



CITY OF IOWA CITY

410 East Washington Street
Iowa City, Iowa 52240-1826
(319) 356-5000
(319) 356-5009 FAX
www.icgov.org

Request for Bid #17-87

The City of Iowa City intends to enter into a contract for the removal, repair, and reinstallation of Silurian Wells #2, 3 and 4 and reconditioning of associated electric motor.

A Pre-Submission Conference will begin at the City of Iowa City Water Treatment Facility, 80 Stephen Atkins Drive, Iowa City, IA. **The conference will be held on March 23, 2017 at 9:30 a.m. (local time). The Pre-Submission conference is not mandatory; the City of Iowa City strongly recommends that all interested vendors be in attendance.** The Pre-Submission Conference will provide each vendor with an opportunity to discuss the City's requirements, to discuss the specifications related to the project, and to ask questions that pertain to this Request for Bid.

DATE: March 13, 2017

**REQUEST FOR BID: #17-87, THE REMOVAL, REPAIR, AND REINSTALLATION
OF SILURIAN WELLS #2, 3 AND 4 AND RECONDITIONING ASSOCIATED ELECTRIC
MOTOR FOR THE CITY OF IOWA CITY WATER DIVISION**

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

ADDRESS BIDS TO:

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

on or before the bid opening, local time and date specified below. Bids shall be in a **sealed** envelope or container and clearly marked on the front "**Request for Bid for the Removal, Repair, and Reinstallation of Silurian wells #2, 3 and 4 and reconditioning associated electric motor for the City of Iowa City Water Division #17-87**".

FAXED or E-MAILED Bids will not be accepted.

QUESTIONS: All questions, inquiries, requests for public information and clarifications regarding this Request for Bid can be answered by **e-mailing** the following representative. In order to receive a response they must be in written form and be submitted via e-mail no later than **March 30, 2017, 12:00 p.m. (local time)**.

Purchasing Questions
June Nasby, Buyer II
Purchasing Division
june-nasby@iowa-city.org
(319) 356-5076

BID OPENING: **2:30 P.M. (local time), April 7, 2017**, Helling Conference Room, 410 E. Washington St., Iowa City, IA 52240.

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 bidder. Similarly, the City is not responsible for, and will not open any bid responses which are received later than the date and time stated above.

BONDS AND INSURANCE: Insurance is required for this bid, as specified in Section III.-B.

NO CONTACT POLICY. All questions regarding this Request for Bid must be in written form and must be submitted to the Purchasing Division, as stated above. 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.

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Section VI.	Pricing and Company Information Form
Attachments	Specification Drawings (Total of seven (7) pages)

SECTION I. BID SUBMITAL CHECKLIST

DOCUMENTS REQUIRED TO BE SUBMITTED WITH THIS BID

(Please review the following checklist to make sure the documents are included with your bid)

Section 1 - Completed and Signed Company Information Form

Include a completed and signed Pricing and Company Information Form. The City is not responsible for the vendor's failure to provide information and pricing on required items. In this instance the prices submitted will prevail as the proposal price for all required equipment, materials, labor, training and travel. **This form must be legibly typed or handwritten.**

The form provided in Section VI. must be used; substitute forms will not be accepted.

Section 2 – References

The vendor must include a list of three (3) current references from companies or agencies where work has been performed similar in scope to this project. Include the company or agency's name and address, the name, title, phone number of each reference.

References from the proposer must include agencies other than the City of Iowa City.

Note: The vendor's bid must include the items listed above and must be sealed at submission time. Failure on the vendor's part to submit a sealed bid and a complete bid may be cause for rejection of the vendor's bid.

Please do not provide a copy of the entire request for bid document. Only the above items need to be included with your company's bid response.

SECTION II. SPECIFIC CONDITIONS AND INSTRUCTIONS TO THIS BID

A. SCOPE:

The City of Iowa City is seeking bids from qualified vendors to remove, repair, and reinstall Silurian well #2 located at 80 Stephen Atkins Drive and Silurian wells #3 and #4 located at the Foster Road Peninsula well field.

