

**Washing the  
World...**



**One Vehicle  
At a Time**

**BID / PROPOSAL PACKAGE**

**FOR:**

**REPLACEMENT PARTS FOR A  
NS CORPORATION MODEL 5M-420 BUS WASH SYSTEM  
SOLICITATION NO: 13-021**

**ATTN: LISA GOODMAN  
CITY OF TEMPE  
FINANCIAL SERVICES / PROCUREMENT OFFICE  
20 E SIXTH STREET (2<sup>ND</sup> FLOOR)  
TEMPE, AZ 85281**

**BY:  
N/S Corporation  
235 W. Florence Avenue  
Inglewood, CA 90301**



**N/S Corporation**  
Since 1961

City of Tempe  
P. O. Box 5002  
20 East Sixth Street  
Tempe, AZ 85280  
480-350-8324  
www.tempe.gov



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Financial Services  
Central Services

## **Bid/Proposal Solicitation Notice**

The City of Tempe has posted the following bid/proposal opportunity to its web site at [www.tempe.gov/procurement](http://www.tempe.gov/procurement)

**Solicitation Description: Replacement Parts for a N/S Corporation Model 5M-420 Bus Wash System**

**Solicitation No: 13-021**

**Due Date: Tuesday, December 18, 2012, 3:00 P.M. Local Time**

**Commodity Code(s): 042-03, 009-22**

Interested firms can download the solicitation by going to the web site noted above and clicking on the link titled "Available Solicitations."

It is the vendor's responsibility to ensure that all documents are properly downloaded including any addendums that may have been posted.

Noticed firms are not required to submit a "No Bid" to this solicitation if they elect to not respond. All firms will remain on the bid list no matter the response.

### Special Note

Your firm is receiving this notice as a result of independent supplier research conducted by the City. In order to ensure that your firm receives future notices automatically, you should formally register with the City by clicking on the New Supplier Registration link that is available at the same web site noted above. Firms that are properly registered will automatically receive E-mail notices on those commodity descriptions selected.

Thank you for your interest in working with City of Tempe.

# INVITATION FOR BID

CITY OF TEMPE

INVITATION FOR BID NO: 13-021

BID ISSUE DATE: 11/19/2012

Commodity Code(s): 009-22, 042-03

PROCUREMENT DESCRIPTION: Replacement Parts for a N/S Corporation Model 5M-420 Bus Wash System

BID DUE DATE/TIME: Tuesday, December 18, 2012, 3:00 P.M. Local Time  
Late bids will not be considered

## BID RESPONSE MUST BE DELIVERED TO CITY PROCUREMENT OFFICE

Mailing Address: PO Box 5002, Tempe, AZ 85280  
Street Address: 20 E. Sixth Street (2<sup>nd</sup> Floor), Tempe, AZ 85281

**Mailing Alert:** Firms should use the Street Address to ensure on-time express deliveries. The mailing address provided above routes through the City's internal mail distribution center and may impact delivery time.

PRE-BID CONFERENCE (if scheduled): N/A

DEADLINE FOR INQUIRIES: Friday, December 7, 2012, 5:00 P.M., Local Time

Sealed bid must be received and in the actual possession of the City Procurement Office on or before the exact bid due date and time indicated above. Bid responses will be opened and each bidder's name and bid prices will be publicly read. Late bids will not be considered.

Bids must be submitted by a sealed envelope/package with the Invitation for Bid number referenced, and the bidder's name and address clearly indicated on the envelope/package. **It is critical that the Bid number be included directly on the envelope to ensure proper handling.**

Bids must be completed in ink or typewritten. The "Vendor's Offer" (form 201-B IFB) must be signed in ink. Bids by electronic transmission, telegraph, mailgram or facsimile will not be considered.

Bidders are asked to immediately and carefully read the entire Invitation for Bid and not later than 10 days before the bid due date, address any questions or clarifications to the Procurement Officer identified below:

Lisa Goodman \_\_\_\_\_, CPPB E-mail: Lisa\_goodman@tempe.gov Phone No: (480) 350-8533

**Procurement Officer**

Award recommendations are publicly posted to the City Procurement Office web page ([www.tempe.gov/procurement](http://www.tempe.gov/procurement)) and at the Procurement Office reception counter.

Submit one (1) original signed and one (1) copy of the completed bid responses for evaluation purposes. For this specific IFB, three (3) additional bid response copies are also to be submitted for bid evaluation purposes. A late, unsigned and/or materially incomplete bid response will be considered nonresponsive and rejected.

The City Procurement Office is committed to fair and equal procurement opportunities for all firms wishing to do business with the City and encourages the participation of small and disadvantaged businesses in all bidding and contracting activities conducted by the City.

Michael Greene

Michael Greene, C.P.M.  
Central Services Administrator

Form 201-A (IFB)

**Vendor's Offer**

**"Return this Section with your Response"**

It is REQUIRED that Bidder COMPLETE, SIGN and SUBMIT the original of this form to the City Procurement Office with the bid response offer. An unsigned "Vendor's Offer", late bid response and/or a materially incomplete response will be considered nonresponsive and rejected.

Bidder is to type or legibly write in ink all information required below.

