

Bill No. 14R-218

CONTRACT DOCUMENTS

**CITY OF LINCOLN
NEBRASKA**

**ANNUAL SUPPLY
OF
Fabricated Tapping Sleeves
Bid No. 14-167**

**Lincoln Winwater Works Company
515 NW 27th Street, Suite 2
Lincoln, NE 68528
(402)438-2988**

**CITY OF LINCOLN
CONTRACT AGREEMENT**

THIS CONTRACT, made and entered into this _____ day of _____ 2014, by and between **Lincoln Winwater Works Company, 515 NW 27th Street, Suite 2, Lincoln, NE 68528**, hereinafter called "Contractor", and the City of Lincoln, Nebraska, a municipal corporation, hereinafter called "City".

WHEREAS, the City has caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

For providing **Annual Supply of Fabricated Tapping Sleeves, Bid No.14-167** and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the City, in the manner and at the time specified, a sealed Proposal/Supplier Response in accordance with the terms of said advertisement; and,

WHEREAS, the City, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals/Supplier Responses submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's Proposal/Supplier Responses, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the mutual covenants herein contained, the Contractor and the City has agreed and hereby agree as follows:

1. The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute and complete all Work included in and covered by the City's award of this Contract to the Contractor, such award being based on the acceptance by the City of the Contractor's Proposal, or part thereof, as follows:

Agreement to full proposal

2. The City agrees to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefore, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the City:

The City will pay for products/service, according to the Line Item pricing as listed in Contractors Proposal/Supplier Response, a copy thereof being attached to and made a part of this Contract. The City shall order on an as needed basis for the duration of the contract. The total cost of products or services for City departments shall not exceed \$71,028.56 during the two year contract term without approval.

3. Equal Employment Opportunity. In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, disability, age or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.

4. E-Verify. In accordance with Neb. Rev. Stat. 4-108 through 4-114, the contractor agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324 a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The Contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A 1324b. The contractor shall require any subcontractor to comply with the provisions of this section.
5. Termination. This Contract may be terminated by the following:
 - 5.1) Termination for Convenience. Either party may terminate this Contract upon thirty (30) days written notice to the other party for any reason without penalty.
 - 5.2) Termination for Cause. The City may terminate the Contract for cause if the Contractor:
 - 5.2.1) Refuses or fails to supply the proper labor, materials and equipment necessary to provide services and/or commodities.
 - 5.2.2) Disregards Federal, State or local laws, ordinances, regulations, resolutions or orders.
 - 5.2.3) Otherwise commits a substantial breach or default of any provision of the Contract Document. In the event of a substantial breach or default the City will provide the Contractor written notice of said breach or default and allow the Contractor ten (10) days from the date of the written notice to cure such breach or default. If said breach or default is not cured within ten (10) days from the date of notice, then the contract shall terminate.
6. Independent Contractor. It is the express intent of the parties that this contract shall not create an employer-employee relationship. Employees of the Contractor shall not be deemed to be employees of the City and employees of the City shall not be deemed to be employees of the Contractor. The Contractor and the City shall be responsible to their respective employees for all salary and benefits. Neither the Contractor's employees nor the City's employees shall be entitled to any salary, wages, or benefits from the other party, including but not limited to overtime, vacation, retirement benefits, workers' compensation, sick leave or injury leave. Contractor shall also be responsible for maintaining workers' compensation insurance, unemployment insurance for its employees, and for payment of all federal, state, local and any other payroll taxes with respect to its employees' compensation.
7. Contract Term. This Contract shall be effective upon execution by both parties. The term of the Contract shall be a two (2) year term, with option to renew for one (1) additional two (2) year term.
8. The Contract Documents comprise the Contract, and consist of the following:
 1. Contract Agreement
 2. Accepted Proposal/Supplier Response
 3. Special Provisions
 4. Specifications
 5. Instructions to Bidders
 6. Insurance Requirements
 7. Sales Tax Exemption Form 13

These Contract Agreements, together with the other Contract Documents herein above mentioned, form this Contract, and they are as fully a part of the Contract as if hereto attached or herein repeated.

The Contractor and the City hereby agree that all the terms and conditions of this Contract shall be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Contractor and the City do hereby execute this contract.

EXECUTION BY THE CITY OF LINCOLN, NEBRASKA

ATTEST:

CITY OF LINCOLN, NEBRASKA

City Clerk

Chris Beutler, Mayor

Approved by Resolution No. _____

Dated _____

EXECUTION BY CONTRACTOR

IF A CORPORATION:

ATTEST:

Lincoln Winwater
Name of Corporation

Secretary (SEAL)

515 NW 27th St Ste 2 Lincoln, NE 68528
(Address)

By: Neil Koller
Duly Authorized Official

Sales Rep
Legal Title of Official

IF OTHER TYPE OF ORGANIZATION:

Name of Organization

Type of Organization

(Address)

By: _____
Member

By: _____
Member

IF AN INDIVIDUAL:

Name

Address

Signature

City of Lincoln/Lancaster County (Lincoln Purchasing) Supplier Response

Bid Information		Contact Information		Ship to Information	
Bid Creator	Sharon R. Mulder Asst Purchasing Agent	Address		Address	LWS Distribution Shop 2021 North 27th Lincoln, NE 68503
Email	smulder@lincoln.ne.gov	Contact		Contact	
Phone	(402) 441-7428	Department		Department	
Fax	(402) 441-6513	Building		Building	
Bid Number	14-167	Floor/Room		Floor/Room	
Title	Annual Supply of Fabricated Tapping Sleeves	Telephone		Telephone	(402) 441 8493
Bid Type	Bid	Fax		Fax	
Issue Date	06/18/2014	Email		Email	
Close Date	7/2/2014 12:00:00 PM CT				
Need by Date					