It shall be the intent of these specifications to cover the removal, repair, and reinstallation of Silurian wells #2, #3 and #4 and the removal, reconditioning, and reinstallation of the associated electric motors per the terms, conditions, and specifications contained herein.

B. BIDDING REQUIREMENTS:

1. The bidder is responsible for all costs related to the preparation of this bid.
2. The submission of a bid by the Vendor implies the Vendor's acceptance of the terms and conditions of this bid unless otherwise stated.
3. Bidders are required to meet all qualifications and specifications of this bid in order to be considered for award. If a bidder does not clearly demonstrate and provide documentation substantiating that they are compliant with the qualifications and specifications of this bid, they may be disqualified.
4. Costs shall include, but not be limited to, all necessary labor, materials, equipment, travel, and delivery services to remove, repair, and reinstall the pump and recondition the associated electric motor. The bidder's failure to include all required costs to perform this contract will be the sole responsibility of the bidder.
5. All shipments shall be FOB destination (Water Treatment Facility, 80 Stephen Atkins Drive, Iowa City, IA 52240).
6. At the time of the bid opening, it will be assumed that each bidder has read and is thoroughly familiar with the contract documents. The failure or omission of a bidder to examine any document shall in no way relieve the bidder from any obligation in respect to its bid.
7. The City is in no way restricted from ordering the items included in the Request for Bid from other vendors as needed.

C. CONTRACT AWARD:

1. Award of Contract by the City of Iowa City will be based upon the lowest responsible and responsive bid submitted, which meets the requirements and specifications. Past performance of the bidder and completeness of the bid will be taken into consideration when awarding this contract.
2. The City of Iowa City reserves the right to qualify, accept, or reject any or all vendors as deemed to be in the best interest of the City. The City of Iowa City reserves the right to accept or reject any or all bids and to waive irregularities or technicalities in any bid when in the best interest of the City. The City of Iowa City reserves the right to accept or reject any exception taken by a vendor to the terms and conditions of the Request for Bid.
3. Award, if made, will be in accordance with the terms and conditions herein.
4. It is the intent of the City to award this contract in the form of a Purchase Order, within fifteen (15) calendar days after the bid opening.
5. Awarded vendor will be responsible for the removal of all material and debris during and after completion of installation.

6. Contractor is responsible for all subcontractors providing services under this bid. No additional compensation will be made for repair cost to fix damage caused by the contractor or his/her Subcontractor.
7. If pump piping is considered to be in need of replacement, contractor is responsible for removal and disposal of said pipe.
8. The contractor shall provide traffic control at all sites.
9. The City of Iowa City reserves the right to make changes to the contract after commencement of work.
10. Vendors with total awards equal to or greater than \$25,000 must complete the City's Contract Compliance document and return the document prior to the purchase order being issued.
11. 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 bid number and project title as the description
 - Insurance carriers will be rated as A or better by A.M. Best
12. **Contractors and Subcontractors performing construction, renovation, demolition, installation, maintenance or repair operations in or on City of Iowa City Water Treatment Facilities property are responsible for ensuring that all of their employees, including subcontractor employees, attend and pass the Contractor Orientation Program (COP) prior to starting work.**

The purpose of the COP is to orient the contractor's staff of on-site safety concerns during the project and to comply with OSHA regulation 29 CFR 1926 Subpart-C. This orientation program has been developed regarding operational and safety issues specifically at the City of Iowa City Water Treatment Facilities.

Computer Based Training can be taken at the Cedar Rapids Kirkwood Continuing Education Training Center at 101 50th Ave SW, Cedar Rapids, IA 2404 or Kirkwood Regional Center at the University of Iowa Campus at 2301 Oakdale Blvd, Coralville, IA, Room 126 by **appointment only** made at least 24 HRS in advance.

To register and reserve a time slot please contact either

- Roxann at (319) 398-5678 Roxann.Foley@kirkwood.edu
- Marie at (319) 398-5893 Marie.Gorton@kirkwood.edu

Online based training is available at www.gatefeed.com or by calling Gatefeed at (312) 467-9884.