Company Name:	<u>NS Corporation</u>		
Company Mailing Address:	<u>235 W. Florence Avenue</u>		
City:	<u>Inglewood</u>	State:	<u>CA</u> Zip: <u>90301</u>
Contact Person:	<u>Francis Tenggara Jaya</u>	Title:	<u>Executive Vice President</u>
Phone #:	<u>310-330-1227</u>	FAX #:	<u>310-412-1196</u> E-mail: <u>Francis@ns.wash.com</u>
<b>Company Tax Information:</b>			
Arizona Transaction Privilege (Sales) Tax No.:	_____ or		
Arizona Use Tax No.:	<u>See attached</u>		
Federal I.D. No.:	<u>251190381</u>		
City & State Where Sales Tax Is Paid:	<u>Inglewood, California</u>		
If a Tempe based firm, provide Tempe Transaction Privilege (Sales) Tax No.:	<u>not applicable</u>		

**THIS BID IS OFFERED BY**

Name of Authorized Individual (Type or Print in Ink) Francis Tenggara Jaya

Title of Authorized Individual (Type of Print in Ink) Executive Vice President

**REQUIRED SIGNATURE OF AUTHORIZED OFFEROR (Must Sign in Ink)**

By signing this offer, Bidder acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other bidder or potential bidder. In accordance with A.R.S. 35-393 et seq., the offeror hereby certifies that it does not have scrutinized business operations in Iran or Sudan. Failure to sign and return this form with bid response will be considered nonresponsive and rejected.

  
Signature of Authorized Offeror

12/17/12  
Date

# STATE OF ARIZONA



Office of the  
CORPORATION COMMISSION

CERTIFICATE OF REINSTATEMENT

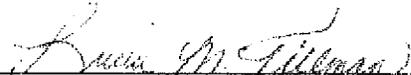
**\*\*\*N/S CORPORATION\*\*\***  
*File Number F-0042129-0*

Effective this date, the **ARIZONA CORPORATION COMMISSION**, pursuant to Arizona Revised Statutes, Section 10-1531.F, hereby CANCELS the revocation and REINSTATES the authority of the above named corporation, to transact business in Arizona.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Arizona Corporation Commission. Done at Phoenix, the Capitol, this 3rd day of August, 2000, A. D.

  
EXECUTIVE SECRETARY

By: 

## INSTRUCTIONS TO BIDDERS

Failure to follow these instructions shall result in rejection of a bid for non-responsiveness or cancellation of any Contract awarded.

1. **Preparation of Bid:**
  - A. Bids shall be submitted to the City of Tempe ("City") on the forms provided herein, including Vendor's Offer, form no. 201-B (IFB).
  - B. Forms for offer, acceptance, price and any solicitation amendments shall be signed by an authorized signer and returned with the bid to the City.
  - C. Completed and signed bid forms for offer, acceptance, price and any solicitation amendments shall constitute an irrevocable offer to sell the good and/or service specified in the Invitation for Bid. Bidder shall submit all additional data, documentation, or information as requested by the City.
  - D. Negligence in preparation of a bid confers no right of withdrawal. The City shall not reimburse any costs for a bid, or its submission or presentation, for any reason.
2. **Late, Unsigned and/or Incomplete Bid:** A late, unsigned and/or incomplete bid shall be considered nonresponsive and rejected.
3. **Inquiries:** Questions regarding this Invitation for Bid shall be directed to the City Procurement Officer identified on the cover page of this document, form 201-A (IFB); unless another City contact is specifically named. Questions shall be submitted in writing. Inquiries must identify the Invitation for Bid number, page and paragraph at issue. However, Bidder must not place the Invitation for Bid number on the outside of an envelope containing questions. Oral responses shall have no legal or binding effect. Inquiries should be submitted no later than ten (10) days before bid opening. Those received within ten (10) days of bid opening may not be considered. The City reserves the right to contact bidders to obtain additional information for use in determining bidders' response(s) and/or solicitation requirements.
4. **Bidders Conference:** If a bidders' conference is scheduled, Bidder shall attend the conference to seek clarification of any points of confusion or requirements at issue.
5. **Withdrawal of Bid:** At any time before the specified bid opening date and time, a Bidder may withdraw its bid by way of written correspondence from the Bidder or authorized representative.
6. **Bid Addendum(s):** Receipt and acceptance of a bid addendum shall be acknowledged by Bidder by signing and returning the document either with the bid or by separate envelope prior to bid opening date and time. Failure to sign and return an addendum prior to proposal opening time and date shall result in the bid being considered nonresponsive to that portion of the Invitation for Bid and may result in rejection.
7. **Payment:** For a single requirement purchase, the City will make reasonable efforts to remit payment within thirty (30) calendar days from receipt of acceptable products, materials and/or services and approval of correct invoice. For ongoing term contract purchases, the City will make reasonable efforts to remit payment within thirty (30) calendar days from approval of monthly statement.
8. **Discounts:** Payment discounts period(s) shall be computed from the date of receipt of acceptable products, materials and/or services or correct invoice, whichever is later, to the date payment is mailed. Discounts shall be taken on the full amount of the invoice, unless otherwise indicated. City shall be entitled to receive any payment discount offered by Vendor, if payment is made within the discount period.