Supplier Information

Company Lincoln Winwater Works Company
 Address 515 NW 27th Street
 Suite 2
 Lincoln, NE 68528
 Contact
 Department
 Building
 Floor/Room
 Telephone 1 (402) 4382988
 Fax 1 (402) 4382992
 Email
 Submitted 6/30/2014 10:35:59 AM CT
 Total \$35,514.28

Signature _____

Supplier Notes _____

Bid Notes _____

Bid Activities _____

Bid Messages _____

Please review the following and respond where necessary

#	Name	Note	Response
1	Instructions to Bidders	I acknowledge reading and understanding the Instructions to Bidders.	Yes
2	Specifications	I acknowledge reading and understanding the specifications.	Yes
3	Bid Documents	I acknowledge and accept that it is my responsibility as a Bidder to promptly notify the Purchasing Department Staff prior to the close of the bid of any ambiguity, inconsistency or error which I may discover upon examination of the bid documents including, but not limited to the Specifications.	Yes
4	Sample Contract	I acknowledge reading and understanding the sample contract.	Yes
5	Renewal is an Option	Contract Extension Renewal is an option.	Yes
6	Term Clause of Contract	(a) Bid prices firm for the full contract period. YES or NO (b) Bid prices subject to escalation/de-escalation YES or NO (c) If (b), state period for which prices will remain firm: through _____	a. yes b. yes c. 1 year
7	Special Provision Term Contract Provisions	I acknowledge reading and understanding the Special Provision Term Contract Provisions.	Yes
8	Tapping Sleeve Requirement Acknowledgement	I have read the specific requirements outlined in Section 7 of the specifications and will provide the documentation for the product I am bidding as required. I further acknowledge that failure to provide the documentation and meet the specification requirements may be cause for rejection of my bid.	Yes
9	Delivery	State number of delivery days ARO. FOB to the City/County at the location specified with all transportation charges paid.	7-15 days
10	Purchase Order and Delivery Contact	The City/County Purchasing Department issues Purchase Orders via email to a designated contact person of the awarded Vendor. This designee will be the primary contact with the department through the delivery of the product/services. Please list the name, email address and phone number of the person who will be the contact person for the PO to be awarded.	Nathan Kollars nmkollars@winwaterworks.com 402-438-2988
11	Electronic Signature	Please check here for your electronic signature.	5

Line Items

#	Qty	UOM	Description	Response
1	2	EA	4" x 4" Tapping Sleeve JCM 412-0480 x 4 (ESS) Ford FTSC 505-4	\$267.75
			Manufacturer: Smith-Blair Manufacturer #: 622-04800400-231	
			Item Notes:	
			Supplier Notes:	
2	15	EA	6" x 4" Tapping Sleeve JCM 412-0690 x 4 (ESS) Ford FTSC 716-4	\$215.25
			Manufacturer: Smith-Blair Manufacturer #: 622-06900400-031	
			Item Notes:	
			Supplier Notes:	
3	15	EA	6" x 6" Tapping Sleeve JCM 412-0690 x 6 (ESS) Ford FTSC 716-6	\$237.30
			Manufacturer: Smith-Blair Manufacturer #: 622-06900600-231	
			Item Notes:	
			Supplier Notes:	
4	6	EA	8" x 4" Tapping Sleeve JCM 412-0905 x 4 (ESS) Ford FTSC 937-4	\$261.98
			Manufacturer: Smith-Blair Manufacturer #: 622-09050400-031	
			Item Notes:	
			Supplier Notes:	
5	5	EA	8" x 6" Tapping Sleeve JCM 412-0905 x 6 (ESS) Ford FTSC 937-6	\$308.00
			Manufacturer: Smith-Blair Manufacturer #: 622-09050600-031	
			Item Notes:	
			Supplier Notes:	
6	5	EA	8" x 8" Tapping Sleeve JCM 412-0905 x 8 (ESS) Ford FTSC 937-8	\$379.08
			Manufacturer: Smith-Blair Manufacturer #: 622-09050800-231	
			Item Notes:	

Supplier Notes:

7	1	EA	10" x 4" Tapping Sleeve JCM 412-1110 x 4 (ESS) Ford FTSC 1147-4	\$280.25
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Manufacturer: Smith-Blair Manufacturer #: 622-11100400-031

Item Notes:

Supplier Notes:

8	1	EA	10" x 6" Tapping Sleeve JCM 412-1110 x 6 (ESS) Ford FTSC 1147-6	\$322.00
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Manufacturer: Smith-Blair Manufacturer #: 622-11100600-031

Item Notes:

Supplier Notes:

9	1	EA	10" x 8" Tapping Sleeve JCM 412-1110 x 8 (ESS) Ford FTSC 1147-8	\$398.00
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Manufacturer: Smith-Blair Manufacturer #: 622-11100800-031

Item Notes:

Supplier Notes:

10	1	EA	10" x 10" Tapping Sleeve JCM 412-1110 x 10(ESS) Ford FTSC 1147-10	\$485.00
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Manufacturer: Smith-Blair Manufacturer #: 622-11101000-231

Item Notes:

Supplier Notes:

