



DATE: December 30, 2016

REQUEST FOR PROPOSAL:

**#17-106, TIRE REPAIR AND REPLACEMENT SERVICES
FOR THE CITY OF IOWA CITY**

NOTICE TO PROPOSERS: Sealed Proposals will be received at the Office of the City Clerk, until the time and date specified below.

ADDRESS PROPOSALS TO: Attention of the City Clerk’s Office, City Hall, 410 E. Washington St., RM 140, Iowa City, IA 52240-1826, on or before the proposal opening local time and date specified below. Proposals shall be sealed and clearly marked on the front “**Tire Repair and Replacement Services for the City of Iowa City, RFP #17-106.**” **FAXED and E-Mailed Proposals will not be accepted.**

PROPOSALS ARE DUE NO LATER THAN: 2:30 p.m. (local time), January 18, 2017. Proposers shall submit three (3) copies of their proposal.

The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the proposer. Similarly, the City is not responsible for, and will not open, any proposal responses which are received later than the date and time stated above.

QUESTIONS: All questions and clarifications regarding this Request for Proposal will be accepted until **January 12, 2017, noon (local time)** by e-mailing the following City representative. All questions must be in writing in order to receive a response.

Purchasing
Mary Niichel
Purchasing Agent
mary-niichel@iowa-city.org
(319) 356-5078
M-F, 8:00 a.m. – 5:00 p.m.

No other City Representative should be contacted regarding this Request for Proposal. Any such unauthorized contact may cause the disqualification of the proposer from the procurement transaction.

NO CONTACT POLICY: After the date and time established for receipt of proposals by the City, any contact initiated by the proposer or by a City representative, other than the Purchasing Division representative listed herein, concerning this Request for Proposal is prohibited. Any such unauthorized contact may cause the disqualification of the proposer from the procurement transaction.

BONDS AND INSURANCE: Insurance is required, as specified in Section IV., No proposal security or performance bond is required.

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SECTION I. PROPOSAL REQUIREMENTS CHECKLIST

The following items must be included in all three (3) copies of the vendor's submitted proposal in order to be considered complete. The City reserves the right to reject proposals that are considered incomplete and do not contain the items listed below.

The vendor must submit the required items listed below in the following sequence:

_____ Provide a list of at least three (3) references from businesses that have had frequent tire repair and replacement services performed by your company similar in scope to the work required for this contract. Include the name of the business, contact name, title of contact, phone number, type of services performed for the business, and years that your company has been working with the business. **The City of Iowa City will not be accepted as a reference.**

Complete form provided in Section VI.

_____ Provide a completed and signed Pricing Sheet and Company Information form. Responses must include prices for the specified goods and services included in the RFP, as well as any additional goods and services that are to be provided by the respondent. Costs must include all costs related to providing the goods and services required by the City, as set forth in the RFP, so that the City can fully evaluate the respondent's proposal. The City is not responsible for the proposer's failure to provide information and pricing on required items for any costs associated with tire repair and replacement services. In this instance the prices submitted will prevail as the proposal price for all required goods and services.

Complete form provided in Section VII. – If additional space is required for pricing, attach a detailed parts listing of the good and/or service and associated costs specified.

SECTION II. SPECIFIC CONDITIONS AND INSTRUCTIONS TO THIS PROPOSAL

A. SCOPE OF WORK:

The City of Iowa City is soliciting proposals from qualified businesses to provide tire repair and replacement services for the City's vehicles when required, per the terms, conditions, and specifications of this Request for Proposal document.

It is the intent of the City that City staff will deliver and pick up City vehicles to and from the vendor's place of business, unless on-site service is requested. Once appropriate approval is received from Equipment management, tire repair or replacement must be completed within one business day unless tires must be ordered.

B. BACKGROUND INFORMATION:

In past years, the City of Iowa City's Equipment Division has outsourced tire repair and replacement for City vehicles. The following statistics provides proposers with the dollar amount associated with tire services over the past three years. The numbers provided below are for informational purposes only; the City does not guarantee the dollar value of the contract.

2014	\$81,133
2015	\$96,652
2016	\$83,220

C. CONTRACT TERM:

- 1) The initial term of this contract shall be for one (1) year, approximately February 2017 through February 2018. The official contract start date will be designated as the date stated on the issued Purchase Order.
- 2) No price escalation will be allowed during the original term of this contract.
- 3) The City and the awarded vendor may renew the original contract for four (4) additional one (1) year periods by mutual agreement.
- 4) Requests for proposed price changes after the initial term of the contract must be submitted in writing to the Purchasing Agent at least 60 days prior to the contract start date. Documentation for price increases shall include, but not be limited to, actual material invoices, copies of commercial price lists, provision of appropriate price indices, etc., which reflect said increases. **The City reserves the right to accept or reject price increases, to negotiate more favorable terms, or to terminate without cost, the future performance of the contract.**

D. PROPOSAL REQUIREMENTS:

- 1) If any proposer is in doubt as to the intent or meaning of any part of this Request for Proposal, the proposer must e-mail the Purchasing Agent mary-niichel@iowa-city.org no later than **noon (local time), January 12, 2017**. All questions must be in writing in order to receive a response.
- 2) The proposer is responsible for all costs related to the preparation of this proposal.
- 3) The format of the submitted proposal must be consistent with the format of the specifications listed.

