



**CITY OF IOWA CITY**

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

**Date:** March 20, 2018

**Request for Bid:** #19-01, Chemical Contract

**Address Bids To:**

Attention of the City Clerk's Office  
City Hall, 410 E. Washington St., Room 140,  
Iowa City, Iowa 52240-1826.

Bids shall be sealed and clearly marked on the front **“Request for Bid for Chemical Contract, #19-01.”**

**Questions:** All questions, inquiries, requests for public information and clarifications regarding this Request for Bid can be answered by e-mailing the following representative **no later than March 27, 2018, noon (local time)**. All questions must be e-mailed in order to receive a response.

Christine Weinard  
Purchasing Division  
[Christine-weinard@iowa-city.org](mailto:Christine-weinard@iowa-city.org)

**Notice to Bidders:** Bids must be received by the City Clerk's office before 2:30 p.m. (local time) on April 3, 2018.

**Bid Opening:** April 3, 2018, 2:30 p.m. (local time), Helling Conference Room, 410 E. Washington St., Iowa City, Iowa.

**Faxed or E-mailed Bids will not be accepted.**

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.

**Insurance:** Insurance is required with this Request for Bid, as specified in Section Three.

**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 bids 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 Bid is prohibited. Any such unauthorized contact may cause the disqualification of the proposer from the procurement transaction.

Unless authorized by the Purchasing Division, no other City official or City employee is empowered to speak for the City with respect to this acquisition. Any Proposer seeking to obtain information, clarification, or interpretations from any other City official or City employee other than the Purchasing Division is advised that such material is used at the Vendor's own risk. The City will not be bound by any such information, clarification, or interpretation.

Following the Bid submittal deadline, bidders shall not contact the Purchasing Division or any other City employee except to respond to a request by the Purchasing Division.

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**Section One – Bid Requirements Checklist**

The City reserves the right to reject bids 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:

\_\_\_\_\_ **Safety Data Sheet** for each type of chemical you are bidding.

\_\_\_\_\_ **Affidavit of Compliance** for each type of chemical bid per instructions stated in **Section Four C**.  
*Forms should be clearly marked to identify the Affidavit of Compliance documents.*

\_\_\_\_\_ **Chemical Analysis** for each type of chemical bid per instructions stated in **Section Four C**. *Forms should be clearly marked to identify the Chemical Analysis documents.*

\_\_\_\_\_ **Sales Specification Data Sheet** for each type of chemical bid per instructions stated in **Section Four C**.  
*Forms should be clearly marked to identify the Sales Specification Data documents.*

\_\_\_\_\_ **References:** A list of three (3) previous clients (municipalities) of similar size, service area, and nature with whom the respondent has provided similar services. Each listed reference should include name of the company, contact person, title of the contact person, company address and phone number of the contact. References from the bidder must include agencies other than the City of Iowa City. **Complete and submit the form that has been provided in Section Five.**

\_\_\_\_\_ **Wage Theft Policy:** After review of **Section Six - Wage Theft Policy**, the **Wage Theft Affidavit** must be completed, notarized, and included in the submitted bid. **Complete and submit the form that has been provided in Section Six.**

\_\_\_\_\_ **Completed Pricing Form:** A comprehensive and detailed listing of all costs, fees, and reimbursable fees to be incurred as a part of your company's work. All costs for this contract must be included in the submitted bid. **Complete and submit the form that has been provided in Section Eight.**

\_\_\_\_\_ **Completed and Signed Company Information Form:** Complete and sign this form including any exclusions. Exclusion of any costs for this contract will be the responsibility of your company. **Complete and submit the form that has been provided in Section Nine.**

***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.*

***Note:*** *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.*

***Note:*** *Bid results will be posted on the icgov.org website when award has been made. Bid results will not be read over the telephone or sent via e-mail. Allow 2-3 weeks before the results are posted.*

***Concise Bids:*** *The City of Iowa City discourages overly lengthy and costly bids. It is the desire that bids be prepared in a straightforward and concise manner. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective bid are not desired. The City of Iowa City's interest is in the quality and responsiveness of the bid.*

**Section Two – Specific Conditions and Instructions to this Bid**

**A. Scope of Contract:**

The City of Iowa City is soliciting bids from qualified vendors to secure a fixed price for supply and delivery of chemicals for the following City of Iowa City divisions per the terms, conditions, and specifications referenced herein:

1. Water Treatment Plant
2. Recreation Department (Swimming Pools)
3. Wastewater Treatment Plant

**B. Contract Term and Pricing:**

1. Proposed prices for the supply and delivery of the Chemicals shall be firm from July 1, 2018 through June 30, 2019.
2. No price escalation will be allowed during the term of the contract.
3. This contract may be renewed at the expiration of its term with the mutual consent of the City of Iowa City and the successful vendor(s). The City and the awarded vendor(s) may renew the original contract for four (4) additional one-year time periods by mutual agreement.