11	8	EA	12" x 4" Tapping Sleeve JCM 412-1320 x 4 (ESS) Ford FTSC 1360-4	\$300.00
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Manufacturer: Smith-Blair Manufacturer #: 622-13200400-031

Item Notes:

Supplier Notes:

12	8	EA	12" x 6" Tapping Sleeve JCM 412-1320 x 6 (ESS) Ford FTSC 1360-6	\$340.00
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Manufacturer: Smith-Blair Manufacturer #: 622-13200600-031

Item Notes:

Supplier Notes:

13	2	EA	12" x 8" Tapping Sleeve JCM 412-1320 x 8 (ESS) Ford FTSC 1360-8	\$422.00
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Manufacturer: Smith-Blair Manufacturer #: 622-13200800-031

Item Notes:

Supplier Notes:

14	1	EA	12" x 10" Tapping Sleeve JCM 412-1320 x 10, Ford FTSC 1360-10	\$566.00
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Manufacturer: Smith-Blair Manufacturer #: 622-13201000-031

Item Notes:

Supplier Notes:

15	1	EA	12" x 12" Tapping Sleeve JCM 412-1320 x 12 (ESS) Ford FTSC 1360-12	\$693.00
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Manufacturer: Smith-Blair Manufacturer #: 622-13201200-231

Item Notes:

Supplier Notes:

16	6	EA	16" x 4" Tapping Sleeve JCM 412-1740 x 4 (ESS) Ford FTSC 1787-4	\$320.00
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Manufacturer: Smith-Blair Manufacturer #: 622-17400400-031

Item Notes:

Supplier Notes:

17	8	EA	16" x 6" Tapping Sleeve JCM 412-1740 x 6 (ESS) Ford FTSC 1787-6	\$363.00
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Manufacturer: Smith-Blair Manufacturer #: 622-17400600-031

Item Notes:

Supplier Notes:

18	2	EA	16" x 8" Tapping Sleeve JCM 412-1740 x 8 (ESS) Ford FTSC 1787-8	\$450.00
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Manufacturer: Smith-Blair Manufacturer #: 622-17400800-031

Item Notes:

Supplier Notes:

19	1	EA	16" x 10" Tapping Sleeve JCM 412-1740 x 10 (ESS) Ford FTSC 1787-10	\$615.00
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Manufacturer: Smith-Blair Manufacturer #: 622-17401000-031

Item Notes:

Supplier Notes:

20	1	EA	16" x 12" Tapping Sleeve JCM 412-1740 x 12 (ESS) Ford FTSC 1787-12	\$680.00
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Manufacturer: Smith-Blair Manufacturer #: 622-17401200-031

Item Notes:

Supplier Notes:

21	1	EA	16" x 16" Tapping Sleeve Custom Made to Order JCM Ford FTSC 1787-16	\$1,035.00
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Manufacturer: Smith-Blair

Item Notes:

Supplier Notes:

22	1	EA	20" x 4" Tapping Sleeve JCM 412-2160 x 4 (ESS) Ford FTSC 2215-4	\$333.00
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Manufacturer: Smith-Blair Manufacturer #: 622-21600400-031

Item Notes:

Supplier Notes:

23	1	EA	20" x 6" Tapping Sleeve JCM 412-2160 x 6 (ESS) Ford FTSC 2215-6	\$340.00
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Manufacturer: Smith-Blair Manufacturer #: 622-21600600-031

Item Notes:

Supplier Notes:

24	1	EA	20" x 8" Tapping Sleeve JCM 412-2160 x 8 (ESS) Ford 2215-8	\$545.00
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Manufacturer: Smith-Blair Manufacturer #: 622-21600800-031

Item Notes:

Supplier Notes:

25	1	EA	20" x 10" Tapping Sleeve JCM 412-2160 x 10 (ESS) Ford FTSC 2215-10	\$666.00
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Manufacturer: Smith-Blair Manufacturer #: 622-21601000-031

Item Notes:

Supplier Notes:

26	1	EA	20" x 12" Tapping Sleeve JCM 412-2160 x 12 (ESS) Ford FTSC 2215-12	\$735.00
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Manufacturer: Smith-Blair Manufacturer #: 622-21601200-031

Item Notes:

Supplier Notes:

27	1	EA	24" x 4" Tapping Sleeve JCM 412-2580 x 4 (ESS) Ford FTSC 2641-4	\$386.00
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Manufacturer: Smith-Blair Manufacturer #: 622-25800400-031

Item Notes:

Supplier Notes:

28	3	EA	24" x 6" Tapping Sleeve JCM 412-2580 x 6 (ESS) Ford FTSC 2641-6	\$427.00
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Manufacturer: Smith-Blair Manufacturer #: 622-25800600-031

Item Notes:

Supplier Notes:

29	1	EA	24" x 8" Tapping Sleeve JCM 412-2580 x 8 (ESS) Ford FTSC 2641-8	\$595.00
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Manufacturer: Smith-Blair Manufacturer #: 622-25800800-031

Item Notes:

Supplier Notes:

30	1	EA	24" x 10" Tapping Sleeve JCM 412-2580 x 10 (ESS) Ford FTSC 2641-10	\$735.00
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Manufacturer: Smith-Blair Manufacturer #: 622-25801000-031

Item Notes:

Supplier Notes:

31	1	EA	24" x 12" Tapping Sleeve JCM 412- 2580 x 12 (ESS) Ford FTSC 2641-12	\$805.00
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Manufacturer: Smith-Blair Manufacturer #: 622-25801200-031