9. **Compliance with Bid Solicitation Requirements:** Unless stated otherwise herein, the City reserves the right to award by individual line item, by group of items, or as a total, at the City's discretion. The City expressly reserves the right to waive any immaterial defect or informality in bid responses, or reject any or all bids, or portions thereof, or reissue this Invitation for Bid.
10. **Award of Contract:** A bid shall constitute a binding offer to contract with the City based on the terms, conditions and specifications contained in this Invitation for Bid. A Bidder shall become a Contractor only upon execution of a formal contract from the City Procurement Office ("Contract"). Unless this Invitation for Bid includes a separate contract document(s) or requires the Bidder to submit a contract for review, a contract shall be formed when the City Procurement Office provides a written notice of award or a purchase order to the successful Bidder. All terms and conditions of the Contract are contained herein, unless modified by an amendment approved by the City. Bids or proposed contract terms that take exception to the terms, conditions, specifications and/or other requirements stated within this Invitation for Bid shall cause the bid to be considered as nonresponsive and rejected.
11. **Taxes:** All materials, equipment and/or products shall be bid as F.O.B. City, prepaid. Unless specified herein, sales, use or federal excise tax shall not be included in bid pricing. The City is exempt from payment of federal excise tax. For bid evaluation, transaction (sales) privilege tax paid (returned) to the City is considered a pass-through cost, calculated as zero (0) expense. For information on privilege (sales) tax, please contact the City's Tax and License Office at (480) 350-8327 or visit the web site at [www.tempe.gov/salestax](http://www.tempe.gov/salestax).
12. **Payment by City Procurement Card:** The City Procurement Office may elect to remit payment through the use of a City procurement card. Bidder may indicate on the Price Sheet of this Invitation for Bid, its ability to accept City procurement card payments. The inability to accept payment by City procurement card will not disqualify a bid.
13. **Bid Results:** Bidders may attend the scheduled bid opening at which time the name, pertinent information and prices for each bid will be publicly read (as determined appropriate by the bid opening Officer). After the public bid opening, bid tab results may be obtained in person or by sending the City Procurement Office a written request for the bid tab with a self-address, pre-stamped envelope, or viewed on the City Procurement Office Web Page ([www.tempe.gov/procurement](http://www.tempe.gov/procurement)) within two (2) days after bid opening. Bid tab results will not be provided over the telephone, by email or facsimile. Bid tab figures only indicate pricing and do not indicate other evaluation factors such as responsiveness or responsibility of Bidders as will be determined during bid evaluation. Bid files are not open for review until after a formal award has been made by the City. After award of bid, an appointment may be made with the City Procurement Officer to review bid documents. Formal award recommendations with an estimated contract value over \$50,000 shall be placed on the Procurement Office web page and posted at the front counter of the Procurement Office, at the time the award recommendation provided to the City Council.
14. **Protests:** Any actual or prospective Bidder who is aggrieved in conjunction with this Invitation for Bid or award may submit a protest at the City Procurement Office pursuant to City Code Sec. 26A-21. A protest based upon alleged improprieties in this Invitation for Bid that are apparent before the bid opening shall be filed prior to the bid opening. A protest concerning an award recommendation must be filed within ten (10) business days after the date of contract award. Up to five (5) days before award of a contract, the City Procurement Office will post award recommendations on the City Clerks web site at (<http://documents.tempe.gov/sirepub/web>) and at the Procurement Office front counter for public review. Bidders and other interested parties can also review the Procurement Office web page for posted award recommendations. A protest shall be in writing and include the protester's name, address and phone number, identification of the solicitation or contract being protested, a detailed statement of the legal and factual grounds of the protest, including copies of all relevant documents, and the form of relief requested. A protest shall be on the protester's company letterhead and signed by the protestor or its authorized representative.

15. **Request for IRS W-9 Form and Bidder Registration:** Any bidder awarded a contract as a result of this solicitation must become a registered firm with the City prior to work start. The successful firm will be required to submit a completed W-9 form within 3 days after request. To register to receive e-mail notices of future bid and proposal opportunities, firm should complete the on-line registration process available at [www.tempe.gov/procurement](http://www.tempe.gov/procurement) by clicking on the link titled "New Supplier Registration."
16. **Compliance with City Solicitation & Forms:** Any documents including, a separate contract, maintenance agreement, or training agreement, intended by the Bidder to be utilized in any resulting contract, must be submitted with bid. Any documents inconsistent with or taking exception to any of the terms, conditions, specifications and/or other requirements stated herein shall cause the bid to be considered non-responsive and rejected. No documents shall be considered unless submitted with bid for evaluation purposes and approved by the City Procurement Office.
17. **Definitions:** For purposes of this Invitation for Bid and resultant contract, the following definitions apply:
- A. "Bid" means a written offer to furnish goods, services, work, materials, construction and/or concessions to the City, in conformity with the standards, specifications, delivery terms and conditions, and all other requirements established in a competitive solicitation.
  - B. "City" means the municipal corporation of the City of Tempe, Arizona.
  - C. "Contract" means agreements for the procurement of goods, services, work, materials, construction and/or concessions.
  - D. "Contractor" means an Offeror, Vendor or Bidder who has been awarded a Contract with the City.
  - E. "Invitation for Bid" means a competitive solicitation issued by the City for the procurement of goods, services, work, materials, construction and/or concessions.
  - F. "Offeror", "Vendor" or "Bidder" means a vendor, business, entity or person who submits a bid in response to a competitive solicitation.
18. **Code Governance:** Unless otherwise specified herein, the provisions of the Tempe City Code, Chapter 26A shall apply and govern this Invitation for Bid.
19. **Public Record:** Bids and all other documents submitted in response to this solicitation shall become the property of the City and shall be a matter of public record available for review following the Contract award. Material portions of the recommended offer(s) as determined by the City may be posted to the City's web site up to five days prior to City Council meeting.
20. **Responsiveness to Specifications:** Performance or feature requirements which are designated as mandatory or minimums are necessary in order to satisfy an identified task or performance need. A description is given for each designated feature. This description shall be used to determine if Bidder's proposed product(s) and/or service(s) is/are capable of performing the function.