- 4) Proposers are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting a proposal. The submission of a proposal by a company concludes the company's acceptance of the terms and conditions herein, unless otherwise stated.
- 5) At the time of the submission, it will be assumed that each proposer has read and is thoroughly familiar with the contract documents and the requirements of the contract. The failure or omission of a proposer to examine any document shall in no way relieve the proposer from any obligation in respect to its proposal.
- 6) No proposal security will be required. Insurance will be required before commencement of work, see Section IV-B.
- 7) All prices/discounts shall be F.O.B. destination and shall include all charges that may be imposed in fulfilling the terms and conditions of the contract.
- 8) Any costs associated with tire repair and replacement services not specifically set forth in this Request for Proposal will be the responsibility of the proposer, and will be deemed included in the fees and charges bid herein.
- 9) All proposers must have experience and references in providing the services required for this contract.
- 10) The City reserves the right to tour the proposer's facility before the contract is awarded.
- 11) Each specification herein stands alone and will be evaluated on its own merits in terms of meeting specifications, terms and conditions, pricing, delivery schedule and overall responsiveness to the Request for Proposal.
- 12) Proposers are required to submit all required documents in order for their proposal to be considered.
- 13) Responses may be rejected if the proposer fails to perform any of the following:
 - a) To adhere to one or more of the provisions established in this Request for Proposal
 - b) To demonstrate competence, experience, and ability to provide the commodities and services described in this Request for Proposal
 - c) To respond to a written request for clarification or additional information, and complete all required forms

E. REFERENCE CHECKS AND PROPOSAL CLARIFICATION:

The City of Iowa City reserves the right to contact any reference to assist in the evaluation of the proposal, to verify information contained in the proposal, and to discuss the proposer's qualifications. The City of Iowa City reserves the right to obtain and consider information from other sources concerning a vendor such as the vendor's capability and performance under other contracts.

F. CONTRACT NEGOTIATIONS:

The City of Iowa City reserves the right to negotiate specifications and terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this Request for Proposal. The City of Iowa City may require the Request for Proposal and the proposer's entire proposal be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the proposer during discussions or negotiations will be held by the City of Iowa City as contractually binding on the successful proposer.

G. CONTRACT AWARD:

- 1) All submitted proposals must be complete to be considered for award. The items listed on page two (2), Proposal Requirements Checklist, must be completed and included in the submitted proposal.
- 2) The City reserves the right to qualify, accept, or reject any or all proposals as deemed to be in the best interest of the City. The City reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities in any proposal when in the best interest of the City. The City reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of the Request for Proposal.
- 3) The City of Iowa City reserves the right to negotiate with more than one potential proposer after the submission of all proposals. The City of Iowa City reserves the right to accept any submittal, or any part or parts thereof, or to reject any and all submittals.
- 4) It is the City's intent to make an award within one hundred twenty (120) working days of the proposal due date.
- 5) Award, if made, will be in accordance with the terms and conditions herein.
- 6) Award, if made, shall be in the form of a Blanket Purchase Order. The Blanket Purchase Order will cover all **City approved** work performed during the initial contract term.
- 7) The City reserves the right to procure tire repair and replacement services from other vendors should a need arise for supplies and/or services which are not available. The City reserves the right to secure goods and/or services from other sources to meet its immediate needs without prejudice to the contract.
- 8) Consideration may be given to, but not limited to, the proposer's facilities and capabilities to perform the required work, adherence to specifications, company history and references, discounts and pricing, past experience of the City with the proposer.
- 9) The awarded vendor will be given the City's contract compliance document to complete and return before the issuance of a Purchase Order.
- 10) The awarded vendor will be required to submit a current certificate of insurance prior to commencement of work.

The certificate of insurance shall include the following items:

- The City of Iowa City will be named as additional insured
- Project proposal number and project title as the description
- Insurance carrier will be rated as A or better by A.M. Best

H. EVALUATION PROCESS:

An evaluation committee will independently evaluate the merit of proposals received in accordance with the evaluation factors defined in the RFP. Failure of the proposer to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the proposer. The evaluation process shall be based on a 100 point scale. The proposal that accrues the highest point total shall be recommended for award subject to the best interests of the City of Iowa City. Categories have been identified for the evaluation process. Each category shall receive a point value within the specified range based on how well the proposal meets or exceeds the City's requirements. The following table lists the maximum points associated with each category.

Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting the City's requirements and terms and conditions, pricing, installation schedule, and overall responsiveness to the Request for Proposal.

“Vendor submission of a proposal implies vendor acceptance of the evaluation technique and vendor recognition that some subjective judgments shall be made by the City of Iowa City during assignment of points.”

<u>EVALUATION CRITERIA</u>	<u>ASSIGNED POINTS</u>
Proposer's Facilities, Capabilities to Perform the Required Work, and Location	40
Company History/Customer Satisfaction/References	30
Pricing	<u>30</u>
Total	100

The above conditions and instructions clarify this specific proposal document, but are in addition to the attached GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS (Section IV).

SECTION III. SPECIFICATIONS AND REQUIREMENTS

The vendor will be responsible for furnishing all labor, equipment, supplies, and supervision to provide Tire Repair and Replacement Services in accordance with the following specifications and requirements.

A. FACILITIES, EQUIPMENT & SECURITY:

- 1) The vendor must have complete facilities and equipment for the following services:
 - Tire repair and replacement services for City fleet vehicles such as but not limited to:
 - passenger cars and light duty trucks
 - medium and heavy duty trucks - single and tandem axle
 - off road equipment such as skid loaders, large wheel loaders, tractors, back hoes, etc.
 - mowers, trailers and various small equipment
 - Front end alignments
 - Mobile repair/on-site services for all equipment- including heavy duty equipment such as Fire apparatus, medium and heavy duty trucks, large wheel loaders and other similar equipment with 1-hour maximum response time within normal business hours Monday-Friday
 - 24/7 after hour service available with 2-hour maximum response time
 - Storage of take-off tires that are still in useable condition to be reused on other City vehicles at a later date
- 2) Upon request, the vendor must be able to install tires provided by the City.
- 3) The City's Equipment personnel will determine if retread or recapped tires can be used as a replacement.
- 4) Tire plugs are not an acceptable tire repair method unless prior authorization is granted by the Equipment Superintendent or Shop Supervisor.
- 5) All equipment required to perform the services must be in first-class condition.
- 6) The location for all work to be performed for this contract must be within Johnson County, Iowa.
- 7) All law enforcement and fire department vehicles to be repaired under this contract must be stored inside (if the vehicle has to be kept overnight), in a secure area, with the capacity to hold a minimum of four (4) City vehicles. The vendor must ensure not only the security of the vehicles, but also the security of all communications equipment contained within the vehicles.
- 8) The vendor must have the capability to provide and complete tire service for eight (8) or more City vehicles within a 24-hour period.
- 9) The vendor accepts full liability and responsibility of all City vehicles in their possession.