Contractors are asked to pay for assessments at the time of scheduling over the phone by credit card, or at the time of service. If a purchase order is required, please call 319-398-5893 with your account information. Currently the fees for testing are \$35 dollars. Replacement cards are issued for a \$15 fee.

Please note that the *Contractor Orientation Course* is only available in an English-language version. If the contractor or subcontractors have any non-English speaking employees, the employer is responsible for providing translation of the training material for their employees. Contact Kirkwood Community College in advance to make the appropriate arrangements if this is necessary.

The above conditions and instructions clarify this specific bid package, but are in addition to the attached GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS (Section III).

SECTION III
CITY OF IOWA CITY – PURCHASING DIVISION
GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

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

Bids and contracts issued by the City of Iowa City shall bind bidders to applicable conditions and requirements herein set forth unless otherwise specified in the bid documents, and are subject to all federal, state, and municipal laws, rules, regulations, and limitations.

“**Bid**” as referenced herein shall include all bids, quotations and proposals.

“**Bid date**” as referenced herein shall mean the local date and time specified in the bid documents.

A. CONDITIONS FOR BIDDING

1. **NO CONTACT POLICY**. After the date and time established for receipt of bids by the City, any contact initiated by the bidder or by a City representative, other than the Purchasing Division representative listed herein, concerning this Bid is prohibited. Any such unauthorized contact may cause the disqualification of the bidder from the procurement transaction.
2. **COMPLETENESS/AUTHORIZATION OF BID**. Bidder shall supply all information and submittals required by the bid documents to constitute a proper bid. Bid shall be signed with the firm name and by an authorized agent.
3. **ADDRESSING OF BID**. Unless otherwise specified, faxed or e-mailed bids will not be accepted. Bid shall be submitted in a sealed envelope or box clearly marked on the front with bid 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. **BID DEADLINE/OPENING**. Bidder shall be responsible for taking whatever measures are necessary to ensure that the bid reaches the office of the City Clerk or otherwise specified agent on or before the local time and date specified. The City shall not be responsible for, and may not consider, any bid delayed in the postal or other delivery service, or in the City's internal mail system, nor any late bid, amendment thereto, or request for withdrawal of bid received after the date specified.

Bidders and/or their authorized agents may be present if a formal bid opening is held, at which time all bids shall be opened and cost data read aloud.

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

Bids received after the time and date specified on the request for bid will not be opened and will not be considered for award.

5. **BIDS BINDING 30 DAYS**. Unless otherwise specified, all formal bids submitted shall be binding for thirty (30) calendar days following bid date, unless the bidder(s), at the City's request, agrees to an extension.

6. **TRADE SECRETS OR PROPRIETY INFORMATION.** Responses to this Request for Bid become the exclusive property of the City of Iowa City. All documents submitted in response to this Request for Bid 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

7. **BIDS FOR ALL OR PART.** Unless otherwise specified, bidder may restrict his/her bid to consideration in the whole by so stating, but shall name a unit price for each item bid upon; any bid on which the bidder names a total price for all items without quoting a price on each and every separate item may be rejected at the option of the City.
8. **DISCOUNT BIDS.** Discounts may be taken into consideration.
9. **MULTIPLE BIDS.** Bidders may submit more than one bid, provided the additional bid or bids are properly submitted on the bid forms.
10. **COMPETENCY OF BIDDER.** No bid may be accepted from or contract awarded to any person, firm or corporation which is in arrears or in default to the City of Iowa City upon any debt or contract, or has failed to perform faithfully any previous contract with the City. If requested, the bidder shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of this specification and contract documents; such evidence shall be presented within a specified time and to the satisfaction of the City.
11. **COLLUSIVE BIDDING.** The Bidder certifies that his/her bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same project, without prior knowledge of competitive prices, and it is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
12. **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
13. **EQUAL EMPLOYMENT OPPORTUNITY.** All bidders are subject to and must comply with the provisions of the City’s EEO policy and applicable local, state and federal anti-discrimination 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 Document. Emergency contracts are exempt from this provision.