It is recognized that more than one method may be used to accomplish the sought after task functionality. If the Bidder has an alternate method of performing functional tasks, then such method is to be listed as an "alternate", and described in full detail within the written bid response. The City shall be the sole judge as to whether any alternate methodology will be accepted.

"Must", "shall", "will", "minimum", "required" and/or "mandatory" performance/feature statements must be met or exceeded by a responsive Bidder. Should no Bidder be found totally responsive to all designated bid requirements, the City at its option, may either award the Contract to the most responsive Bidder or cancel the bid and re-bid the need under revised specifications.

21. **Technical Questionnaire:** Offeror must complete the Technical Questionnaire portion of this Invitation for Bid (if included herein) and provide any documentation required to support the answers given to the Questionnaire. Questionnaire items which are designated as mandatory are required in order to satisfy a required task or performance criteria. Items listed as desirable are not required in order to be responsive to the Invitation for Bid but will be evaluated against others in making a final award.

If supporting documentation is required, information must be provided in the sequence set forth in the Invitation for Bid. Bidder must ensure that all technical literature and/or narrative explanations must fully address the specifics of the question. Vague or disorganized supportive responses that do not allow sufficient information for evaluation purposes shall result in a bid response being rejected as nonresponsive.

22. **Confidential Information and Public Record:** After award of a Contract, bids shall be available for public inspection, except to the extent that the withholding of information is required or permitted by law. Pursuant to A.R.S. § 35-214, and 41-1330 *et seq.*, all records relating to the Invitation for Bid and Contract shall be subject to inspection at all reasonable times by the City for five (5) years after completion of the Contract. Such records shall be produced by Bidder or Contractor at the time and place designated by the City.
- A. If a person believes that an offer or specification contains information that should be withheld as confidential, a statement advising the procurement officer of this fact shall accompany the submission and the information shall be so identified wherever it appears. A general statement of confidentiality that is not appropriately referenced to a specific section of the RFP will not be sufficient to warrant protection by the City. The confidential portion of the submission must be clearly noted with accompanying justification for treating the section confidential. Failure of the vendor to appropriately designate confidential information in this manner will relieve the City of any obligation to protect this information as confidential.
- B. The information identified by the person as confidential shall not be disclosed until the City Procurement Office makes a written determination pursuant to A.R.S. § 121, *et seq.*
- C. If the City determines to disclose the information, the Bidder shall be informed in writing of such determination. Notwithstanding the foregoing, following an award of Contract, all bid response information shall be available for public inspection.
23. **Bid Evaluation:** Award shall be made to the lowest responsible and responsive Bidder whose bid conforms in all material respects to the requirements and criteria set forth in the Invitation for Bid. The City shall be the sole judge as to the acceptability of the products and/or services offered.

Evaluation criteria includes, but is not limited to:

- A. Conformity with bid specifications, performance requirements, terms and conditions, Bidder instructions and any other contractual clauses and/or requirements;
- B. Demonstrated performance and/or rated quality of items bid as reported in trade journals, professional reports and published testing results;
- C. Operational and/or ergonomic compatibility with existing City resources, as applicable;
- D. Availability of competent service and prompt delivery of materials, parts and services;
- E. Possession of current legally required licenses, certifications and/or qualifications to perform the Contract;
- F. Cost consideration including item pricing, delivery, installation, operation and life cycle and costs, Bidder's financial capability to perform the Contract, and any other factors that would be advantageous to the City;
- G. Record of past performance and integrity on City and/or other public agency contracts;
- H. Production capability of equipment as determined by product samples, customer references, and/or City inspection; and
- I. Record of payment in full for all taxes due and owing.

## STANDARD TERMS & CONDITIONS

These Standard Terms & Conditions shall be followed by Bidder/Contractor. Failure to comply with these requirements shall result in rejection of a bid for non-responsiveness, or cancellation or termination of any awarded Contract.