**C. Bid Requirements:**

1. Proposed pricing shall specify F.O.B. destination and **include all delivery costs**.
2. Vendors are not required to bid on all chemicals for their bid to be considered.
3. The City of Iowa City is in no way restricted from ordering chemicals from other vendors as needed.
5. The vendor is responsible for all costs related to the preparation of this bid.
6. The format of the vendor's bid must be consistent with the format of the specifications listed.
7. The submission of a bid by the vendor implies the vendor's acceptance of the terms and conditions of this Request for Bid, unless otherwise stated.
8. Bidders are required to meet all qualifications and specifications of this Request for Bid to be considered for award.
9. Upon submittal of the vendor's bid, it will be assumed that each vendor has read and is thoroughly familiar with the contract documents and the requirements of the project. The failure or omission of a vendor to examine any document shall in no way relieve the vendor from any obligation in respect to the vendors submitted bid.
10. The vendor will be required to furnish all supervision, labor, materials, tools, equipment, shipping and delivery requirements necessary to complete the contract. All costs to complete this contract must be included in the submitted bid; no additional costs will be paid by the City of Iowa City.
11. Bids will be considered only from firms which are regularly engaged in the business as described in the Request for Bid package; with a record of performance for a reasonable period of time, which have sufficient financial support, equipment, and organization to ensure that they can satisfactorily perform the requirements of the bid if awarded the contract under the terms and conditions stated herein. The terms

“equipment and organization” as used herein shall be construed to mean a fully equipped and well established company in-line with the best business practice in the industry and as determined by the City.

**D. Contract Award:**

1. Award of this contract will be made to the lowest responsive, responsible bidder whose bid, conforming to the solicitation, will be the most advantageous to the City of Iowa City. Past performance of the bidder and completeness of the vendor’s submitted bid will be considered for award. This contract may also be awarded on the lowest overall cost to the City of Iowa City. The City of Iowa City will evaluate costs based on bid price, contract administration costs; for example, but not limited to the following: delivery and pick up assistance, hours required to load and unload orders by City personnel, the ordering process, and payment processing costs.
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 Contract Purchase Order, within thirty (30) calendar days after the bid opening.
5. The City reserves the right to award the bid to more than one bidder based on the bid price for each option.
6. No deposit shall be paid for orders, except as a credit memo.
7. 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
  - Bid number and bid title as the description
  - Insurance carriers will be rated as A or better by A.M. Best
8. Awarded vendor will be asked to complete and return the included **Contract Compliance Document** before a contract purchase order will be issued.

**The above conditions and instructions clarify this specific bid document, but are in addition to the attached General Conditions and Instructions to Bidders (Section Three).**

**Section Three – 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**. 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 bids 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 Bid is prohibited. Any such unauthorized contact may cause the disqualification of the proposer from the procurement transaction.

Unless authorized by the Purchasing Division, no other City official or City employee is empowered to speak for the City with respect to this acquisition. Any Proposer seeking to obtain information, clarification, or interpretations from any other City official or City employee other than the Purchasing Division is advised that such material is used at the Proposer’s own risk. The City will not be bound by any such information, clarification, or interpretation.

Following the Bid submittal deadline, Proposers shall not contact the Purchasing Division or any other City employee except to respond to a request by the Purchasing Division.

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 East Washington Street, Room 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 Proprietary 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. Insurance**

1. **Insurance Requirements.** When required, the successful bidder 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

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 Bidder'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](http://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.

4. **Receipt of One Bid**. In the event only one bid is received, the City of Iowa City may require that the successful vendor submit a cost bid in sufficient detail for the City to perform a cost/price analysis to determine if the bid price is fair and reasonable.

#### **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 Bid 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 Contract Purchase Order or other instrument shall result in a binding contract without further action by either party.

**E. General Contract Provisions**

1. **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.
2. **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.
3. **Contract Alterations.** The City reserves the right to make changes to the good and/or services to be provided which are within the Scope of this Contract. No assignment, alteration, change, or modification of the terms of this Contract shall be valid unless made in writing and agreed to by both the City and the Vendor. The Vendor shall not commence any additional work or change the scope of the goods and/or services provided until authorized in writing by the City. The Vendor shall make no claim for additional compensation in the absence of a prior written approval and amendment of this Contract executed by both the Vendor and the City. This Contract may only be amended, supplemented or modified by a written document executed in the same manner as this Agreement by the Purchasing Division.
4. **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.
5. **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.

6. **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.
7. **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.
8. **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.
9. **New Good. Fresh Stock.** All contracts, unless otherwise specified, shall produce new commodities, fresh stock, latest model, design or pack.
10. **Professional Workmanship.** Professional workmanship shall meet or exceed existing industry standards.
11. **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.