B. LICENSES, PERMITS AND REGULATIONS:

- 1) The vendor must be environmentally conscious and licensed to operate a tire service business. It's the vendor's responsibility to ensure that used tires are properly disposed of according to current federal and state regulations.
- 2) The vendor must have all required local, State and Federal licenses/permits required to perform the work required under this contract.
- 3) The vendor and all subcontractors must meet all of the EPA and DER regulations. The City of Iowa City is committed to protecting the environment and becoming a successful environmentally sustainable community, it is essential that environmental considerations be a part of all City activities and operations. The commitment is demonstrated through:
 - Compliance
 - Environmental Sustainability
 - Continued Improvement
 - Pollution Prevention

As a vendor for the City your environmental performance is critical in meeting the City's commitment to protect the environment and comply with all environmental laws and regulations. It is the vendor's responsibility to comply with all applicable laws and ensure all requirements imposed by these laws are met.

C. ESTIMATES AND PRICING:

- 1) Tire replacement(s) require a verbal estimate at minimum that must be approved by the Equipment Superintendent or Shop Supervisor prior to work performed. Written quotes may be requested at the City's discretion.
- 2) All estimates shall be completed and available for review within 24 hours of the City contacting the vendor for an estimate.
- 3) No charges, such as miscellaneous shop charges, environmental charges, fees, etc. will be paid by the City if not listed in the vendor's proposed pricing (Section VII. Pricing Sheet and Company Information). Any additional charges listed in the vendor's proposal will be taken into consideration as part of the award evaluation.
- 4) The City will provide towing services if required in accordance with the City's towing contract.

D. COMPLETION OF WORK:

- 1) Upon verbal or written approval from the Equipment Division's Supervisor or designee to proceed with work on a vehicle, the vendor must proceed with due diligence to complete the work within one business day if adequate supplies are available.
- 2) Unforeseen delays must immediately be reported to the City's Equipment Division's Supervisor or designee. Failure to meet specified completion periods may be cause for withholding of additional work or cancellation of the contract by the Purchasing Agent at his/her sole discretion.

E. INSPECTION OF WORK:

- 1) All completed work shall be inspected by a representative from the City's Equipment Division prior to approval of payment.
- 2) Work must be completed in a first-class workmanship manner to the absolute satisfaction of the City.
- 3) The cost of any faulty or inadequate workmanship or parts will not be paid for by the City and must be assumed by the vendor.

F. PARTS AND WARRANTY OF WORK PERFORMED:

- 1) All replacement repair parts used shall be new. If new replacement repair parts are no longer available, the vendor must contact the Equipment Division Supervisor or designee for approval of substitute replacement repair parts.
- 2) The City shall supply at its option, any wheels and tires required for repair on a vehicle.
- 3) All work performed shall be subject to a repair warranty of no less than thirty (30) days against defects in material and workmanship. All repair parts shall have the standard manufacturer's warranty for the part enforced.

G. INVOICES AND PAYMENT PROVISIONS:

- 1) Every Monday, the vendor shall forward all invoices to the Equipment Division for all work completed the prior week.
- 2) The vendor must be able to accept City credit cards as a form of payment without charging an extra surcharge or processing fee.
- 3) Payment shall be made within thirty (30) calendar days from receipt of itemized invoice and full acceptance by the City. Before the City will pay any invoice, the invoice must include the purchase order number, a description of the vehicle, the City's unit number, the license plate number of the vehicle, meter reading (if applicable), a detailed description of the services performed, unit price for labor, the parts used for any tire work, unit price for parts, total price for parts and labor, and any other pertinent information. Submit invoice to:

Equipment Division-Parts/Inventory Clerk
City of Iowa City
1200 S Riverside Drive
Iowa City, Iowa 52246

- 4) Payment may be made only after inspection and acceptance by the using department. Payment of balances shall be made only after approval and final acceptance by the City.
- 5) Periodically during the contract period, replacement repair parts invoiced shall be verified for compliance with the terms, conditions, and specifications of this Request for Proposal document.
- 6) Consideration for withholding payment shall include faulty materials, or workmanship, failure to meet delivery deadlines, and liens that have been filed, or evidence indicating a possible filing of

claims. In all cases, regulations and limitations imposed by the Federal Government and State of Iowa shall prevail.

- 7) The City of Iowa City is exempt from all Federal, State of Iowa and other states' taxes on the purchase of commodities and services used by the City of Iowa City within the State of Iowa. The Purchasing Division shall provide tax exemption certification to out of state suppliers as required. Out of state taxes imposed on purchases of commodities and/or services which are used within another state are applicable and subject to payment.

SECTION IV. - CITY OF IOWA CITY – PURCHASING DIVISION
GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS

The general rules and conditions which follow apply to all proposals issued by the City unless otherwise specified. Proposers or their authorized agents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so shall be at the Proposer's own risk.

REQUEST FOR PROPOSAL (RFP): is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking.

This document constitutes a **REQUEST FOR PROPOSAL**, and is thus a solicitation for responses. Conversely, this REQUEST FOR PROPOSAL is **NOT** a bid and is not governed by state or federal bidding requirements.

Moreover, any acceptance of a proposal shall NOT result in a binding contract between the City and the Proposer, but instead will simply enable negotiations to take place which may eventually result in a detailed and refined agreement or contract between the Proposer and the City.