14. **SAMPLES/LITERATURE REQUIRED.** When required, each bidder shall submit samples and/or catalogs, descriptive literature, detailed drawings, and other information necessary to fully describe the proposed commodity or service.

Bidder shall bear the cost of and make arrangements for the delivery and removal of samples to the specified location. The City may retain awarded bidder's samples until delivery of contracted commodities and/or service has been completed and accepted. Unsuccessful bidders shall remove samples as soon as possible after bid award. The City shall not be responsible for such samples if not removed by the bidder within thirty (30) calendar days after the award has been made.

15. **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 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.

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.

16. **BID SUMMARY.** Summary of bid award made will be posted to the City's web-site at <https://icgov.org/purchasing-bids>

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 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
 - 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 bidder 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 bidders may be retained pending contract award or rejection. All other security deposits will be returned promptly.

2. **INSURANCE REQUIREMENTS.** When required, the successful bidder shall provide insurance as follows:
- 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

1. 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 bidder shall abide by and comply with the true intent of the specifications (not take advantage of any unintentional error or admission). Whenever herein mention is made of a commodity and/or 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 bid shall hold the bidder strictly accountable to the City and to the specifications as written. Any unauthorized deviation from the specifications may be grounds for rejection of the commodity and/or 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 bidder proposes to furnish the commodity and/or service so identified by the City unless the bidder specifically proposes an alternate. In bidding on a proposed alternate, the bidder 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. Bidder 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. **ADDENDUM TO SPECIFICATIONS.** Any substantive interpretation, correction or change of the bid documents shall be made by addendum. Unless otherwise specified the addendum will be posted to the City of Iowa City web-site www.icgov.org/default/apps/equipment/commodities.asp. Interpretation, corrections or

changes of the bid documents made in any other manner shall not be binding, and bidders shall not rely upon such interpretations, corrections or changes. Any addendum shall be issued by the City within a reasonable time prior to the bid date. It is the bidder's responsibility to visit this web-site to insure that they have received all important addenda or revisions to the Invitation to Bid prior to bidding.

D. AWARD OF CONTRACT

1. **AWARD OR REJECTION OF BIDS.** Unless otherwise specified, the contract shall be awarded to the lowest responsible and responsive bidder complying with the provisions of the bid documents, provided the bid price is reasonable and it is in the best interest of the City to accept it. The City reserves the right to reject any and all bids, to accept in whole or in part, to add or delete quantities, to waive any informalities in bids received, and to accept or reject any bid which deviates from specifications when in the best interest of the City. The City also reserves the right to reject the bid of any bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder who, investigation shows, is not in a position to perform the contract.

In determining a bidder's responsibility, the City may consider the following qualifications, in addition to price:

- 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 bidder's employment practices.
- Whether the bidder 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 bidder'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.

In determining a bidder's responsiveness, the City shall consider whether the bid conforms in all material respects to the bid documents.

2. **LOCAL PREFERENCE.** Preference may be given to local businesses or vendors that have a business located within Johnson County. This includes branch operations and franchises. Cost and other considerations being equal, local businesses shall be given first consideration for the purchase of goods or services. A local business or vendor that submits a quote or bid by the established deadline falling within 5% of the lowest bid will have the opportunity to match the lowest price submitted, but only if that price was submitted by a non-local vendor.

In this instance, the City representative responsible for issuing the solicitation will contact the local vendor/business that has fallen within the 5% threshold to request a price match. The business/vendor will have a twenty-four hour period to submit a written price match to the City representative. If more than one local business/vendor meets the criteria above, each local vendor will be given forty-eight hours to submit a lower bid in writing. All revised bids must be at or lower than the original lowest bid. At the close of the forty-eight hour period, the contract will be awarded to the lowest bidder, local or otherwise. In the event of a tie, the local vendor will be awarded the contract. If two or more local vendors tie, the award will be determined by coin flip.

The local preference policy does not apply to Public Improvement projects, goods and services acquired through the Request for Proposal process, or purchases utilizing Federal Transit funds or Federal funding.