12. **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.
13. **Occupational Safety and Health Administration Requirements.** All commodities and/or service shall satisfactorily comply with applicable Occupational Safety and Health Administration regulations in effect at the time commodities are shipped and/or the service is performed. Safety Data Sheets are required in accordance with applicable regulations.
14. **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.
15. **Choice of Law Forum.** The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this bid, 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 bid 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 Free on Board destination. Delivery costs and charges must be included in the bid unless otherwise stated in the specifications or bid.
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 bids. 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:
  - Contract 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, contract 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 Four—Detailed Specifications**

**A. Specifications**

1. All chemicals must meet state certification requirements.
2. Annual quantities are estimated in Section Eight, Pricing Form. The City of Iowa City has no obligation to buy a guaranteed amount of chemicals because of this contract.
3. Chemicals will be ordered as needed throughout the contract period.
4. All chemicals must be made in the United States of America, except potassium permanganate.

**B. Delivery Requirements**

1. Failure to meet delivery requirements may result in termination of this contract.
2. See attached Section Eight for Delivery Requirements for each Chemical.
3. Deliveries for the **Water Treatment Plant** must be made during the hours of 8:00 a.m. to 1:00 p.m., Monday through Friday unless otherwise approved by the Water Division. (**Note Security Procedures - Section Four, Item D**)
4. Deliveries for the **Recreation Division Pools** must be made during the hours of 8:00 a.m. to 1:00 p.m. Monday through Friday unless approved by the Recreation Division. Muriatic Acid must be delivered weekly and guaranteed in 20 degree baum.
5. Deliveries for the **Wastewater Treatment Plant** must be made between 8:00 a.m. and 3:00 p.m. Monday through Friday unless special delivery arrangements have been made by the Wastewater Division.

**C. Detailed Chemical Specifications for the Water Division**

Water treatment chemicals shall meet the most current of American Water Works Association Standards described herein. **All chemicals must meet the National Sanitation Foundation Standard 60 approval.** Documentation is to be submitted with the bid.

Payment of Referee analysis in cases of material nonconformance per Section 5.6.1 American Water Works Association Standards.

**Bidders shall place a checkmark or an X next to the Yes (to indicate the item being bid is exactly as specified) or No (and then provide an explanation to indicate any deviation from specifications) for each item being bid on.**



ITEM #

#1 **Ferric Sulfate** supplied shall conform to applicable sections of the American Water Works Association B-406-97 and American National Standards Institute/National Sanitation Foundation 60, Specifications "This material shall be certified as suitable for contact with or treatment of drinking water by an accredited certification organization in accordance with American National Standards Institute/National Sanitation Foundation Standard 60, Drinking Water Treatment Chemicals - Health Effects." 60% liquid ferric sulfate (12% as iron). Impurity Information requested as per American Water Works Association B-406-97, section 4.3. Referee laboratory analysis as per American Water Works Association B-406-97, section 5.10.1. **Bidder must include a sales specification data sheet, an affidavit of compliance per American Water Works Association B-406-97 section 6.3, and a certificate of analysis with this bid.**

As per specifications  Yes  No

If no, explain:

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#2 **Carbon Dioxide** supplied shall conform to applicable sections of the American Water Works Association B-510-00 and American National Standards Institute/National Sanitation Foundation 60, Specifications "This material shall be certified as suitable for contact with or treatment of drinking water by an accredited certification organization in accordance with American National Standards Institute/National Sanitation Foundation Standard 60, Drinking Water Treatment Chemicals - Health Effects." Storage - 34 ton refrigerated, insulated, pressurized, liquid storage, outdoors. Purity - 99.5%. Referee laboratory costs as per American Water Works Association B- 510-00, section 5.2.16.4. **Bidder must include an affidavit of compliance - per American Water Works Association B-510-00, section 6.3, a sales specification data sheet, and a certificate of analysis with the bid.**

As per specifications  Yes  No

If no, explain:

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#3 **Polyphosphate** supplied shall conform to applicable sections of the American Water Works Association B-503-01 and American National Standards Institute/National Sanitation Foundation 60, Specifications "This material shall be certified as suitable for contact with or treatment of drinking water by an accredited certification organization in accordance with American National Standards Institute/National Sanitation Foundation Standard 60, Drinking Water treatment Chemicals - Health Effects." Granular Sodium Tripolyphosphate Na<sub>5</sub>P<sub>3</sub>O<sub>10</sub>, Bulk density - 0.5 to 1.2 grams per milliliter. **Bidder must include an affidavit of compliance or certified analyses as per American Water Works Association B-503-01, section 6.3 with this bid.**

As per specifications  Yes  No

If no, explain:

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#4 **Potassium Permanganate** supplied shall conform to applicable sections of the B-603 and American National Standards Institute/National Sanitation Foundation 60, Specifications "This material shall be certified as suitable for American Water Works Association contact with or treatment of drinking water by

an accredited certification organization in accordance with American National Standards Institute/National Sanitation Foundation Standard 60, Drinking Water Treatment Chemicals - Health Effects." Free flowing grade required. Payment of Referee analysis in cases of material nonconformance. Per Section 5.6.1 American Water Works Association Standards. **Bidder must include a sales specification data sheet and an affidavit of compliance per American Water Works Association B-603.**

As per specifications      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If no, explain:

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#5 **Pebble Quicklime** supplied American Water Works Association B202 and American National Standards Institute/National Sanitation Foundation Standard 60, Specifications, "This material shall be certified as suitable for contract with or treatment of drinking water by an accredited certification organization in accordance with American National Standards Institute/National Sanitation Foundation Standard 60, Drinking Water Treatment Chemicals - Health Effects." **Bidder must include an affidavit of compliance with this bid.**

Maximum Fines 5%

Minimum Calcium Oxide – Available 90% and not more than 1% grit

Weight certificates as per American Water Works Association B202, section 6.2.5

Nominal Size: Top - 0.75", Bottom – 0.25"

Vendor will deliver a 0.25-pound sample representative of the load with each delivery.