"Proposal date" as referenced herein shall mean the local date and time specified in the proposal documents.

A. CONDITIONS FOR PROPOSING

1. **NO CONTACT POLICY.** After the date and time established for receipt of proposals by the City, any contact initiated by the Proposer or by a City representative, other than the Purchasing Division representative listed herein, concerning this Request for Proposal is prohibited. Any such unauthorized contact may cause the disqualification of the Proposer from the procurement transaction.
2. **COMPLETENESS/AUTHORIZATION OF PROPOSAL.** Proposer shall supply all information and submittals required by the proposal documents to constitute a proper proposal. The proposal shall clearly state the legal name, address, telephone number, and fax number of the Proposer. The proposal shall be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the Proposer to the proposal.
3. **ADDRESSING OF PROPOSAL.** Unless otherwise specified, faxed or e-mailed proposals will not be accepted. Proposal shall be submitted in a sealed envelope or box clearly marked on the front with proposal number and due date, and unless otherwise specified, addressed to:

Attn: City Clerk's Office
City of Iowa City
410 E. Washington St., RM 140
Iowa City, Iowa 52240-1826

4. **PROPOSAL DEADLINE.** Proposer shall be responsible for taking whatever measures are necessary to ensure that the proposal reaches the office of the City Clerk or other specified agent on or before the local time and date specified. The City shall not be responsible for, and may not consider, any proposal delayed in the postal or other delivery service, or in the City's internal mail system, nor any late proposal, amendment thereto, or request for withdrawal of proposal received after the date specified. Proposals received after the time and date specified on the Request for Proposal will not be opened and will not be considered for award.

A written request for withdrawal of a proposal or any part thereof may be granted, provided the request is received in writing by the City prior to the specified proposal date.

5. RECEIPT OF PROPOSALS. Unless otherwise required by the Iowa Public Records law, during the process of negotiations, no proposals shall be handled so as to permit disclosure to competing Proposers of the identity of the Proposer with whom the City is negotiating or the contents of the proposal.
6. PROPOSALS BINDING 120 DAYS. Unless otherwise specified, all formal proposals, including any negotiations, submitted shall be binding for one hundred and twenty (120) working days following the due date for the proposal or negotiations, unless the Proposer(s), at the City's request, agrees in writing to an extension.
7. TRADE SECRETS OR PROPRIETY INFORMATION. Responses to this Request for Proposal become the exclusive property of the City of Iowa City. All documents submitted in response to this Request for Proposal may be regarded as public records and may be subject to disclosure. Protection from disclosure may apply to those elements in each submittal which are marked as "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY". During the course of the submittal evaluation process or the course of the project, City of Iowa City will accept materials clearly and prominently labeled "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY" by the respondent or other submitting party. The City of Iowa City will not advise as to the nature of the content of the documents entitled to protection to disclosure, or as to the definition of trade secret, confidential, or proprietary information. The respondent or other submitting party will be solely responsible for all such determinations made by it, and for clearly and prominently marking each and every page or sheet of materials with "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY" as it determines to be appropriate. Respondents which indiscriminately so identify all or most of their submittal as protected from disclosure without justification may be deemed non-responsive. The City of Iowa City will endeavor to advise the Respondent of any request for the disclosure of the material so marked with "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY", and give the proposer or other submitting party the opportunity to seek a court order to protect such materials from disclosure. If a party other than the proposer submitted the requested material, the proposer shall be solely responsible for notifying the submitting party of the request. The City's sole responsibility is to notify the proposer of the request for disclosure, and the City of Iowa City shall not be liable for any damages resulting out of such disclosure, whether such disclosure is deemed required by law, by an order of court or administrative agency, or occurs through inadvertence, mistake, negligence on the part of the City of Iowa City or their officers, employees, consultants, or subconsultants.
8. MULTIPLE PROPOSALS. Proposers may submit more than one proposal, provided the additional proposal or proposals are properly submitted on the proposal forms or in the proposal format.
9. COMPETENCY OF PROPOSER. No proposal may be accepted from or contract awarded to any person, firm or corporation that is in arrears or in default to the City of Iowa City upon any debt or contract. Prior failure of a Proposer to perform faithfully on any previous contract or work for the City may be grounds for rejection. If requested, the Proposer shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these proposal documents; such evidence shall be presented within a specified time and to the satisfaction of the City.

10. **COLLUSIVE PROPOSING.** The Proposer certifies that the proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project, without prior knowledge of competitive prices, and that the proposal is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
11. **OFFICERS NOT TO BENEFIT.** Upon signing this agreement, Consultant acknowledges that Section 362.5 of the Iowa Code prohibits a City officer or employee from having an interest in a contract with the City, and certifies that no employee or officer of the City, which includes members of the City Council and City boards and commissions, has an interest, either direct or indirect, in this agreement, that does not fall within the exceptions to said statutory provision enumerated in Section 362.5
12. **EQUAL EMPLOYMENT OPPORTUNITY.** All Proposers are subject to and must comply with the provisions of the City's EEO policy and applicable local, state and federal antidiscrimination laws. All City contractors, subcontractors or consultants with contracts of \$25,000 or more (or less, if required by another governmental agency) must abide by the requirements of the City's Contract Compliance. Emergency contracts are exempt from this provision.
13. **WAGE THEFT.** All City contractors with contracts of \$25,000 or more must abide by the requirements of the City's Wage Theft Policy. Pursuant to the Wage Theft Policy, the City will not enter into certain contracts with, or provide discretionary economic development assistance to, any person or entity (including an owner of more than 25% of the entity) who has admitted guilt or liability or been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Iowa Wage Payment Collection law, the Iowa Minimum Wage Act, the Federal Fair Labor Standards Act or any comparable state statute or local ordinance, which governs the payment of wages, for a period of five (5) years from the date of the last conviction, entry of plea, administrative finding or admission of guilt. The Wage Theft Policy does not apply to emergency purchases of goods and services, emergency construction or public improvement work, sole source contracts excepted by the City's purchasing manual, cooperative/piggyback purchasing or contracts with other governmental entities.

