDDER AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NONDISCRIMINATION CLAUSE.
 - B. THE BIDDER, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED ON BEHALF OF THE BIDDER, WILL STATE THAT SUCH BIDDER IS AN EQUAL OPPORTUNITY EMPLOYER.
 - C. NOTICES, ADVERTISEMENTS, AND SOLICITATIONS PLACED IN ACCORDANCE WITH FEDERAL LAW, RULE OR REGULATION SHALL BE DEEMED SUFFICIENT FOR THE PURPOSE OF MEETING THE REQUIREMENTS OF THIS SECTION.
 - D. BIDDER WILL INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS A, B, AND C IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

Name and Address of Bidder:	Date:
	By:
	Signature In Ink
	Printed Name
Telephone Number: ()	Title
Fax Phone Number: ()	
FIN/SSN#:	

Is your firm a "minority" business? Yes No If yes, please indicate the "minority" classification below:
 African American Hispanic American American Indian Eskimo Asian American Aleut
 Other; Please Explain: _____

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID, FAILURE TO INCLUDE THIS FORM
MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2 an Offeror/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures establish to implement this section is granted by the City Manager, as applicable.

If this quote for goods or services is accepted by the City of Suffolk, Virginia the undersigned agrees that the requirements of the Code of Virginia Section §2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. _____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is _____.

B. _____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor’s identification Number issued to it by the SCC is _____.

C. _____ Offeror/Bidder does not have an Identification Number issued to it by the SCC such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

Legal Name of Offeror/Bidder

Date

Authorized Signature

Print or Type Name and Title

RETURN THIS PAGE WITH COPIES OF DOCUMENTATION