As per specifications      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If no, explain:

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#6 **Fluorosilicic Acid**, H<sub>2</sub>SiF<sub>6</sub> supplied shall conform to applicable sections of the American Water Works Association B-703-00 and American National Standards Institute/National Sanitation Foundation 60, Specifications "This material shall be certified as suitable for contact with or treatment of drinking water by an accredited certification organization in accordance with Standard 60, Drinking Water Treatment Chemicals - Health Effects." Concentration - 23% fluoride ion by weight or per American Water Works Association B-703-00, section 4.2. **Bidder must include an affidavit of compliance or certified analyses as per American Water Works Association, section 6.3 with this bid.**

As per specifications      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If no, explain:

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#7 **Chlorine** supplied shall conform to applicable sections of the American Water Works Association B-301-99 and American National Standards Institute/National Sanitation Foundation 60, Specifications "This material shall be certified as suitable for contact with or treatment of drinking water by an accredited certification organization in accordance with American National Standards Institute/National Sanitation Foundation Standard 60, Drinking Water Treatment Chemicals - Health Effects." **Bidder must include an affidavit of compliance or certified analyses as per American Water Works Association B-301-99, section 6.3 with this bid.**

As per specifications      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If no, explain:

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D. **Water Division Security Procedures**

On June 12, 2002, George W. Bush signed into law The Public Health Security and bioterrorism Preparedness and Response Act. The Iowa City Water Division is implementing the following recommended water industry standards for security procedures in an effort to protect public health.

1. On the day of delivery, the vendor or shipper will e-mail the Iowa City Water Division, advising of the shipment time of arrival, driver's name, vehicle license plate number and trailer number.
2. All deliveries shall be scheduled in advance so trained Iowa City Water Division personnel are present to accept and monitor the delivery process. Deliveries that arrive at the facility without notice will not be accepted. The vendor shall immediately notify the Iowa City Water Division facility in the event of any delay.
3. Chemical deliveries will only occur between 8:00 a.m. to 1:00 p.m. Upon arrival, an assigned Iowa City Water Division employee will perform a visual inspection of the vehicle. The employee will inspect delivery documentation and any applicable security seals. Delivery documentation includes: Bill of Lading, Certificate of Analysis (where applicable), and scale tickets. Certificate of Analysis requirements are applicable to Carbon Dioxide and Ferric Sulfate.

**Section Five References**

**References:** Bidder must provide a **minimum** of three (3) references from municipalities that have purchased the chemicals you are bidding on. The City reserves the right to call the references provided by the vendor and obtain information regarding the chemicals procured and the performance of the vendor.

*Substitute forms will not be accepted. The vendor must complete and submit this form.*

1) Company Name: \_\_\_\_\_  
Company Contact: \_\_\_\_\_  
Title of Contact: \_\_\_\_\_  
Address of Contact: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_

2) Company Name: \_\_\_\_\_  
Company Contact: \_\_\_\_\_  
Title of Contact: \_\_\_\_\_  
Address of Contact: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_

3) Company Name: \_\_\_\_\_  
Company Contact: \_\_\_\_\_  
Title of Contact: \_\_\_\_\_  
Address of Contact: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Note:** References from the bidder must include agencies other than the City of Iowa City.

**Section Six - 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”)

1. **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.

2. **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.

3. **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.

4. **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.

**Wage Theft Affidavit**

State of \_\_\_\_\_ )

) ss:

\_\_\_\_\_ County )

I, \_\_\_\_\_, upon being duly sworn, state as follows:

1. I am the \_\_\_\_\_ (position) of \_\_\_\_\_ (“contracting entity”) and have the authority to execute this affidavit on behalf of said contracting entity and any person or entity with an ownership interest in said contracting entity of more than 25%.
2. Neither \_\_\_\_\_ (contracting entity) nor any person or entity with an ownership interest of more than 25% of said contracting entity has 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 in the last 5 years.

\_\_\_\_\_  
Signature

This instrument was acknowledged before me by

\_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_

**Section Seven - Contract Compliance Document**

***Note: Submission of the Contract Compliance Document and the company's Equal Employment Opportunity Policy will be required only upon contract award.***

**General Policy Statement**

It is the policy of the City of Iowa City to require equal employment opportunity in all City Contract work. This policy prohibits discrimination by the City's contractors, consultants and vendors and requires them to ensure that applicants seeking employment with them and their employees are treated equally without regard to race, color, creed, religion, national origin, sex, gender identity, sexual orientation, disability, marital status, and age.