B. BONDS AND INSURANCE

1. **BID SECURITY.** **When required,** no bid shall be considered unless accompanied by either of the following forms of bid security:
 - a. A certified or cashier's check drawn on a solvent Iowa bank or a bank chartered under the laws of the United States, or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States, in an amount equal to a minimum of five percent (5%) of the bid, or
 - b. A bid bond executed by a corporation authorized to contract as a surety in the State of Iowa, in a penal sum of a minimum of five percent (5%) of the bid.

The bid security shall be made payable to the TREASURER OF THE CITY OF IOWA CITY, IOWA, and shall be forfeited to the City of Iowa City as liquidated damages in the event the successful Proposer fails to enter into a contract within fourteen (14) calendar days and, when required, post bond satisfactory to the City insuring the faithful performance of the contract and maintenance of said work, if required, pursuant to the provisions of the bid documents and other contract documents. The amount of the check, draft or bond shall not

constitute a limitation upon the right of the City of Iowa City, Iowa, to recover for the full amount of such damage.

Security deposits of the lowest two (2) or more Proposers may be retained pending contract award or rejection. All other security deposits will be returned promptly.

2. **PERFORMANCE BOND.** When required, the successful Proposer shall furnish a bond in the amount of one hundred percent (100%) of the contract price, said bond to be issued by a responsible surety approved by the City and shall guarantee the prompt payments of all materials and labor and protect and save harmless the City from claims and damages of any kind caused by the operation of the contract, and shall also guarantee the maintenance of the improvement for a specified period following its completion and acceptance by the City. A letter of Irrevocable Credit from a responsible lending agency approved by the City, for the same guarantee(s) as noted above, may be submitted for approval. The City reserves the right to accept or reject this form of guarantee.

3. **INSURANCE REQUIREMENTS.** When required, the successful Proposer shall provide insurance as follows:

a. Certificate of Insurance; Cancellation or Modification

1. Before commencing work, the Contractor shall submit to the City for approval of a Certificate of Insurance meeting all requirements specified herein, to be in effect for the full contract period.
2. The Contractor shall notify the City in writing at least thirty (30) calendar days prior to any change or cancellation of said policy or policies.
3. Cancellation or modification of said policy or policies shall be considered just cause for the City of Iowa City to immediately cancel the contract and/or to halt on the contract, and to withhold payment for any work performed on the contract.
4. The policy shall be primary in payment, not excess or contingent, regardless of any other coverage available to the City.

b. **Minimum Coverage**

Any policy or policies of insurance purchased by the Contractor to satisfy his/her responsibilities under this contract shall include contractual liability coverage, and shall be in the following type and minimum amounts:

Insurance Requirements

Informal Project Specs: Class I (under \$1M)

Type of Coverage	Each Occurrence	Aggregate
a. Comprehensive General Liability		
(1) Bodily Injury & Property Damage	\$500,000	\$1,000,000
b. Automobile Liability	Combined Single Limit	
(1) Bodily Injury & Property Damage	\$500,000	
c. Worker's Compensation Insurance as required by Chapter 85, Code of Iowa.		

The City requires that the Contractor's Insurance carrier be "A" rated or better by A.M. Best.

C. SPECIFICATIONS

1. **FORMAL SPECIFICATIONS.** The Proposer shall abide by and comply with the true intent of the specifications (i.e., not take advantage of any unintentional error or omission). Whenever mention herein is made of a service to be provided in accordance with laws, ordinances, building codes, underwriters' codes or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as the minimum requirements of the specifications.

The absence of a written list of deviations submitted with the proposal shall hold the Proposer strictly accountable to the City and to the specifications as written. Any unauthorized deviation from the specifications may be grounds for rejection of the service when delivered.

2. **PROPOSED ALTERNATE.** When an item is identified in the bid document by a manufacturer's name or catalog number, it is understood that the Proposer proposes to furnish the commodity and/or service so identified by the City unless the Proposer specifically proposes an alternate. In bidding on a proposed alternate, the Proposer shall clearly state on his/her bid exactly what he/she proposes to furnish, and forward with his/her bid, a complete description of the proposed alternate, including brand, model number, drawings, performance and test data, references, and any other information necessary for a complete evaluation. Proposer shall include a statement setting forth any changes in other materials, equipment, or other work which would be required by incorporation of the proposed alternate. The burden of proof of the merit of the proposed alternate is upon the Proposer.

The City's decision to approve or disapprove of a proposed alternate shall be final.

3. **QUALIFICATIONS, CREDENTIALS AND REFERENCES.** The Proposer shall provide a description of qualifications, credentials, experience, and resources as they relate to the provision of the proposal. The Proposer shall also provide a list of clients for whom similar work has been performed within the last two years, including the firm, contact person, address, and phone number of each contact person.
4. **ADDENDUM TO SPECIFICATIONS.** Any substantive interpretation, correction or change of the proposal documents shall be made by written addendum. Unless otherwise specified the addendum will be posted to the City of Iowa City website: <https://icgov.org/purchasing-bids>

Interpretation, corrections or changes of the proposal documents made in any other manner shall not be binding. Such interpretations, corrections or changes shall not be relied upon by Proposer. Any addenda shall be issued by the City within a reasonable time prior to the proposal date. It is the Proposer's responsibility to visit this web-site to insure that they have received all important addenda or revisions to the Request for Proposal prior to bidding.

D. SELECTION OF FIRM

1. **REJECTION OF PROPOSALS.** The City reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission. The City also reserves the right to reject the proposal of any Proposer who has previously failed to perform

properly or complete on time contracts of a similar nature, or a proposal from a Proposer who, investigation shows, is not in a position to satisfactorily and timely perform the contract.