3. **STATE OF IOWA RESIDENT BIDDER PREFERENCE.** By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor,

to the extent lawfully required under Iowa Statutes. The Iowa Reciprocal Preference Act (SF 2160) applies to the contract with respect to bidders who are not Iowa residents.

4. **FEDERAL TRANSIT FUNDS.** Purchases utilizing Federal Transit funds are not eligible for local or state purchase consideration.
5. **TIE BIDS.** If two or more bidders submit identical bids and are equally qualified, the City's decision to make award to one or more of such bidders shall be final.
6. **ERRORS IN BID.** Any ambiguity in any bid as a result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions and all conditions of bidding shall be construed in the light most favorable to the City. Any changes that are made to this bid (white out, crossing out, etc.) before submission must be dated and initialed in all areas that a change was made.
7. **CONTRACT AWARD.** A written award in the form of a Purchase Order or other instrument shall result in a binding contract without further action by either party.

E. GENERAL CONTRACT PROVISIONS

1. **INSURANCE/PERFORMANCE BOND.** When required, current Certificate of Insurance and/or Performance Bond in the amounts specified shall be on file with the City before work can commence.
2. **AVAILABILITY OF FUNDS.** A contract shall be deemed executory only to the extent of appropriations available to each department for the purchase of such commodities and/or service. 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.
3. **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.
4. **CONTRACT ALTERATIONS.** The City reserves the right to make changes to the Goods/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 Bidder. The Bidder shall not commence any additional work or change the scope of the Goods/Service until authorized in writing by the City. Bidder shall make no claim for additional compensation in the absence of a prior written approval and amendment of this Agreement executed by both the Bidder and the City. This Agreement may only be amended, supplemented or modified by a written document executed in the same manner as this Agreement.
5. **SUBLETTING OF CONTRACT.** Contractor shall not assign, transfer, convey, sublet or otherwise dispose of his/her contract or his/her right, title or interest therein, or his/her 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 Contractor from his/her obligations, or change the terms of contract.
6. **CONTRACT PERIOD.** Contract shall remain in force for a full period specified and until all commodities and/or services ordered before date of termination shall 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, to permit ordering or unordered balances or additional quantities at contract prices and in accordance with contract terms.
 - b. 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.
 - c. Terminated due to default, as described below.

7. **DEFAULT**. The contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Contractor upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, or the making of an assignment for the benefit of creditors. An award may then be made to next low bidder, or when time is of the essence, similar commodities and/or service may be purchased on the open market. 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.
8. **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.
9. **FORCE MAJEURE**. The Contractor shall not be liable in damages for delivery failure when such failure is the result of fire, flood, strike, 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.
10. **NEW GOODS. FRESH STOCK**. All contracts, unless otherwise specified, shall produce new commodities, fresh stock, latest model, design or pack.
11. **PROFESSIONAL WORKMANSHIP**. Professional workmanship shall meet or exceed existing industry standards.
12. **GUARANTEE**. Unless otherwise specified, the Contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by him/her for a minimum period of one (1) year from date of acceptance of the items delivered and installed. If, within the guarantee period, any defects or signs of deterioration are noted which in the City's opinion are due to faulty design, installation, workmanship, or materials, the Contractor, upon notification and at his/her expense, shall repair or adjust the equipment or parts to correct the condition or he/she shall replace the part or entire unit to the complete satisfaction of the City. These repairs, replacements or adjustments shall be made only at such time as shall be designated by the City as least detrimental to the operation of the City business.

Regardless of any statement to the contrary, the Contractor agrees that the implied warranty of merchantability and fitness for a specific purpose is not disclaimed.

13. **INDEMNITY**. The Contractor 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, or property damage rising out of or resulting from the Contractor's operations under this Contract, whether such operations be by himself or herself or by any Subcontractor or by anyone directly or indirectly employed by either of them.

Contractor 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.