It is the City's intention to assist employers, who are City contractors, vendors or consultants, in designing and implementing equal opportunity so that all citizens will be afforded equal accessibility and opportunity to gain and maintain employment.

Provisions:

1. All contractors, vendors, and consultants requesting to do business with the City must submit an Equal Opportunity Policy Statement before the execution of the contract.
2. All City contractors, vendors, and 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 Program. Emergency contracts may be exempt from this provision at the discretion of the City. Regardless of the value of the contract, all contractors, vendors, and consultants are subject to the City's Human Rights Ordinance, which is codified at Article 2 of the City Code.
3. Contracting departments are responsible for assuring that City contractors, vendors, and consultants are made aware of the City's Contract Compliance Program reporting responsibilities and receive the appropriate reporting forms. A notification of requirements will be included in any request for proposal and notice of bids.
4. Contracting departments are responsible for answering questions about contractor, consultant, and vendor compliance during the course of the contract with the City.
5. All contractors, consultants and vendors must refrain from the use of any signs or designations which are sexist in nature, such as those which state "Men Working" or "Flagman Ahead", and instead use gender neutral signs.
6. All contractors, consultants, and vendors must assure that their subcontractors abide by the City's Human Rights Ordinance. The City's protected classes are listed at Iowa City City Code section 2-3-1.

**Suggested Steps To Assure Equal Employment Opportunities**

1. **Company Policy**  
Determine your company's policy regarding equal employment opportunities. Document the policy and post it in a conspicuous place so that it is known to all your employees. Furthermore, disseminate the policy to all potential sources of employees and to their subcontractors asking their cooperation. The policy statement should recognize and accept their responsibility to provide equal employment opportunity in all your employment practices. In regard to dissemination of this policy, this can be done, for example, through the use of letters to all recruitment sources and subcontractors, personal contacts, employee meetings, web page postings, employee handbooks, and advertising.
2. **Equal Employment Opportunity Officer**  
Designate an equal employment opportunity officer or, at a minimum, assign someone the responsibility of administering and promoting your company's Equal Employment Opportunity program. This person should have a position in your organization which emphasizes the importance of the program.

3. Instruct Staff

Your staff should be aware of and be required to abide by your Equal Employment Opportunity program. All employees authorized to hire, supervise, promote, or discharge employees or are involved in such actions should be trained and required to comply with your policy and the current equal employment opportunity laws.

4. Recruitment

- (a) Let potential employees know you are an equal opportunity employer. This can be done by identifying yourself on all recruitment advertising as “as equal opportunity employer”.
- (b) Use recruitment sources that are likely to yield diverse applicant pools. Word-of-mouth recruitment will only perpetuate the current composition of your workforce. Send recruitment sources a letter annually which affirms your commitment to equal employment opportunity and requests their assistance in helping you reach diverse applicant pools.
- (c) Analyze and review your company’s recruitment procedures to identify and eliminate discriminatory barriers.
- (d) Select and train persons involved in the employment process to use objective standards and to support equal employment opportunity goals.
- (e) Review periodically job descriptions to make sure they accurately reflect major job functions. Review education and experience requirements to make sure they accurately reflect the requirements for successful job performance.
- (f) Review the job application to insure that only job related questions are asked. Ask yourself “Is this information necessary to judge an applicant’s ability to perform the job applied for?” Only use job-related tests which do not adversely affect any particular group of people.
- (g) Monitor interviews carefully. Prepare interview questions in advance to assure they are only job related. Train your interviewers on discrimination laws. Biased and subjective judgments in personal interviews can be a major source of discrimination
- (h) Improve hiring and selection procedures and use non-biased promotion, transfer and training policies to increase and/or improve the diversity of your workforce representation. Companies must make sure procedures for selecting candidates for promotion, transfer and training are based upon a fair assessment of an employee’s ability and work record. Furthermore, all companies should post and otherwise publicize all job promotional opportunities and encourage all qualified employees to bid on them.

Below for your information is a copy of Section 2-3-1 of the Iowa City Code of Ordinances which prohibits certain discriminatory practices in employment as well as a sample policy. Please note that the protected characteristics include some not mandated for protection by Federal or State law. As a contractor, consultant or vendor doing business with the City of Iowa City you are required to abide by the provisions of the local ordinance in conjunction with your performance under a contract with the City.