2. **SELECTION.** The City desires to enter into negotiations and ultimately reach an agreement with a Proposer who demonstrates the best combination of attributes to conduct the project, and who also negotiates a project cost with the City that is fair and reasonable. The City may conduct discussions with any Proposer who has submitted a proposal to determine qualifications, for further consideration. Since the initial review by the City will be deemed preliminary in nature, the document and process will be deemed confidential until such time as the successful Proposer is selected. Criteria for selection will include but not be limited to:

- The quality, availability, adaptability and life cycle costing of the commodities and/or service.
- Guarantees and warranties.
- Ability, capacity and skill to provide the commodities and/or service required within the specified time.
- Ability to provide future maintenance and service.
- Character, integrity, reputation, experience and efficiency.
- Quality of performance of previous and/or existing contracts.
- Previous and existing compliance with laws and ordinances relating to contracts with the City and to the Proposer's employment practices.
- Whether the Proposer is in arrears to the City, in debt on a contract or is a defaulter on surety to the City.
- If reasonable doubts arise as to Proposer's solvency, the City reserves the right to require financial information sufficient to show solvency and/or require a performance bond.
- Such other relevant information as may be secured by the City.
- Cost estimate; the City is not required to accept the proposal with the lowest cost estimate.

Once the City has reached an agreement with the Proposer, a purchase order will be issued to the awardee. The purchase order will define the conditions of the contract between the City and the contractor selected to receive the award.

3. **CORRECTIONS TO SUBMITTED PROPOSALS.** Any changes that are made to this proposal using correction fluid, writing utensils, etc. before submission must be dated and initialed in each area that a change was made.
4. **PRICING REQUIREMENTS.** All pricing submitted by the Proposer shall be indicated in both words and figures. (Ex. \$200.50, Two hundred dollars and fifty cents).
5. **PRESENTATIONS.** When required and based on an evaluation of proposals submitted, the City may select finalists who will be required to participate in interviews, including key personnel designated for the proposal, and to make presentations regarding their qualifications and their ability to furnish the required service to best serve the needs of the City.

Formal presentations will be scored and evaluated by a committee. The evaluation committee will make a recommendation to the City Manager and if required, to the City Council for final approval. Nothing in the proposal can obligate the City to enter into a contract.

6. **ERRORS IN PROPOSAL.** Any ambiguity in any proposal as a result of omission, error, lack of clarity or noncompliance by the Proposer with specifications, instructions and conditions shall be

construed in the light most favorable to the City. Changes in proposals shall be initialed and dated.

E. GENERAL CONTRACT PROVISIONS

1. **CONTRACT AWARD.** Upon City's selection and satisfactory negotiation between City and Proposer on the work to be performed, a written award in the form of a Purchase Order, contract or other instrument shall result in a binding contract without further action by either party. The contract shall be on forms provided by the City; or if the Proposer's contract document is used, the City reserves the right to modify any document to conform to the request for proposal and to do so in the light most favorable to the City.
2. **INSURANCE.** Current Certificate of Insurance in the amounts specified shall be on file with the City before work can commence.
3. **AVAILABILITY OF FUNDS.** A contract shall be deemed valid only to the extent of appropriations available to each project. The City's extended obligation on these contracts which envision extended funding through successive fiscal periods shall be contingent upon actual appropriation for the following fiscal year.
4. **CHANGE IN LAWS:** In the event of a change in law that frustrates the goals of the City relative to this contract, the City will be entitled to terminate the contract upon written notification to the vendor without cost or penalty to the City.
5. **CONTRACT ALTERATIONS.** The City reserves the right to make changes to the Services to be provided which are within the Project. No assignment, alteration, change, or modification of the terms of this Agreement shall be valid unless made in writing and agreed to by both the City and the Proposer. The Proposer shall not commence any additional work or change the scope of the Service until authorized in writing by the City. Proposer shall make no claim for additional compensation in the absence of a prior written approval and amendment of this Agreement executed by both the Proposer and the City. This Agreement may only be amended, supplemented or modified by a written document executed in the same manner as this Agreement.
6. **SUBLETTING OF CONTRACT.** Proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the City, but in no case shall such consent relieve the Proposer from their obligations, or change the terms of the contract.
7. **CONTRACT PERIOD.** Contract shall remain in force for the full specified period and until all services have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall be met, unless:
 - a. Extended upon written authorization of the City and accepted by contractor, for a period negotiated and agreed upon by both parties, when in the best interest of the City.
 - b. Terminated due to default, as described below.

8. DEFAULT. The contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Proposer upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, or the making of an assignment for the benefit of creditors. The City reserves the right to grant Contractor a specified cure period during which to cure or remedy the default, which cure period shall be included in the written notice of default. If default is not cured within the specified time, City reserves the right, but is not obligated to, extend the cure period or City may deem the Contract terminated without further notice. In either event, the defaulting Contractor (or his/her surety) shall be liable to the City for cost to the City in excess of the defaulted contract price. Lack of knowledge by the Contractor will in no way be a cause for relief from responsibility.

If the Contract is terminated, an award may then be made to the next qualified Proposer; or when time is of the essence, services may be contracted in accordance with Emergency procedures.