Item Notes:

Supplier Notes:

Response Total:	\$35,514.28
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**SPECIFICATIONS
FABRICATED TAPPING SLEEVES
(Lincoln Water System)**

1. SUPPLEMENTAL INSTRUCTIONS

- 1.1 These specifications are for Fabricated Tapping Sleeves for use in the City of Lincoln's water distribution system.
- 1.2 Materials specified herein shall meet all requirements of the latest revision of American Water Works Association AWWA Standard C223 "Fabricated Steel and Stainless Steel Tapping Sleeves", as modified by the supplementary specifications indicated below.
- 1.3 The City intends to enter into a contract from date of execution by all parties for a two (2) year term with the option to renew for an additional two (2) year period.
- 1.4 Bidder shall submit bid documents and all supporting material via e-bid.
- 1.5 All inquiries regarding these specifications shall be directed via e-mail or faxed written request to Sharon Mulder, Asst. Purchasing Agent (smulder@lincoln.ne.gov) or fax: (402) 441-6513.
 - 1.5.1 These inquiries and/or responses shall be distributed to prospective bidders electronically as an addenda
 - 1.5.2 The Purchasing Office shall only reply to written inquiries received within five (5) calendar days of bid opening.
 - 1.5.3 No direct contact is allowed between Vendor and other City staff throughout the bid process.
 - 1.5.3.1 Failure to comply with this directive may result in Vendor bid being rejected.

2. BRAND NAMES

- 2.1 In an effort to minimize inventory of parts and to standardize material within the Lincoln Water System, the following materials are the only materials which will be accepted for Lincoln Water System installations:
 - 2.1.1 Smith Blair 622
 - 2.1.2 Ford FTSC
 - 2.1.3 JCM 412

3. DEMONSTRATIONS/SAMPLES

- 3.1 Samples of alternates must be tested and approved by the Lincoln Water System, one (1) year in advance of bidding.
 - 3.1.1 Samples approved for use within the Lincoln Water System will be included in the list of acceptable material for subsequent bids.
 - 3.1.2 The approval of material for use within Lincoln Water System is vested solely with the City of Lincoln.
 - 3.1.2.1 The City of Lincoln shall determine equivalency based on testing.
- 3.2 All samples shall be delivered to:
 - Lincoln Water System
 - Distribution Shop
 - 2021 North 27th St.
 - Lincoln, Nebraska 68503

4. BIDDING PROCEDURE

- 4.1 If any of the Manufacturers have changed specifications to the parts listed in the Line Items of this bid since 2010, bidder must submit with the bid, without charge, one (1) set of drawings and other information indicating:
 - 4.1.1 The manufacturer.
 - 4.1.2 The principal dimensions, weight, materials of construction and pressure ratings.
 - 4.1.3 Where catalog sheets are submitted, the applicable information must be clearly

indicated by circling each item or otherwise clearly indicating the pertinent information on each page submitted.

- 4.1.4 Vendor shall attach this documentation to the Supplier Response section of their Ebid response.
- 4.2 Vendor shall attach Technical Specifications indicating compliance with specifications or exceptions to specifications in the Response Attachment section of the ebid response.

5. DELIVERY

- 5.1 Unit bid prices shall include all delivery costs, including shipping charges and unloading time, at the following delivery point:
 - Lincoln Water System
 - Distribution Shop
 - 2021 North 27th Street
 - Lincoln, Nebraska 68503
- 5.2 Deliveries shall be made between the hours of 8:00 a.m. and 4:00 p.m., CST on the normal City of Lincoln workdays.

6. ACCEPTANCE OF MATERIAL

- 6.1 Orders may be placed on a standard Purchase Order issued by Purchasing or by telephone directly by Lincoln Water System employees.
 - 6.1.2 In any event, all orders will be assigned an order number.
- 6.2 All correspondence, including acknowledgment of receipt of order, packing lists and invoices, shall carry the order number assigned by the City of Lincoln.
- 6.3 Contractor shall group materials on invoices as they are grouped on the City of Lincoln's order.
- 6.4 With the completion of an order, Contractor shall furnish to the City of Lincoln affidavits from the manufacturer(s) that all material supplied fully conform with the AWWA standards listed in 1.2 above and the supplementary specifications and all test requirements have been met.

7. TAPPING SLEEVE REQUIREMENTS

- 7.1 Tapping sleeves shall be fabricated from carbon steel meeting or exceeding the requirements of ASTM 283 Grade C.
- 7.2 Tapping sleeves shall be designed to provide full support to water main pipe.
- 7.3 All tapping sleeves shall be designed for 150 psi water working pressure and to withstand 300 psi hydrostatic test pressure.
- 7.4 Outlet flange drilling shall conform to AWWA C207, Class D with ANSI 150# hole pattern.
- 7.5 Outlet flange recessed for a tapping valve per MSS-SP60.
- 7.6 Outlet pipe shall include a 3/4" NPT test cock and lead free bronze plug for hydrostatic testing.
 - 7.6.1 Not required on 4"x4" size.
- 7.7 The gasket shall be a NSF 6 Nitrile material formulated to resist acids, alkalies and hydrocarbons.
- 7.8 Bolts and nuts shall be Stainless Steel 18-8, Type 304
- 7.9 Bolts shall be replaceable.
- 7.10 The finish shall be a 12 mil fusion-bonded epoxy coating in accordance to AWWA C213.