2-3-1: Employment; Exceptions:

- A. It shall be unlawful for any employer to refuse to hire, accept, register, classify, promote or refer for employment, or to otherwise discriminate in employment against any other person or to discharge any employee because of age, color, creed, disability, gender identity, marital status, national origin, race, religion, sex or sexual orientation. (Ord. 03-4105, 12-16-2003)
- B. It shall be unlawful for any labor organization to refuse to admit to membership, apprenticeship or training an applicant, to expel any member, or to otherwise discriminate against any applicant for membership, apprenticeship or training or any member in the privileges, rights or benefits of such membership, apprenticeship or training because of age, color, creed, disability, gender identity, marital status, national origin, race, religion, sex or sexual orientation of such applicant or member.
- C. It shall be unlawful for any employer, employment agency, labor organization or the employees or members thereof to directly or indirectly advertise or in any other manner indicate or publicize that individuals are unwelcome, objectionable or not solicited for employment or membership because of age,



creed, disability, gender identity, marital status, national origin, race, religion, sex or sexual orientation. (Ord. 95-3697, 11-7-1995)

- D. Employment policies relating to pregnancy and childbirth shall be governed by the following:
- A written or unwritten employment policy or practice which excludes from employment applicants or employees because of the employee's pregnancy is a prima facie violation of this title.
  - Disabilities caused or contributed to by the employee's pregnancy, miscarriage, childbirth and recovery therefrom are, for all job related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment or any written or unwritten employment policies and practices involving terms and conditions of employment as applied to other temporary disabilities.
- E. It shall be unlawful for any person to solicit or require as a condition of employment of any employee or prospective employee a test for the presence of the antibody to the human immunodeficiency virus. An agreement between employer, employment agency, labor organization or their employees, agents or members and an employee or prospective employee concerning employment, pay or benefits to an employee or prospective employee in return for taking a test for the presence of the antibody to the human immunodeficiency virus is prohibited. The prohibitions of this subsection do not apply if the state epidemiologist determines and the director of public health declares through the utilization of guidelines established by the center for disease control of the United States department of health and human services, that a person with a condition related to acquired immune deficiency syndrome poses a significant risk of transmission of the human immunodeficiency virus to other person in a specific occupation.
- F. The following are exempted from the provision of this section:
- Any bona fide religious institution or its educational facility, association, corporation or society with respect to any qualifications for employment based on religion when such qualifications are related to a bona fide religious purpose. A religious qualification for instructional personnel or an administrative officer, serving in a supervisory capacity of a bona fide religious educational facility or religious institution shall be presumed to be a bona fide occupational qualification. (Ord. 94-3647, 11-8-1994)
  - An employer or employment agency which chooses to offer employment or advertise for employment to only the disabled or elderly. Any such employment or offer of employment shall not discriminate among the disabled or elderly on the basis of age, color, creed, disability, gender identity, marital status, national origin, race, religion, sex or sexual orientation. (Ord. 95-3697, 11-7-1995)
  - The employment of individuals for work within the home of the employer if the employer or members of the family reside therein during such employment.
  - The employment of individuals to render personal service to the person of the employer or members of the employer's family. (Ord. 94-3647, 11-8-1994)
  - The employment on the basis of sex in those certain instances where sex is a bona fide occupational qualification reasonably necessary to the normal operation of a particular business or enterprise. The bona fide occupational qualification shall be interpreted narrowly. (Ord. 03-4105, 12-16-2003)
  - A state or federal program designed to benefit a specific age classification which serves a bona fide public purpose. (Ord. 94-3647, 11-8-1994)
  - The employment on the basis of disability in those certain instances where presence of disability is a bona fide occupational qualification reasonably necessary to the normal operation of a particular business or enterprise. The bona fide occupational qualification shall be interpreted narrowly. (Ord. 03-4105, 12-16-2003)
  - Any employer who regularly employs less than four (4) individuals. For purposes of this section, individuals who are members of the employer's family shall not be counted as employees. (Ord. 08-4312, 8-11-2008)

**Sample: Equal Employment Opportunity Policy**

To all employees of \_\_\_\_\_

This Company and its employees shall not discriminate against any employee or applicant for employment based on his or her age, national origin, color, creed, disability, gender identity, marital status, race, religion, sex or sexual orientation. The antidiscrimination policy extends to decision involving hiring, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. Further, this Company and its employees will provide a working environment free from such discrimination.

All employees are encouraged to refer minority and women applicants and applicants with disabilities for employment.

The Equal Employment Opportunity Officer for \_\_\_\_\_ is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Note: This is a sample only.** You may wish to confer with your Equal Employment Opportunity officer or legal counsel to formulate a policy which specifically meets the needs of your company.

**Assurance of Compliance  
to be completed by the awarded Vendor**

The following sets forth the minimum requirements of a satisfactory Equal Employment Opportunity Program which will be reviewed for acceptability.

With respect to the performance of this contract, the contractor, consultant or vendor agrees as follows:  
(For the purposes of these minimum requirements, "contractor" shall include consultants and vendors)

1. The contractor will not discriminate against any employee or applicant for employment and will take affirmative efforts to ensure applicants and employees are treated during employment without regard to their race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, marital status, and age. Such efforts shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor; state that it is an equal opportunity employer.

Note: Contracts that are federally funded are subject to Executive Order No. 11246, as amended, and the regulations (see generally 29 U.S.C. § 1608 *et seq.*) and relevant orders of the U.S. Secretary of Labor. The Secretary of Labor, and not the City, enforces said regulations and orders.

3. **Provide a copy of your written Equal Employment Opportunity Policy Statement.**

Where is this statement posted?