1. **Applicable Law:** This Contract shall be governed by, and the City and Contractor shall have all remedies afforded each by the Uniform Commercial Code as adopted in the State of Arizona, except as otherwise provided in this Invitation for Bid and resultant Contract, and all statutes or ordinances pertaining specifically to the City. This Contract shall be governed by State of Arizona law and suits pertaining to this Contract may only be brought in courts located in Maricopa County, Arizona.
2. **Arizona Climate Action Compliance:** Contractor shall comply with all applicable standards, laws, rules, orders and regulations issued pursuant to A.R.S. § 49-101, *et seq.*, including but not limited to, Arizona Executive Orders Nos. 2006-13 and 2005-02, with regard to reducing GHG emissions, increasing energy efficiency, conserving natural resources and developing renewable energy sources.
3. **Availability of Funds for the Next Fiscal Year:** The City's obligation for performance of this Contract is contingent upon the availability of funds from which payment for Contract purposes can be made. No legal liability on the part of the City for any payment may arise for performance under this Contract.
4. **Certification:** By signing the "Vendor's Offer", form CS-P201 (B), the Bidder certifies:
  - A. The submission of the bid response did not involve collusion or other anti-competitive practices.
  - B. City is an equal opportunity, affirmative action employer. Bidder hereby covenants that it shall not discriminate unlawfully against any employee or applicant for employment, nor shall it deny the benefits of this Contract, to any person on the basis of race, color, national origin, physical or mental disability, age, sex or veteran status. Bidder covenants and agrees that it will comply in all respects with the applicable provisions of the Executive Order 11246, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Vietnam Era Veterans' Readjustment Assistance Act, the Rehabilitation Act, Arizona Executive Order No. 99.4 and any other applicable state and federal statutes governing equal opportunity.
  - C. The Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to sign the "Vendor's Offer" or signing it with a false statement shall void the submitted offer and/or any resulting contract. In addition, the Bidder may be debarred from future bidding participation with the City and may be subject to such actions as permitted by law.
  - D. The Bidder agrees to promote and offer to the City only those materials and/or services as stated and allowed by this Invitation for Bid and resultant Contract award. Violation of this condition will be grounds for Contract termination by the City.
  - E. The Bidder expressly warrants that it has and will continue to comply in all respects with Arizona law concerning employment practices and working conditions, pursuant to A.R.S. §23-211, *et seq.*, and all laws, regulations, requirements and duties relating thereto. Bidder further warrants that to the extent permitted by law, it will fully indemnify City for any and all losses arising from or relating to any violation thereof.

F. Contractor agrees and covenants that it will comply with any and all applicable governmental restrictions, regulations and rules of duly constituted authorities having jurisdiction insofar as the performance of the work and services pursuant to the Contract, and all applicable safety and employment laws, rules and regulations, including but not limited to, the Fair Labor Standards Act, the Walsh-Healey Act, and the Legal Arizona Workers Act (LAWA), and all amendments thereto, along with all attendant laws, rules and regulations. Contractor acknowledges that a breach of this warranty is a material breach of this Contract and Contractor is subject to penalties for violation(s) of this provision, including termination of this Contract. City retains the right to inspect the documents of any and all contractors, subcontractors and sub-subcontractors performing work and/or services relating to the Contract to ensure compliance with this warranty. Any and all costs associated with City inspection are the sole responsibility of Contractor. Contractor hereby agrees to indemnify, defend and hold City harmless for, from and against all losses and liabilities arising from any and all violations thereof.

5. **Commencement of Work:** Bidder is cautioned not to commence any work or provide any materials or services under the Contract until and unless Bidder receives a purchase order, Notice to Proceed, or is otherwise directed in writing to do so, by the City.
6. **Confidentiality of Records:** The Contractor shall establish and maintain procedures and controls that are acceptable to the City for the purpose of assuring that no information contained in its records or obtained from the City or from others in carrying out its functions under the Contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Contract. Any third parties requesting information related to the Contract shall be referred to the City. Contractor agrees that no information pertaining to individual persons will be divulged other than to employees or officers of Contractor as needed for the performance of duties under the Contract, unless previously authorized in writing by the City.
7. **Contract Formation:** This Contract shall consist of this Invitation for Bid document and the bid submitted, as may be found responsive and approved by the City. In the event of a conflict in language between the documents, the provisions of the City's Invitation for Bid shall govern. The City's Invitation for Bid shall govern in all other matters not otherwise specified by the Contract between the parties. All previous contracts between the Bidder and the City are not applicable to this Contract or other resultant contracts. Any contracted vendor document(s) that conflict with the language and requirements of the City's solicitation are not acceptable and void the Contract.
8. **Contract Modification(s):** This Invitation for Bid may only be modified by a written solicitation addendum issued by the City Procurement Office. A resulting Contract may only be modified by a written contract modification issued by the City Procurement Office. Contractors are not authorized to modify any portion of this solicitation or resulting Contract without the written approval of the City Procurement Office and issuance of an official modification notice.
9. **Contracts Administration:** Contractor must notify the City Procurement Office contact for guidance or direction of matters of Contract interpretation or problems regarding the terms, conditions or scope of this Contract. The Contract shall contain the entire agreement between the City and the Contractor relating to this provision and the Contract shall prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders or master agreements in any form.
10. **Cooperative Use of Contract:** Any Contract resulting from this solicitation shall be for the use of the City of Tempe. In addition, public and nonprofit agencies that have entered into a Cooperative Purchasing Agreement with the City of Tempe's Department of Procurement are eligible to participate in any subsequent Contract. Additionally, this contract is eligible for use by the Strategic Alliance for Volume Expenditures (SAVE) cooperative. See <http://www.maricopa.gov/Materials/SAVE/save-members.pdf> for a listing of participating agencies. The parties agree that these lists are subject to change. Any such usage by other municipalities and government agencies must be in accord with the ordinance, charter and/or rules and regulations of the respective political entity

Any orders placed to, or services required from, the successful Contractor(s) will be requested by each participating agency. Payment for purchases made under this agreement will be the sole responsibility of each participating agency. The City shall not be responsible for any disputes arising out of transactions made by others. Contractor shall be responsible for correctly administering this contract in accordance with all terms, conditions, requirements, and approved pricing to any eligible procurement unit.