Contractor further agrees to:

- a. Save the City its agents and employees harmless from liability of any nature or kind for the use of any copyright or non-copyright composition, secret process, patented or unpatented invention, article, apparatus or appliance including any device or article forming a part of the apparatus or appliance furnished or used in the performance of the contract of which the Contractor is not the patentee, assignee, licensee or owner.
- b. Protect the City against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
- c. Furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, due to contractor's own work or to the work of other contractors, for which he/she or his/her workers are responsible.
- d. Obtain all Permits and licenses required by City, state, and federal governments and pay all related fees. The Contractor shall also comply with all laws, ordinances, rules and regulations of the City, State of Iowa and the Federal Government.

14. **OSHA REQUIREMENTS.** All commodities and/or service shall satisfactorily comply with applicable OSHA regulations in effect at the time commodities are shipped and/or the service is performed. Material Safety Data Sheets (MSDS) are required in accordance with applicable regulations.

15. **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.

16. **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.

F. DELIVERY PROVISIONS

1. **CARTAGE.** All items shall be delivered F.O.B. destination. Delivery costs and charges must be included in the bid unless otherwise stated in the specifications or proposal.
2. **RESPONSIBILITY FOR COMMODITIES AND/OR SERVICE DELIVERED.** The Contractor shall be responsible for any commodities and/or service covered by this contract until they are delivered at the designated point, but the Contractor shall bear all risk for rejected commodities and/or service after written notice of rejection. Rejected commodities and/or service shall be removed and/or replaced by and at the expense of the Contractor promptly after written notification of rejection, unless public health and safety require destruction or other disposal of rejected delivery.

Upon Contractor's failure to do so within thirty (30) calendar days after the date of notification, the City may return the rejected commodities to the Contractor and/or replace services at the Contractor's risk and expense, or the City may dispose of them as its own property.

3. **INSPECTIONS.** Final inspection of commodities and/or service shall be conclusive except as regards latent defects, fraud, or such gross mistakes that amount to fraud. Final inspection and acceptance or rejection of the commodities and/or service shall be made within a reasonable time after delivery, but failure to inspect and accept or reject commodities and/or service shall not impose liability on the City if such commodities and/or service are not in accordance with the specifications. All delivered commodities shall be accepted subject to inspection and physical count.
4. **TIME OF DELIVERY.** Bidders shall guarantee delivery of supplies in accordance with such delivery schedule as may be provided in the specifications and proposals. If delivery schedules are not provided in the specifications section, deliveries will be accepted between 8:30 a.m. and 3:30 p.m. on weekdays only. No deliveries shall be accepted on Saturdays, Sundays or holidays, unless otherwise authorized.
5. **PACKING SLIPS OR DELIVERY TICKETS.** All shipments or deliveries shall be accompanied by packing slips or delivery tickets and shall contain the following information for each item delivered:
 - Purchase Order number.
 - Name and Address of Ordering Department/Division.
 - Name of the Contractor.
 - Commodity name.
 - Supplier's stock number.
 - Quantity ordered.
 - Quantity and date shipped.
 - Quantity back ordered.

Vendors are cautioned that failure to comply with these conditions may be considered sufficient reason for refusal to accept the commodities and/or for delay in payment.

G. PAYMENT PROVISIONS

1. **PAYMENT TERMS.** Payment may be made only after inspection and acceptance by the using department and, when required, approval by the City Council. No partial payments shall be made unless otherwise authorized by the City, or unless commodities were constructed, erected, installed or tested on site, in which case payment shall be made on the basis of a percentage of the value of all work performed less any previous payments. Payment of balances shall be made only after approval and final acceptance by the City.
2. **WITHHOLDING PAYMENT.** Consideration for withholding payment shall include faulty materials, equipment, or workmanship, back orders, 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.
3. **INVOICING.** Following acceptance, payment shall be made within thirty (30) calendar days from receipt of proper invoice. Invoice shall include bid number, purchase order number, department name, dollar amount, and any other pertinent information. Submit invoice to:

Purchasing Division
City of Iowa City
City Hall - 410 E. Washington St.
Iowa City, Iowa 52240

4. **TAXES**. 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. DETAILED SPECIFICATIONS AND REQUIREMENTS

A. GENERAL

1. Location

The pump and motor shall be removed and re-installed at Silurian well #2 at 80 Stephen Atkins Dr. and Silurian wells #3 and #4 located at the Foster Road Peninsula well field by the Contractor.