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4. Print the name, telephone number, email and address of your business' Equal Employment Opportunity Officer?

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

5. The undersigned agrees to display, in conspicuous places at the work site, all posters required by federal and state law for the duration of the contract. Note: The City can provide assistance in obtaining the necessary posters.

6. How does your business currently inform applicants, employees, and recruitment sources (including unions) that you are an Equal Employment Opportunity employer?

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The above responses to questions 1 through 6 are true and correctly reflect our Equal Employment Opportunity policies.

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Business Name

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Phone Number

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Signature

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Title

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Print Name

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Date

**Section Eight - Pricing Form**

All costs, including, but not limited to supervision, labor, equipment, materials, shipping and delivery, and equipment necessary to complete the contract must be included in the submitted bid; no additional costs will be paid by the City.

**A. Pricing – Water Division**

Free on Board:

City of Iowa City  
 Water Plant  
 80 Stephen Atkins Drive  
 Iowa City, Iowa

**All pricing must be legible to be considered for award.**

**All chemicals must be made in the United State of America, except potassium permanganate.**

Item #	12 mos. Est. Usage	Description	Delivery	Unit \$ per	Total \$
#1	110 tons	Ferric Sulfate	_____ days	\$ _____ ton	\$ _____
#2	150 tons	Carbon Dioxide	_____ days	\$ _____ ton	\$ _____
#3	5 tons	Polyphosphate (750 lb. super sacks measuring 36" x 36" x 24" in height)	_____ days	\$ _____ ton	\$ _____
#4	3,500 pounds	Potassium Permanganate	_____ days	\$ _____ pound	\$ _____
#5	1,600 tons	Pebble Quicklime	_____ days	\$ _____ ton	\$ _____
#6	20 tons	Fluorosilicic Acid	_____ days	\$ _____ ton	\$ _____
#7	18 tons	Chlorine (one ton cylinders with Ceadeaux Valve)	_____ days	\$ _____ ton	\$ _____

Made in the United States of America:

Item #1 Yes _____ No _____	Item #5 Yes _____ No _____
Item #2 Yes _____ No _____	Item #6 Yes _____ No _____
Item #3 Yes _____ No _____	Item #7 Yes _____ No _____
Item #4 Yes _____ No _____	

1. Do the above stated prices include any or all inspections performed on bulk tanks?

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, state charge \$ \_\_\_\_\_

2. Does the supplier offer onsite (City of Iowa City facility) safety training for the specified chemicals as part of the bid price?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. If safety training is offered by the supplier, is the safety training approved by the Iowa Department of Natural Resources for continuing education units for Water Treatment Plant Operators?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Does the supplier have an emergency response ability for chlorine accidents?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, specify the response time for emergencies. \_\_\_\_\_

(Note: Maximum response time must not exceed two (2) hours.)

Is there a charge to respond to an emergency leak? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state charge \$ \_\_\_\_\_

In the section below supplier must provide a written description of the type of equipment, number of people, qualifications and experience of people, proximity of responder, and time required to respond to a chlorine leak emergency.

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**Delivery Instructions:**

**ITEM #**

- #1 Delivery by pneumatic truck, bulk liquid shipment, 23 ton loads - 4 inch kamlock. Weight certificates requested as per American Water Works Association B-406, section 6.2.5.
- #2 Deliver in Bulk, 28-ton load. Weight certificates or certified liquid meter tickets required - per American Water Works Association B-510-00, section 6.2.2.1.
- #3 Deliver in 750 lb. super sacks to the loading dock on pallet.
- #4 Deliver in 330.75 lb. drums to loading dock on pallet.
- #5 Delivery by pneumatic truck, bulk shipment, 20-24 ton loads - 4 inch kamlock. Weight certificates requested as per American Water Works Association B-202, section 6.2.5.
- #6 Delivery by pneumatic truck, bulk liquid shipment, 4,000 gallon loads - 2 inch kamlock. Shipping must comply with all local, state and federal regulations, per American Water Works Association B-703-00, section 6.2.2.
- #7 Delivery by open bed truck for removal by suspended hoist, loads of six (6) one ton cylinders with Ceadeaux Valve.

**B. Pricing – Recreation Division**

Free on Board:

City of Iowa City City Park Pool Upper Park Road Iowa City, Iowa Outdoor – Used May – Sept.	City of Iowa City Mercer Pk. Aquatic Ctr. 2701 Bradford Dr. Iowa City, Iowa Indoor – Used Year Around	City of Iowa City Recreation Center Pool 220 S. Gilbert St. Iowa City, Iowa Indoor – Used Year Round
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**All pricing must be legible to be considered for award.  
All chemicals must be made in the United States of America.**