SPECIAL PROVISIONS FOR TERM CONTRACTS

PURCHASING DEPARTMENT CITY OF LINCOLN/LANCASTER COUNTY, NEBRASKA

1. ESTIMATED QUANTITIES

- 1.1 The quantities set forth in the line items and specification document are approximate and represent the estimated requirements for the contract period.
- 1.2 Items listed may or may not be an inclusive requirements for this category.
- 1.3 Category items not listed, but distributed by bidder are to be referred to as kindred items. Kindred items shall receive the same percentage of discount or pricing structure as items listed in the specification document.
- 1.4 The unit prices and the extended total prices shall be used as a basis for the evaluation of bids. The actual quantity of materials necessary may be more or less than the estimates listed in the specification document, but the City/County shall be neither obligated nor limited to any specified amount. If possible, the Owners will restrict increases/decreases to 20% of the estimated quantities listed in the specification document.

2. CONTRACT PERIOD

- 2.1 The material shall be delivered as ordered during the contract period, beginning from the date of contract execution and ending as indicated in the specifications or in the Attribute Section of the bid.
- 2.2 Bidder must indicate in the Bid, if extension renewals are an option.
- 2.3 By mutual consent of both parties it is understood and agreed that the contract may be renewed at the same prices and/or under the same conditions governing the original contract.

3. BID PRICES

- 3.1 Bidders must state in the Attribute Section if the bid prices will remain firm for the full contract period; or if the bid prices will be subject to escalation/de-escalation.
- 3.2 Escalation/De-escalation Clause: In the event that prevailing market conditions warrant an adjustment in bid prices contained in the contract, the following escalation/de-escalation clause shall be the only clause applicable or acceptable:
 1. Contractor shall give written notice to the Purchasing Agent of any proposed changes from contract prices not less than thirty (30) calendar days prior to the effective date of said price changes.
 2. Such notice must be accompanied by a certified copy of the supplier's advisory or notification to the contractor of price changes.
 3. No price escalation will be authorized in excess of the amount of the increase referred to on the supplier's notice.
 4. Purchasing shall issue a contract Addendum with revised pricing upon receipt and approval. The Addendum will be executed by both parties for the remaining term of the contract.
 5. The approved price change shall be honored for all orders received by the contractor after the effective date of such price change.
 6. Approved price changes are not applicable to orders already issued and in process at time of price change.

7. Purchasing reserves the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

8. The Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interests of the City/County.

9. If in the opinion of the Purchasing Agent any proposed increase is found unacceptable, the Purchasing Agent reserves the right to cancel the contract upon thirty (30) calendar days written notice.

10. Contractors must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Contractor will put the Purchasing Agent on the mailing lists for such publication so that the Purchasing Agent can monitor said changes. Such membership will be no cost to the Owners.

4. CONTRACT ADMINISTRATION

- 4.1 The Purchasing Division will issue a Contract to all successful bidders. Such contract will incorporate the specifications and all other forms used during the bid process.
- 4.2 Orders for materials will be made as needed by the various Agencies following execution by all parties.
- 4.3 Contractor may be asked to assist the Purchasing Agent with the development of a list of repetitively purchased commodities, to periodically update such list, and to assist in the development of a list of suitable substitutions.
- 4.4 Contractor shall provide technical advice upon request, and assist in the evaluation of new products.
- 4.5 Contractor shall monitor orders to ensure the highest possible fill rate and minimize back-orders.

5. QUARTERLY REPORT

- 5.1 Upon request, the contractor shall provide to the Purchasing Agent a quarterly report, showing all purchases made under the terms and conditions of the contract.
- 5.2 Such quarterly report shall itemize the following information:
 1. Each ordering department.
 2. Items and quantities purchased by department.
 3. Total dollar amount of purchases by department.

INSTRUCTIONS TO BIDDERS

CITY OF LINCOLN, NEBRASKA

E-Bid

1. BIDDING PROCEDURE

- 1.1 Sealed bid, formal and informal, subject to Instructions and General Conditions and any special conditions set forth herein, will be received in the office of the Purchasing Division, 440 So. 8th St., Lincoln, NE 68508, until the bid closing date and time indicated for furnishing the City of Lincoln, hereinafter referred to as "City", the materials, supplies, equipment or services shown in the electronic bid request.
- 1.2 Bidders shall use the electronic bid system for submitting bids and must complete all required fields.
- 1.3 Identify the item you will furnish by brand or manufacturer's name and catalog numbers. Also furnish specifications and descriptive literature if not bidding the specific manufacturer or model as listed in the specifications.
- 1.4 Any person submitting a bid for a firm, corporation, or other organization must show evidence of his authority so as to bind such firm, corporation, or organization.
- 1.5 Bids received after the time and date established for receiving bids will be rejected.
- 1.6 The Bidders and public are invited, but not required, to attend the opening of bids. At the opening, prices will be displayed electronically and/or read aloud to the public. The pricing is also available for immediate viewing on-line. No decisions related to an award of a contract or purchase order will be made at the opening.
- 1.7 If bidding on a construction contract, the City's most current Standard Specifications for Municipal Construction shall apply.
 - 1.7.1 Bidders may obtain this document from the City's Design Engineering Division of the Public Works & Utilities Department for a small fee.
 - 1.7.2 Said document can be reviewed at Design Engineering or at the office of the Purchasing Division.
 - 1.7.3 Said document is available on the web site.
<http://www.lincoln.ne.gov/city/pworks/engine/dconst/standard/stndspect/index.htm>