9. DELIVERY FAILURES. Failure of a contractor to provide commodities and/or service within the time specified, unless extended in writing by the City, or failure to replace rejected commodities and/or service when so directed by the City shall constitute delivery failure. When such failure occurs the City reserves the right to cancel or adjust the contract, whichever is in the best interest of the City. In either event, the City may purchase in the open market commodities and/or service of comparable worth to replace the articles of service rejected or not delivered. On all such purchases, the Contractor shall reimburse the City, within a reasonable time specified by the City, for any expense incurred in excess of contract prices, or the City may deduct such amount from monies owed the Contractor. If the contract is not cancelled, such purchases shall be deducted from contract quantities. The City reserves the right to accept commodities and/or service delivered which do not meet specifications or are substandard in quality, subject to an adjustment in price to be determined by the City. Acceptance will be at the sole discretion of the City.
10. FORCE MAJEURE. The Contractor shall not be liable in damages for delivery failure when such failure is the result of fire, flood, strike, and act of God, act of government, act of an alien enemy or any other circumstances which, in the City's opinion, is beyond the control of the Contractor. Under such circumstances, however, the City may at its discretion cancel the contract.
11. INDEMNITY. The Proposer shall indemnify, defend and hold harmless the City of Iowa City and its officers, employees and agents from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fees and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury including death, license, patent, or copyright infringement, or property damage rising out of or resulting from the Proposer's operations under this Contract, whether such operations be by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by either.

Proposer is not, and shall not be deemed to be, an agent or employee of the City of Iowa City.

Responsibility for Damage Claims - It is specifically agreed between the parties executing this contract that it is not intended by any of the provisions of any part of the contract documents to create in the public or any member thereof a third party beneficiary hereunder, or to authorize anyone not a party to this contract to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this contract. It is understood that no subcontractor is a third party beneficiary to any contract between the Contracting Authority and the prime contractor. Nothing in any special provision or any supplemental specification shall be construed as eliminating or superseding the requirements of this section.

Proposer further agrees to:

- a. Save the City, its agents and employees harmless from liability of any nature or kind for the use of any copy-right or non-copyright composition, secret process, license, patented or unpatented invention, article, apparatus, or appliance, including any device or article forming a part of the apparatus or appliance of which the Proposer is not the patentee, assignee, licensee or owner, furnished or used in the performance of the contract.
- b. Obtain all permits and licenses required by city, state and federal governments and pay all related fees. The Proposer shall also comply with all laws, ordinances, rules and regulations of the City, State of Iowa and the Federal Government.

12. ANTI-DISCRIMINATION. Proposer shall not discriminate against any person in employment or public accommodation because of race, religion, color, creed, gender identity, sex, national origin, sexual orientation, mental or physical disability, marital status or age. "Employment" shall include but not be limited to hiring, accepting, registering, classifying, promoting, or referring to employment. "Public accommodation" shall include but not be limited to providing goods, services, facilities, privileges and advantages to the public.

13. CHOICE OF LAW AND FORUM. The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this proposal, including but not limited to any resulting Contract, without regard to the conflict of law provisions of Iowa law. Any and all litigation commenced in connection with this proposal or any resulting Contract shall be brought and maintained solely in Johnson County District Court for the State of Iowa, Iowa City, Iowa, or in the United States District Court for the Southern District of Iowa, Davenport Division, Davenport, Iowa, wherever jurisdiction is appropriate. This provision shall not be construed as waiving any immunity to suit or liability in State or Federal court, which may be available to the City of Iowa City.

SECTION V. CITY OF IOWA CITY WAGE THEFT POLICY

It is the policy of the City of Iowa City, as expressed by City Council Resolution No. 15-364 adopted on November 10, 2015, not to enter into certain contracts with, or provide discretionary economic development assistance to, any person or entity (including an owner of more than 25% of the entity) who has admitted guilt or liability or been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Iowa Wage Payment Collection law, the Iowa Minimum Wage Act, the Federal Fair Labor Standards Act or any comparable state statute or local ordinance, which governs the payment of wages, for a period of five (5) years from the date of the last conviction, entry of plea, administrative finding or admission of guilt. (hereinafter “Wage Theft Policy”)

I. **Application.** The Wage Theft Policy applies to the following:

- a. Contracts in excess of \$25,000 for goods, services or public improvements.
- b. Contracts for discretionary economic development assistance. “Discretionary” economic development assistance shall mean any economic development assistance provided by the City of Iowa City that is not required by law.

II. **Exceptions.** The Wage Theft Policy does not apply to emergency purchases of goods and services, emergency construction or public improvement work, sole source contracts excepted by the City’s purchasing manual, cooperative/piggyback purchasing or contracts with other governmental entities.

III. **Affidavit.** **The contracting entity must complete the attached affidavit showing compliance with the Wage Theft Policy and provide it to the Contracting Department prior to the execution of the contract.**

Contract provision: Any contract to which this policy is applicable will include the following contract provision: If the City becomes aware that a person or entity (including an owner of more than 25% of the entity) has admitted guilt or liability or been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Iowa Wage Payment Collection law, the Iowa Minimum Wage Act, the Federal Fair Labor Standards Act or any comparable state statute or local ordinance, which governs the payment of wages, within the five (5) year period prior to the award or at any time after the award, such violation shall constitute a default under the contract.

IV. **Waivers.** If a person or entity is ineligible to contract with the City as a result of the Wage Theft Policy it may submit a request in writing indicating that one or more of the following actions have been taken:

- a. There has been a bona fide change in ownership or control of the ineligible person or entity;
- b. Disciplinary action has been taken against the individual(s) responsible for the acts giving rise to the violation(s);
- c. Remedial action has been taken to prevent a recurrence of the acts giving rise to the disqualification or default; or
- d. Other factors that the person or entity believes are relevant.

The City Manager or Designee shall review the documentation submitted, make any inquiries deemed necessary, request additional documentation if warranted and determine whether a reduction in the ineligibility period or waiver is warranted. Should the City Manager or Designee determine that a reduction or waiver of the ineligibility period is warranted the City Manager or Designee shall make such recommendation to the City Council. The City Council will make a final decision as to whether to grant a reduction or waiver.

SECTION VI. REFERENCES

Provide a list of at least three (3) references from businesses that have had frequent tire repair and replacement services performed by your company similar in scope to the work required for this contract. Include the name of the business, contact name, title of contact, phone number, type of services performed for the business, and years that your company has been working with the business.

This form must be included with the vendor's submitted proposal.