2. Notices

The contractor shall notify City of Iowa City Water Division prior to removal and re-installation of any material for the pump and no material shall be installed for the well unless the City of Iowa City Water Division is present.

3. Hours of Work

All work is to be performed Monday through Friday 7:00 a.m. to 3:00 p.m., unless otherwise agreed upon by City of Iowa City Water Staff.

4. Supervision

The Contractor shall have an experienced pump installer constantly in charge of the work at the installation.

5. Precautions

- A. The Contractor shall take precautions to prevent extraneous material or contaminated water from entering Silurian Wells #2, #3 and #4 or the Iowa River during installation and testing.
- B. The Contractor shall exercise extreme care in the performance of their work in order to prevent injury to pedestrians using the trail system near Silurian Wells #2, #3 and #4.
- C. Access to the work site is somewhat controlled. Prior approval to enter the site must be obtained from the Water Treatment Plant personnel.
- D. No cutting or welding is allowed without permission of City of Iowa City Water Staff.

6. Water Wastes

All water generated during test pumping shall be disposed of in such a way as not to damage existing structures, public utilities, roads, driveways, ditches, streets, alleys, private property, or wash ground surfaces on any adjacent property. All discharges from Silurian Wells #2, #3 and #4 site property limits shall comply with IDNR requirements including all permits, rules and written direction. The Contractor at no additional cost will furnish any troughs, flumes, or pipes necessary to conduct the water to a point of discharge directed by the City of Iowa City Water Division.

7. Temporary Closure

At all times during the progress of the work, the Contractor shall protect the collector well in such a manner as to effectively prevent either tampering with the collector well or the entrance of foreign matter into the collector well.

8. Corrective Work

In the event that the well becomes contaminated or that water having undesirable physical or chemical characteristics does enter the well due to the neglect of the Contractor, he shall, at their own expense, perform such work or supply such casings, seals, sterilizing agents or other material as may be necessary to eliminate the contamination or shutoff the undesirable water.

B. MATERIALS AND EQUIPMENT

1. Chlorine Solution for Disinfection

Chlorine solution shall be prepared in accordance with the latest revisions of the AWWA Standards for Water Wells, A100.

2. Well Pump

A. The Contractor shall remove, perform needed and agreed upon repairs and re-install an existing multistage turbine in shaft pump. The pump's specifications are enclosed and must be met. All bolts and nuts must be stainless steel.

B. Prior to re-installation the existing pump shall be sandblasted, cleaned and repainted. The exterior of the pump shall be epoxy coated with Themec Pota Pox, 2 coats, and 5.0 mils per coat. Surface preparation shall be SSPC-SP10 Near White Blast.

3. Discharge Head

A. The existing discharge head, pump, shaft, column and pump and all necessary materials shall be reinstalled.

B. Prior to re-installation the existing discharge head, column and pump shall be sandblasted, cleaned and repainted. The interior and exterior of the column pipe shall be epoxy coated with Themec Pota Pox, 2 coats, and 5.0 mils per coat. Surface preparation shall be SSPC-SP10 Near White Blast.

4. Column Pipe

A. If no repairs are needed the existing column pipe shall be reinstalled.

B. If needed and approved, the column pipe shall be furnished in lengths per the enclosed drawings

C. If needed and approved the interior and exterior of the column pipe shall be epoxy coated with Themec Pota Pox, 2 coats, and 5.0 mils per coat. Surface preparation shall be SSPC-SP10 Near White Blast.

5. Motor Control - Provided by City of Iowa City Water Division

A. The existing controller shall be used to start, operate and stop the motor.

C. METHODS

1. Removal and Re-installation of Well Pump and Motor

- A. The well pump and motor shall be removed and re-installed by the Contractor complete with other appurtenances necessary for a complete well and pump. City of Iowa City Water Division will inspect the rewire of the motor.
- B. The contractor will inspect and rebuild the pump assembly, including replacement of rubber bearing inserts, bowl bearings, impeller wear rings and collets.
- C. The contractor will immediately inform the City of Iowa City Water Division of column piping, pump shaft, or any other parts that they recommend for replacement or repair and will not proceed without prior approvals from the City of Iowa City Water Division. The awarded vendor and the City of Iowa City will mutually agree upon what parts will be replaced once the pump has been pulled and can be examined.