2. BID SECURITY

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bid bond, may be required to be submitted with this bidding document, as indicated on the bid.
 - 2.1.1 Bid security, if required, shall be in the amount specified on the bid. The bid security must be scanned and attached to the "Response Attachments" section of your response or it can be faxed to the Purchasing Division at 402-441-6513. The original bid security should then be sent or delivered to the office of the Purchasing Division, 440 S. 8th St., Ste. 200, Lincoln, NE 68508 within three (3) days of bid closing.
 - 2.1.2 If bid security is not received in the office of the Purchasing Division as stated above, the vendor may be determined to be non-responsive.
- 2.2 If alternates are submitted, only one bid security will be required, provided the bid security is based on the amount of the highest gross bid.
- 2.3 Such bid security will be returned to the unsuccessful Bidders when the award of bid is made.
- 2.4 Bid security will be returned to the successful Bidder(s) as follows:
 - 2.4.1 For single order bids with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the City.
 - 2.4.2 For all other contracts: upon approval by the City of the executed contract and bonds.
- 2.5 City shall have the right to retain the bid security of Bidders to whom an award is being considered until either:
 - 2.5.1 A contract has been executed and bonds have been furnished.
 - 2.5.2 The specified time has elapsed so that the bids may be withdrawn.
 - 2.5.3 All bids have been rejected.
- 2.6 Bid security will be forfeited to the City as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this bidding document:
 - 2.6.1 If the Bidder fails or refuses to enter into a contract on forms provided by the City, and/or if the Bidder fails to provide sufficient bonds or insurance within the time period as established in this bidding document.

3. BIDDER'S REPRESENTATION

- 3.1 Each Bidder by electronic signature and submitting a bid, represents that the Bidder has read and understands the bidding documents, and the bid has been made in accordance therewith.
- 3.2 Each Bidder for services further represents that the Bidder has examined and is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bidding documents.

4. CLARIFICATION OF BIDDING DOCUMENTS

- 4.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the bidding documents.
- 4.2 Bidders desiring clarification or interpretation of the bidding documents for formal bids shall make a written request which must reach the Purchasing Agent at least five (5) calendar days prior to the date and time for receipt of formal bids.
- 4.3 Changes made to the bidding documents will be issued electronically via addendum. All vendors registered for that bid prior to bid issuance will be notified of the addendum. Bidders registering after the bid is issued will receive the bid with the addendum included.
- 4.4 Oral interpretations or changes to the bidding documents made in any manner other than written form will not be binding on the City; and Bidders shall not rely upon such interpretations or changes.

5. ADDENDA

- 5.1 Addenda are instruments issued by the City prior to the date for receipt of bids which modify or interpret the bidding document by addition, deletion, clarification or correction.
- 5.2 Addenda notification will be made available to all registered vendors immediately via e-mail for inspection on-line.
- 5.3 No addendums will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.

6. INDEPENDENT PRICE DETERMINATION

- 6.1 By signing and submitting this bid, the Bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder prior to bid opening directly or indirectly to any other Bidder or to any competitor; no attempt has been made, or will be made, by the Bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

7. ANTI-LOBBYING PROVISION

- 7.1 During the period between the bid advertisement date and the contract award, Bidders, including their agents and representatives, shall not lobby or promote their bid with the Mayor, any member of the City Council, or City staff except in the course of City sponsored inquiries, briefings, interviews, or presentations, unless requested by the City.

8. BRAND NAMES

- 8.1 Wherever in the specifications or bid that brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 8.2 It is the Bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the City that said item is equal to, or better than, the product specified.
- 8.3 Bids for alternate items shall be stated in the appropriate space on the e-bid form, or if the proposal form does not contain blanks for alternates, Bidder MUST attach to its bid document on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation.
- 8.4 The Bidder must indicate any variances by item number from the bidding document no matter how slight.
- 8.5 If variations are not stated in the bid, it will be assumed that the item being bid fully complies with the City's bidding documents.

9. DEMONSTRATIONS/SAMPLES

- 9.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City.
- 9.2 Such demonstration can be at the City delivery location or a surrounding community.
- 9.3 If items are small and malleable, the Bidder is proposing an alternate product, the Bidder shall supply a sample of the exact item. Samples will be returned at Bidder's expense after receipt by the City of acceptable goods. The Bidder must indicate how samples are to be returned.

10. DELIVERY (Non-Construction)

- 10.1 Each Bidder shall state on the bid the date upon which it can make delivery of all equipment or merchandise.
- 10.2 The City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the bid.
- 10.3 All bids shall be based upon **inside** delivery of the equipment/ merchandise F.O.B. to the City at the location specified by the City, with all transportation charges paid.
- 10.4 At the time of delivery, a designated City of Lincoln employee will sign the invoice/packing slip. The signature will only indicate that the order has been received and the items actually delivered agree with the delivery invoice. This signature does not indicate all items met specifications, were received in good condition and/or that there is not possible hidden damage or shortages.

11. WARRANTIES AND GUARANTEES

- 11.1 Copies of the following documents shall accompany the bid proposal for all items being bid, if requested:
 - 11.1.1 Manufacturer's warranties and/or guarantees.
 - 11.1.2 Bidder's maintenance policies and associated costs.
- 11.2 Unless stated otherwise in the specifications, as a minimum requirement of the City, the Bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the City. Replacement parts of defective components shall be shipped at no cost to the City. Shipping costs for defective parts required to be returned to the Bidder shall be paid by the Bidder.