11. **Dispute Resolution:** This Contract is subject to arbitration to the extent required by law. If arbitration is not required by law, the City and the Contractor agree to negotiate with each other in good faith to resolve any disputes arising out of the Contract. In the event of any legal action or proceeding arising out of this Contract, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred, with such fees and costs to be included in any judgment rendered.
12. **Energy Efficient Products:** The City may consider energy conservation factors including costs in the evaluation of equipment and product purchases for the purpose of obtaining energy efficient products. In addition, offers may specify items that have been given an energy efficient classification by the federal government for consideration by the City.
13. **Estimated Quantities:** This Invitation for Bid references quantities as a general indication of the needs of the City. The City anticipates considerable activity resulting from contracts that will be awarded as a result of this Invitation for Bid; however, the quantities shown are estimates only and the City of Tempe reserves the right to increase or decrease any quantities actually acquired in its sole discretion. No commitment of any kind is made by the City concerning quantities and Bidder hereby acknowledges and accepts same.
14. **Events of Default and Termination:**
  - A. The occurrence of any or more of the following events shall constitute a material breach and default of this Contract. The City reserves the right to terminate the whole or any part of the Contract due to Contractor's failure to fully comply with any term or condition herein.
    - (i) Any failure by Contractor to pay funds or furnish materials and/or goods that fail to conform to any requirement of this Contract;
    - (ii) Any failure by Contractor to observe, perform or undertake any provision, covenant or condition of this Contract to be observed or performed by Contractor herein, including but not limited to failing to submit any report required herein;
    - (iii) Any failure to make progress in the performance required pursuant to the Contract and/or any acts or failure to act that gives the City reason to believe that Contractor cannot or will not perform to the requirements of the Contract; or,
    - (iv) Any failure of Contractor to commence construction, work or services or furnish materials within the time specified herein, or to diligently undertake Contractor's work to completion.
  - B. Upon and during the continuance of an event of default, City, at its option and in addition to any other remedies available by law or in equity, without further notice or demand of any kind to Contractor, may do the following:
    - (i) Terminate the Contract;
    - (ii) Pursue and/or reserve any and all rights for claims to damages for breach or default of the Contract; and/or,

(iii) Recover any and all monies due from Contractor, including but not limited to, the detriment proximately caused by Contractor's failure to perform its obligations under the Contract, or which in the ordinary course would likely result therefrom, including, any and all costs and expenses incurred by City in: (a) maintaining, repairing, altering and/or preserving the jobsite or premises (if any) of the Project; (b) costs incurred in selecting and retaining substitute contractor(s) for the purchase of services, materials and/or work from another source; and/or (c) attorneys' fees and costs in pursuing any remedies under the Contract and/or arising therefrom.

C. The exercise of any one of City's remedies shall not preclude subsequent or concurrent exercise of further or additional remedies. In addition, the City shall be entitled to terminate this Contract at any time, in its discretion. The City may terminate this Contract for default, non-performance, breach or convenience, pursuant to A.R.S. § 38-511, or abandon any portion of the project for which services have not been fully and/or properly performed by the Contractor.

D. Termination shall be commenced by delivery of written notice to Contractor by the City personally or by certified mail, return receipt requested. Upon notice of termination, Contractor shall immediately stop all work, services and/or shipment of goods hereunder and cause its suppliers and/or subcontractors to cease work pursuant to the Contract. Contractor shall not be paid for work or services performed or costs incurred after receipt of notice of termination, nor for any costs incurred that Contractor could reasonably have avoided.

E. The City, in its sole discretion, may terminate or reduce the scope of this Contract if available funding is reduced for any reason.

15. **Termination for Convenience:** The City at its sole discretion may terminate this contract for convenience with 30 days advance notice to Contractor. Contractor shall be reimbursed for all appropriate costs as provided for within the contract up to the termination date specified.

16. **Force Majeure:**

A. Except for payment of sums due, neither party shall be liable to the other nor deemed in default under the Contract only in the event that and to the extent that such party's performance of the Contract is prevented by reason of force majeure. Force majeure means an occurrence that is beyond the control of the party affected and occurs without fault or negligence. Without limiting the foregoing, force majeure includes acts of God, acts of the public enemy, war, riots, mobilization, labor disputes, civil disorders, fire, floods, lockouts, injunctions, failures or refusal to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.

B. Force majeure shall not include the following occurrences:

i) Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences.

ii) Late performance by any subcontractor.

C. If either party is delayed at any time in the progress of the work by force majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours of the commencement thereof and shall specify the causes of such delay in the notice. Such notice shall be hand delivered or sent via certified mail and shall make a specific reference to this clause, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing by hand delivery or certified mail when it has done so. The time of completion shall be extended by Contract modification by the City for a period of time equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with the Contract.