2. Disinfection

- A. Prior to placement of the pumping equipment, the pump, column, line shaft and discharge head shall be disinfected with a chlorine solution.
- B. The chlorine solution used for disinfecting the pumping equipment shall be of a sufficient strength and shall be so applied to all parts of the pumping equipment. Chlorine solution shall be applied in accordance with the latest revisions of AWWA Standard for Water Wells, A100.
- C. After the pump installation is complete the Contractor shall collect water samples for bacteriological analysis. The Contractor shall be responsible for shipment of the samples to a qualified laboratory. The Contractor shall have the analysis performed and shall submit the results to the City of Iowa City Water Division.

3. Final Pumping Equipment Tests

- A. The Contractor shall upon completion of the well pump re-installation perform a simulated test with conditions equal to the normal operations of the pumping equipment to insure the equipment is functioning as it should. This shall include pumping against normal discharge pressure anticipated.
- B. The cost of this test shall be incidental to the pump installation procedure.

4. Construction Sequence

- A. Install pump
- B. Install column pipe and line shaft drive with retainers
- C. Install pump discharge head
- D. Connect to existing piping
- E. Install motor and connect motor power leads
- F. Check rotation
- G. Test pump
- H. Confirm installation (vibration, amperage draw, flow rate)
- I. Confirming specification performance curve (see attachments).

J. At completion a new pump curve is required, at no cost to the City of Iowa City.

SECTION V. 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. PRICING AND COMPANY INFORMATION FORM

Equipment, tools, material, skill and labor, travel, training and other resources required for successful completion of the work must be included in the pricing listed below. Proposed pricing shall specify point of final destination.

A. PROJECT COST:

Price for pulling, inspecting, and reinstalling
pumping equipment (including mobilization costs). \$ _____

Price for inspection of pump motor and performing cleaning
and bake windings, reconditioning the electric motor assembly,
including replacement of bearings, assemble, test and paint. \$ _____

TOTAL AMOUNT TO COMPLETE PROJECT WRITTEN \$ _____
(Ex. Ten dollars and no cents)

B. ADDITIONAL REPAIR COSTS:

The awarded contractor and the City of Iowa City will mutually agree upon what parts will be replaced during the pump equipment pulling and inspection process and also if the motor is determined that it needs to be repaired. Factory original parts are not required, generic parts may be used, but must be approved by the City of Iowa City.

Repair Labor for the Pump and Motor:

Pump Equipment Repair and Motor Repair Labor Costs (per hour) \$ _____

Repair Parts and Materials for the Pump and Motor:

Parts and materials will be marked up by what percentage of the
purchase price paid by the Contractor. _____%

The undersigned bidder agrees to supply the goods and services, in accordance with the attached specifications, terms, and conditions.

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

The undersigned bidder states that this bid 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 bid and the bid prepared by the City of Iowa City, the City's Request for Bid document shall prevail.

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

Exceptions or Deviations

Any Exceptions or Deviations that your company may have to this Request for Bid document must be stated. If your company has no exceptions or deviations, please clarify that there are “No Exceptions.” If you state no exceptions, you may not add your company’s terms and conditions or any other unsolicited documents to your submitted bid.

Conflict of Interest

The company 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 submitted bid (companies are subject to disqualification on the basis of any potential for conflict of interest as determined by the City of Iowa City).

Wage Theft Policy

Your firm must carefully review the policy included in Section V of this Request for Proposal. Any objection that your firm has regarding this policy must be stated in the space provided below. If your firm 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: _____

E-mail Address: _____

AUTHORIZED SIGNATURE

Company Name: _____

Designated Signature: _____

Printed Name: _____

Title: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____

E-Mail Address: _____

Date: _____