12. ACCEPTANCE OF MATERIAL

- 12.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 12.2 Material delivered under this proposal shall remain the property of the Bidder until:
 - 12.2.1 A physical inspection and actual usage of the material is made and found to be acceptable to the City; and
 - 12.2.2 Material is determined to be in full compliance with the bidding documents and accepted bid.
- 12.3 In the event the delivered material is found to be defective or does not conform to the bidding documents and accepted bid, the City reserves the right to cancel the order upon written notice to the Bidder and return materials to the Bidder at Bidder's expense.
- 12.4 Awarded Bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln, Nebraska, as required by the bidding documents or purchase orders.
- 12.5 Awarded Bidder's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

13. BID EVALUATION AND AWARD

- 13.1 The electronic signature shall be considered an offer on the part of the Bidder. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 13.2 No bid shall be modified or withdrawn for a period of ninety (90) calendar days after the time and date established for receiving bids, and each Bidder so agrees in submitting the bid.
- 13.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 13.4 The bid will be awarded to the lowest responsible, responsive Bidder whose bid will be most advantageous to the City, and as the City deems will best serve the requirements and interests of the City.
- 13.5 The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, with or without alternates, by groups, or "lump sum"; to waive minor irregularities in bids; such as shall best serve the requirements and interests of the City.
- 13.6 In order to determine if the Bidder has the experience, qualifications, resources and necessary attributes to provide the quality workmanship, materials and management required by the plans and specifications, the Bidder may be required to complete and submit additional information as deemed necessary by the City. Failure to provide the information requested to make this determination may be grounds for a declaration of non-responsive with respect to the Bidder.
- 13.7 The City reserves the right to reject irregular bids that contain unauthorized additions, conditions, alternate bids, or irregularities that make the bid incomplete, indefinite or ambiguous.
- 13.8 Any governmental agency may piggyback on any contract entered into from this bid.

14. INDEMNIFICATION

- 14.1 The Bidder shall indemnify and hold harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including, attorney's fees arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Bidder, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Bidder to indemnify or hold harmless the City of Lincoln for any losses, claims damages, and expenses arising out of or resulting from the sole negligence of the City of Lincoln, Nebraska.
- 14.2 In any and all claims against the City or any of its members, officers or employees by an employee of the Bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 14.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the Bidder or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

15. TERMS OF PAYMENT

15.1 Unless stated otherwise, the City will begin processing payment within thirty (30) calendar days after all labor has been performed and all equipment or other materials have been delivered, and all such labor and equipment and other materials have met all contract specifications.

16. LAWS

16.1 The laws of the State of Nebraska shall govern the rights, obligations, and remedies of the parties under this bid and any contract reached as a result of this process.

16.2 Bidder agrees to abide by all applicable local, state and federal laws and regulations, including those concerning the handling and disclosure of private and confidential information from individuals and corporations as to inventions, copyrights, patents and patent rights.

16.3 If there are any conflicts or inconsistencies between the Bidder's documents and the City's, the City's documents shall control.

17. EQUIPMENT TAX ASSESSMENT

17.1 Any bid for public improvement shall comply with Nebraska Revised Statute Sections 77-1323 and 77-1324. In that regard, every person, partnership, limited liability company, association or corporation furnishing labor or material in the repair, alteration, improvement, erection, or construction of any public improvement shall sign a certified statement which will accompany the contract. The certified statement shall state that all equipment to be used on the project, except that acquired since the assessment date, has been assessed for taxation for the current year, giving the county where assessed.

18. AFFIRMATIVE ACTION

18.1 The City of Lincoln provides equal opportunity for all Bidders and encourages minority businesses, women's businesses and locally owned business enterprises to participate in our bidding process.

19. LIVING WAGE

19.1 The Bidder shall be responsible for determining whether it is subject to the Living Wage ordinance in the event it is awarded the contract.

19.2 If the contract is subject to the City Living Wage pursuant to Section 2.81 of the Lincoln Municipal Code, the Bidder agrees to pay all employees employed in the performance of this contract, a base wage of not less than the City Living Wage. This wage is subject to change every July.

20. INSURANCE

20.1 All Bidders shall take special notice of the insurance provisions required for City contracts (see *Insurance Requirements for All City Contracts*).

21. EXECUTION OF AGREEMENT

21.1 Depending on the type of service or commodity provided, one of the following methods will be employed. The method applicable to this contract will be checked below:

a. **PURCHASE ORDER**, unless otherwise noted.

1. This contract shall consist of a City of Lincoln Purchase Order.

2. A copy of the Bidder's bid response (or referenced bid number) attached and that the same, in all particulars, becomes the contract between the parties hereto: that both parties thereby accept and agree to the terms and conditions of said bid documents.

b. **CONTRACT**, unless otherwise noted.

1. City will furnish copies of a Contract to the successful Bidder who shall prepare attachments as required. Insurance as evidenced by a Certificate of Insurance (as required), surety bonds properly executed (as required), and Contract signed and dated.

2. The prepared documents shall be returned to the Purchasing Office within 10 days (unless otherwise noted).

3. The City will sign and date the Contract and prepare an Executive Order or Directorial Order for signature.

4. Upon approval and signature, the City will return one copy to the successful Bidder.

22. TAXES AND TAX EXEMPTION CERTIFICATE

22.1 The City is generally exempt from any taxes imposed by the state or federal government. A Tax Exemption Certificate will be provided as applicable.