- 1.) Company Name: _____
Company Contact: _____
Title of Contact: _____
Phone Number: _____
Type of Work: _____
Years working with company: _____

- 2.) Company Name: _____
Company Contact: _____
Title of Contact: _____
Phone Number: _____
Type of Work: _____
Years working with company: _____

- 3.) Company Name: _____
Company Contact: _____
Title of Contact: _____
Phone Number: _____
Type of Work: _____
Years working with company: _____

Note: The City of Iowa City will not be accepted as a reference.

SECTION VII. PRICING SHEET AND COMPANY INFORMATION

Any costs associated with tire repair and replacement services not specifically set forth in this Request for Proposal must be included in the fees and charges proposed by the vendor. Any pricing exclusions will be the responsibility of the vendor.

This form must be included with the vendor's submitted proposal.

A. CONTRACT PRICING

LABOR AND MATERIALS

The pricing categories listed below must include all labor and materials to perform the required service.

- 1) Passenger car and light duty truck (includes wheel balance)
 - a) tire repair \$ _____
 - b) tire replacement \$ _____
 - c) tire disposal \$ _____
 - d) front end alignment \$ _____

- 2) Medium and heavy duty truck (includes wheel balance if applicable)
 - a) tire repair \$ _____
 - b) tire replacement \$ _____
 - c) tire disposal \$ _____

- 3) Mowers, trailers and various small equipment (includes wheel balance if applicable)
 - a) tire repair \$ _____
 - b) tire replacement \$ _____
 - c) tire disposal \$ _____

- 4) Fire Truck
 - a) tire repair \$ _____
 - b) tire replacement \$ _____
 - c) tire disposal \$ _____

- 5) Skid Loader
 - a) tire repair \$ _____
 - b) tire replacement \$ _____
 - c) tire disposal \$ _____

- 6) Tractor / Back Hoe
 - a) tire repair \$ _____
 - b) tire replacement \$ _____
 - c) tire disposal \$ _____

- 7) Large Equipment (Wheel Loader, Grader, Scraper, Street Sweepers, etc.)
 - a) tire repair \$ _____
 - b) tire replacement \$ _____
 - c) tire disposal \$ _____

8) Mobile/On-site service charges \$_____

TIRE PRICING

- 1) Government pricing shall be used if established by tire manufacturer.
- 2) If no manufacturer government tire pricing is established, state tire pricing structure:

B. TIRE BRANDS

Brand(s) of tires your company will provide for this contract:

Does your company have the ability to acquire tires outside your network that are not listed above?

C. WORKMANSHIP WARRANTY

State term of workmanship warranty period: _____

D. CAPACITY

State the capacity, in number of vehicles, that your company can accept for repair at any one time. The number specified must be at least four (4).

Exceptions, Deviations or other Agreements

Exceptions/Deviations to this Request for Proposal shall be taken below. Exceptions may not be added to any submittals after the due date. If adequate space is not provided for exceptions/deviations, please use a separate sheet of paper. **If your company has no exceptions/deviations, please write "No Exceptions" in the space provided. If you state no exceptions, you may not add your company's terms and conditions or any other documents to your submitted proposal or any submittals after the proposal due date.**

Prohibited Interest

Section 362.5 of the Iowa Code prohibits a City officer or employee from having an interest in a contract with the City, and certifies that no employee or officer of the City, which includes members of the City Council and City boards and commissions, has an interest, either direct or indirect, in this agreement, that does not fall within the exceptions to said statutory provision enumerated in Section 362.5

Your firm shall identify any relationship that has existed, or presently exists with the City of Iowa City and its staff that may interfere with fair competition or may be a possible conflict of interest for either party. **If no relationship has existed or does not presently exist, the company must make this statement in the space provided below (companies are subject to disqualification on the basis of any potential for conflict of interest as determined by the City of Iowa City).**

Liens, Unsatisfied Judgments, Disciplinary Actions

List any and all disciplinary actions, administrative proceedings, malpractice claims or other like proceedings against your company or any of its personnel relating to your firm's services that are current, pending, or occurring in the last five (5) years. If your company has no liens, unsatisfied judgments, or disciplinary actions that have occurred you must state this also.

City of Iowa City Wage Theft Policy

Your company must carefully review the policy included in Section V. of this Request for Proposal. Any objection that your company has regarding this policy must be stated in the space provided below. If your company is in agreement with this policy and is able to uphold the policy, provide a statement in the space provided below.

Voluntary Demographic Information

- *“Women owned business”* means a business that is fifty-one percent or more owned, operated, and actively managed by one or more women.
- *“Minority-owned business”* means a business that is fifty-one percent or more owned, operated, and actively managed by one or more minority persons. "Minority" persons are persons who are Asian, Black, Hispanic and Native American.
- *“Service-disabled veteran-owned business”* means a business that is fifty-one percent or more owned, operated, and actively managed by one or more service-disabled veterans, as defined in 15 U.S.C. §632.
- None of the Above

Designated person(s) who can be contacted for information during the period of evaluation and for prompt contract administration upon award of the contract. Provide the following information:

Name: _____

Phone Number: _____

The undersigned proposer, having examined and determined the scope of this Request for Proposal, hereby proposes to provide the required labor, services, materials, and equipment to perform the work as described in the proposal documents and to do all work at the prices set forth within.

The undersigned proposer certifies that this proposal is made in good faith and without collusion and connection with any person or persons bidding on the project.

The undersigned proposer states that this proposal is made in conformity with the specifications and qualifications contained herein. In the event that there are any discrepancies or differences between any conditions of the vendor's proposal and the RFP prepared by the City of Iowa City, the City's document shall prevail.

Name of Firm: _____

Name and Title of Representative: _____

Authorized Signature: _____

Address: _____

Date: _____

Phone: _____

Fax: _____

E-Mail Address: _____

Web Site: _____