17. **Gratuities:** The City may elect to terminate any resultant Contract, if it is found that gratuities in any form were offered or given by the Bidder or agent thereof, to any employee of the City or member of a City evaluation committee with a view toward securing an order, securing favorable treatment with respect to awarding, amending or making of any determinations with respect to performing such order. In event the Contract is terminated by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover and withhold from Bidder the amount of gratuity.
18. **Indemnification:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, officer, officials, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees, court costs, and the costs of appellate proceedings), arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work, services, or professional services of the Contractor, its agents, employees, or any other person (not the City) for whose acts, errors, mistakes, omissions, work, services, or professional services the Contractor may be legally liable in the performance of this contract. Contractor's duty to hold harmless and indemnify the City, its agents, officers, officials and employees shall arise in connection with any claim for damage, loss or expenses that is attributable to bodily injury, sickness disease, death, or injury to, impairment, or destruction of any person or property, including loss of use resulting from, caused by any acts, errors, mistakes, omissions, work, services, or professional services in the performance of this contract by Contractor or any employee of the Contractor or any other person (not the City) for whose acts, errors, mistakes, omissions, work, or services the Contractor may be legally liable. The amount and type of insurance coverage requirement set forth herein will in no way be construed as limiting the scope of indemnity in this paragraph. This provision shall survive the term of this Contract.
19. **Interpretation of Parol Evidence:** This Contract is intended as a final expression of the agreement between the parties and as a complete and exclusive statement of the Contract, unless the signing of a subsequent contract is specifically called for in this Invitation for Bid. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in the Contract. Acceptance or acquiescence in a course of performance rendered under this Contract shall not be relevant to determine the meaning of the Contract, even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity to object.
20. **Key Personnel:** Contractor shall provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this Contract during the Contract term and any renewal periods. The Contractor must agree to assign specific individuals to the key positions.
  - A. The Contractor agrees that, once assigned to work under this Contract, key personnel shall not be removed or replaced without prior written notice to and approval by the City.
  - B. If key personnel are not available for work under this Contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the approval of the City, replace such personnel with personnel of substantially equal ability and qualifications.
21. **Legal Compliance:** Bidder acknowledges that a breach of this warranty is a material breach of this Contract and Bidder is subject to penalties for violation(s) of this provision, including termination of this Contract. City retains the right to inspect the documents of any and all Bidders, sub-bidders and sub-sub-bidders performing work and/or services relating to the Contract to ensure compliance with this warranty.
22. **Licenses and Permits:** Contractor shall maintain in current status all federal, state and local licenses and permits required for the operation of the business conducted by the Contractor, at its sole expense.
23. **No Assignment:** No right or interest in this Contract shall be assigned by Contractor and no delegation of any duty of Contractor shall be made without prior written permission of the City Procurement Office.

24. **Non-exclusive Contract:** Any Contract resulting from this Invitation for Bid shall be awarded with the understanding and agreement that it is non-exclusive and entered into for the sole convenience of the City. The City reserves the right to obtain like goods or services from another source to secure cost savings or if timely delivery may be met by the Contractor.
25. **Notices:** All notices, requests, demands, consents, approvals, and other communications which may or are required to be served or given hereunder (for the purposes of this provision collectively called "Notices"), shall be in writing and shall be hand-delivered or sent by registered or certified United States mail, return receipt requested, postage prepaid, addressed to the party or parties to receive such notice as follows:

CITY PROCUREMENT OFFICE  
CITY OF TEMPE  
20 E. 6<sup>th</sup> Street (Second Floor)  
PO Box 5002  
Tempe, Arizona 85280

[Contractor's Name]  
[Attention of Bidder named in Contract]  
[Address]

- Or to such other address as either party may from time to time furnish in writing to the other by notice hereunder.
26. **No Waiver:** No breach or default hereunder shall be deemed to have been waived the City, except by a written instrument to that effect signed by an authorized agent of the City. No waiver of any such breach or default shall operate as a waiver of any other succeeding or preceding breach or default, or as a waiver of that breach or default after demand by the City for strict performance of this Contract. Acceptance of partial or delinquent payments or performance shall not constitute the waiver of any right of the City. Acceptance by City for any materials shall not bind the City to accept remaining materials, future shipments or deprive the City of the right to return materials already accepted. Acceptance by City of delinquent or late delivery shall not constitute a waiver of a later claim for damages and/or bind the City for future or subsequent deliveries.
27. **Ordering Process:** Upon award of a Contract by the City Procurement Office, the City may procure the specific material and/or service awarded by the issuance of a purchase order to the appropriate Contractor. Each purchase order must cite the correct Contract number. Such purchase order is required for the City to order and the Contractor to deliver the material and/or service.
28. **Overcharges by Antitrust Violations:** The City maintains that, in actual practice, overcharges resulting from antitrust violations are borne by the City. Therefore, to the extent permitted by law, the Contractor hereby assigns to the City any and all claims for such overcharges as the goods and/or services used fulfill the Contract.
29. **Preparation of Specifications by Persons Other Than City Personnel:** No person preparing specifications for this Invitation for Bids shall receive any direct or indirect benefit from the use of these specifications.
30. **Procurement of Recycled Materials:** If the price of recycled material that conforms to specifications is within five percent (5%) of the low bid material that is not recycled and the recycled Bidder is otherwise the lowest responsible and responsible Bidder, the award shall be made to the Bidder offering the recycled material; provided the item(s) to be obtained contains at least the minimum amount of recycled content material as defined in the City's Invitation for Bid and sufficient funds have been budgeted for the purchase.
31. **Provisions By Law:** Each and every provision of law and any clause required by law to be in this Contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the Contract will forthwith be physically amended to make such insertion or correction.