Item #	12 months Est. Usage	Description	Delivery	Unit \$ per	Total \$
#1	10 barrels	Pool Shock 25 lb. barrels	_____ days	\$ _____ barrels	\$ _____
#2	150 carboys	Muriatic Acid 15 gal. Carboy (Minimum 20 degree baum)	_____ days	\$ _____ carboys	\$ _____
#3	2 bags	Sodium Thiosulfate 50 lb. bags	_____ days	\$ _____ bag	\$ _____
#4	300 bags	Sodium Bicarbonate 50 lb. bags	_____ days	\$ _____ bag	\$ _____
#5	30 bottles	Water Test Reagents	_____ days	\$ _____ bottle	\$ _____
#6	200 pails	<b>*Pulsar Brand</b> Granular/Pellets Chlorine Tablets 50 lb. pail (September through May)	_____ days	\$ _____ pail	\$ _____
#7	40 containers	Natural enzyme and clarifying polymers 5 gallon containers	_____ days	\$ _____ container	\$ _____
#8	750 pounds	Pool Stabilizer State barrel size _____	_____ days	\$ _____ barrels	\$ _____

Made in the United States of America:

Item #1	Yes _____	No _____	Item #5	Yes _____	No _____
Item #2	Yes _____	No _____	Item #6	Yes _____	No _____
Item #3	Yes _____	No _____	Item #7	Yes _____	No _____
Item #4	Yes _____	No _____	Item #8	Yes _____	No _____

**NOTE: \*Item #6 must be Pulsar Brand Granular/Pellet Chlorine Tablets.**

**Delivery Instructions:**

Item #

- #2, #4, #6 Delivery must be by Pup Truck and will require a liftgate and pallet jack.
- #4 Notification of delivery is required 24 hours prior to delivery and is also requested 30 minutes prior to arrival.
- #6 Notification of delivery is required 24 hours prior to delivery and is also requested 30 minutes prior to arrival.

**C. Pricing – Wastewater**

Free on Board:

City of Iowa City  
 Wastewater Treatment Plant  
 4366 Napoleon St. Southeast  
 Iowa City, Iowa

City of Iowa City  
 Hawkeye Lift Station  
 1000 Hawkeye Ct  
 Iowa City, Iowa

**All pricing must be legible to be considered for award.  
 All chemicals must be made in the United States of America.**

Item #	12 months Est. Usage	Description	Delivery	Unit \$ per	Total \$
#1	25,000 gallons	Ferric Chloride 35% (Drinking Water Grade)	_____ days	\$_____gallons	\$_____
#2	20,000 gallons	Sodium Hypochlorite 12.5%	_____ days	\$_____gallons	\$_____

Made in the United States of America:

Item #1 Yes \_\_\_\_\_ No \_\_\_\_\_

Item #2 Yes \_\_\_\_\_ No \_\_\_\_\_

**Delivery Instructions:**

Item #

#1 Delivery in Bulk 300+ Gallon poly, to be pumped via delivery company into top loading storage tank(s). Deliveries may be split between the Water Treatment Plant and the Hawkeye Lift Station. The estimated order would be based on one 1500-gallon tank and one 500-gallon tank located at the Wastewater Treatment Plant, and one 500-gallon tank located at the Hawkeye Lift Station

#2 Delivery in pneumatic truck in bulk liquid shipment, 23-ton loads – 2-inch Cam lock connections. Weight certificates requested as per American Water Works Association B-406, section 6.2.5. The estimated order would be based on one 1400-gallon tank and one 4800-gallon tank both located at the Wastewater Treatment Plant.



**Section Nine Company Information**

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

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 City of Iowa City is not responsible for the bidder's failure to provide information and pricing on required items. In this instance, the prices submitted will prevail as the proposed price for all required goods and services.

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

**Exceptions, Deviations or other Agreements**

**Exceptions/Deviations** to this Request for Bid 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 bid or any submittals after the bid due date.

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**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).

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**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.

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**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**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Section Ten Current Pricing****Water Division:**

Ferric Sulfate - \$205.69 per ton	Kemira Water Solutions
Carbon Dioxide - \$84.00 per ton	Air Liquide Industrial
Polyphosphate - \$ 3977.77 per ton	Shannon Chemical
Potassium Permanganate - \$2.02 per pound	F2
Pebble Quicklime - \$149.50 per ton	Graymont Lime
Chlorine - \$683.00 per ton	DPC Industries
Fluorosilicic Acid - \$526.00 per ton	Graymont Lime

**Recreation Division:**

Pool Shock - \$56.95 per 25 pound barrel	Leslie's Pool
Muriatic Acid –	Not Awarded
Sodium Thiosulfate - \$34.95 per 50 pound bag	Leslie's Pool
Sodium Bicarbonate - \$17.49 per 50 pound bag	Leslie's Pool
Water Test Reagents - \$5.49 per bottle	Leslie's Pool
* <b>Pulsar Brand</b> Granular/Pellet - \$105.35 per 50 pound pail	Arch Chemicals
Natural enzyme and clarifying polymers - \$154.95 per 5-gallon container	Leslie's Pool
Pool Stabilizer - \$159.95 per 100 pound barrel	Leslie's Pool

**Wastewater Division**

Ferric Chloride - \$1.89 per gallon	Hawkins
Sodium Hypochlorite - \$0.88 per gallon	Hawkins