22.2 The Water Division of the City of Lincoln is taxable per Reg. 066.14A and no exemption certificate will be issued.

23. CITY AUDIT ADVISORY BOARD

23.1 All parties of any City agreement shall be subject to audit pursuant to Chapter 4.66 of the Lincoln Municipal Code and shall make Available to a contract auditor, as defined therein, copies of all financial and performance related records and materials germane to the contract/order, as allowed by law.

24. E-VERIFY

24.1 In accordance with Neb. Rev. Stat. 4-108 through 4-114, the winning bidder agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324 a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The winning bidder shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A 1324b. The winning bidder shall require any subcontractor to comply with the provisions of this section. For information on the E-Verify Program, go to www.uscis.gov/everify.

**Advertise 1 time
Wednesday, June 18, 2014**

**City of Lincoln/Lancaster County
Purchasing Division
NOTICE TO BIDDERS**

Sealed bids will be received by the Purchasing Agent of the City of Lincoln/Lancaster County, Nebraska **BY ELECTRONIC BID PROCESS** until: 12:00 pm, **Wednesday, July 2, 2014** for providing the following:

**Annual Supply of Fabricated Tapping Sleeves
Bid No. 14-167**

Bidders must be registered on the City/County's E-Bid site in order to respond to the above Bid. To Register go to: lincoln.ne.gov (type: e-bid - in search box, then click "Supplier Registration").

Questions concerning this bid process may be directed to City/County Purchasing at (402) 441-7416, or (402) 441-7417.



Nebraska Resale or Exempt Sale Certificate

FORM
13

402.438.2992 - Fax

for Sales Tax Exemption

• Read instructions on reverse side/see note below

NAME AND MAILING ADDRESS OF PURCHASER			NAME AND MAILING ADDRESS OF SELLER		
Name City of Lincoln			Name Lincoln Winwater Works		
Street or Other Mailing Address 555 South 10th Street			Street or Other Mailing Address 515 NW 27th St. #2		
City Lincoln	State NE	Zip Code 68508	City Lincoln, NE	State NE	Zip Code 68528

Check Type of Certificate

Single Purchase Blanket If blanket is checked, this certificate is valid until revoked in writing by the purchaser.

I hereby certify that the purchase, lease, or rental by the above purchaser is exempt from the Nebraska sales tax for the following reason:

Check One Purchase for Resale (Complete Section A) Exempt Purchase (Complete Section B) Contractor (Complete Section C)

SECTION A—Nebraska Resale Certificate

Description of Item or Service Purchased

I hereby certify that the purchase, lease, or rental of from the above seller is exempt from the Nebraska sales tax as a purchase for resale, rental, or lease in the normal course of our business, either in the form or condition in which purchased, or as an ingredient or component part of other property to be resold.

I further certify that we are engaged in business as a: Wholesaler Retailer Manufacturer Lessor
of Description of Product Sold, Leased, or Rented

If None, State Reason

and hold Nebraska Sales Tax Permit Number 01-

or Foreign State Sales Tax Number

State

SECTION B—Nebraska Exempt Sale Certificate

The basis for this exemption is exemption category 1 (Insert appropriate category as described on reverse of this form.)

If exemption category 2 or 5 is claimed, enter the following information:

Description of Item(s) Purchased

Intended Use of Item(s) Purchased

If exemption categories 3 or 4 are claimed, enter the Nebraska Exemption Certificate number. 05-

If exemption category 6 is claimed, seller must enter the following information and sign this form below:

Description of Item(s) Sold

Date of Seller's Original Purchase

Was Tax Paid when Purchased by Seller?

Was Item Depreciable?

YES NO

YES NO

SECTION C—For Contractors Only

1. Purchases of Building Materials or Fixtures:

As an Option 1 or Option 3 contractor, I hereby certify that purchases of building materials and fixtures from the above seller are exempt from Nebraska sales tax. My Nebraska Sales or Consumer's Use Tax Permit Number is: 01-

2. Purchases Made Under Purchasing Agent Appointment on behalf of _____: (exempt entity)

Pursuant to an attached Purchasing Agent Appointment and Delegation of Authority for Sales and Use Tax, Form 17, I hereby certify that purchases of building materials, and fixtures are exempt from Nebraska sales tax.

Any purchaser, or their agent, or other person who completes this certificate for any purchase which is other than for resale, lease, or rental in the regular course of the purchaser's business, or is not otherwise exempted from the sales and use tax under Neb. Rev. Stat. §§77-2701 through 77-27,135, shall in addition to any tax, interest, or penalty otherwise imposed, be subject to a penalty of \$100 or ten times the tax, whichever amount is larger, for each instance of presentation and misuse. With regard to a blanket certificate, this penalty shall apply to each purchase made during the period the blanket certificate is in effect. Under penalties of law, I declare that I am authorized to sign this certificate, and to the best of my knowledge and belief, it is correct and complete.

sign
here

Authorized Signature

Purchasing Agent

Title

2-25-11

Date

NOTE: Sellers must keep this certificate as part of their records. DO NOT SEND TO THE NEBRASKA DEPARTMENT OF REVENUE.

Incomplete certificates cannot be accepted.

www.revenue.ne.gov, (800) 742-7474 (toll free in NE and IA), (402) 471-5729

NOTE: This form cannot be used to purchase materials used for WATER services. Materials used for WATER services are taxable per Reg. 066.14A.