32. **Relationship of Parties:** It is clearly understood that each party to this Contract will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other party. The Contractor is an independent contractor and shall be solely responsible for any unemployment or disability insurance payments, and/or any social security, income tax or other withholdings, deductions or payments that may be required by federal, state or local law with respect to any compensation paid to the Bidder. An employee or agent of one party shall not be construed to be an employee or agent of the other party for any purpose whatsoever.
33. **Retention of Records:** Pursuant to provisions of Title 35, Chapter 1, Article 6 Arizona Revised Statutes §35-214 and §36-215, Contractor shall retain, and shall contractually require each subcontractor to retain, all books, accounts, reports, files and other records relating to the acquisition and performance of the Contract for a period of five (5) years after the completion of the Contract. All such documents shall be subject to inspection and audit at reasonable times. Upon request, a legible copy of any or all such documents shall be produced for the City Attorney and/or City Procurement Office at no cost to the City.
34. **Rights and Remedies:** No provisions of this Invitation for Bid or in the bid shall be construed, expressly or by implication, as a waiver by the City of any existing or future right and/or remedy available by law in the event of any claim of default or breach of Contract. The failure of the City to insist upon strict performance of any term or condition of the Contract or to exercise or delay the exercise of any right or remedy provided in the Contract, or by law, shall not release the Contractor from any responsibilities or obligations imposed by the Contract or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of the Contract.
35. **Safety Standards:** All items supplied on this Contract must comply with the current applicable Occupational Safety and Health Standards of the State of Arizona Industrial Commission, the National Electric Code, and the National Fire Protection Association Standards.
36. **Seller's Risk:** Contractor agrees to bear all risk of loss, injury, or destruction of goods and materials ordered as a result of this Invitation for Bid which occurs prior to delivery to the City; and such loss, injury, or destruction shall not release Contractor from any obligation hereunder.
37. **Serial Numbers:** Bids shall include equipment on which the original manufacturer's serial number has not been altered in any way. The City reserves the right to reject any and all equipment.
38. **Severability:** The provisions of this Contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the Contract which may remain in effect without the invalid provision or application.
39. **Specially Designated Nationals and Blocked Persons List:** Contractor represents and warrants to City that neither Contractor nor any affiliate or representative of Contractor (i) is listed on the Specially Designated Nationals and Blocked Persons List maintained by the Office of Foreign Asset Control, Department of the Treasury (OFAC) pursuant to Executive Order no. 13224, 66 Fed.Reg. 49079 ("Order"); (ii) is listed on any other list of terrorists or terrorist organizations maintained pursuant to the Order, the rules and regulations of OFAC or any other applicable requirements contained in any enabling legislation or other related Order(s); (iii) is engaged in activities prohibited in the Order; or (iv) has been convicted, pleaded *nolo contendere*, indicted, arraigned or custodially detained on charges involving money laundering or predicate crimes to money laundering.
40. **Survival:** Any and all representations, obligations, indemnities, warranties, covenants, conditions and agreements contained in this Contract which are expressed as surviving the expiration or earlier termination of this Contract, or by their nature, are to be performed, observed or survive, in whole or in part, after the termination or expiration of this Contract Term, shall survive the termination or expiration of this Contract.

41. **Time of the Essence:** Time is and shall be of the essence in this Contract. If the delivery date(s) specified herein cannot be met, Contractor shall notify City using an acknowledgement of receipt of order and intent to perform without delay, for instruction. City reserves the right to terminate this Contract and hold Contractor liable for any cost of cover, excess cost(s) or damage(s) incurred as a result of delay.
42. **Unauthorized Firearms & Explosives:** No person conducting business on City property shall carry a firearm or explosive of any type. All City Bidders, Contractors and subcontractors shall honor this requirement at all times. Failure to honor this requirement shall result in Contract termination and additional penalties. This requirement applies to any and persons, including those who maintain a concealed weapon's permit. In addition to Contract termination, anyone carrying a firearm or explosive device will be subject to further legal action.
43. **Warranties:** Contractor expressly warrants that all materials and/or goods delivered under the Contract shall be merchantable and free from defects in material and workmanship, and of the quality, size and dimensions specified herein. This express warranty shall not be waived by way of acceptance or payment by the City, or otherwise. Contractor expressly warrants the following:
- A. All workmanship shall be finest and first-class;
  - B. All materials and goods utilized shall be new and of the highest suitable grade for its purpose; and,
  - C. All services will be performed in a good and workmanlike manner. Contractor's warranties shall survive inspection, acceptance and/or payment by the City as well as the Contractor, and shall run to the City, its successors, agents and assigns.

The Contractor agrees to make good by replacement and/or repair, at its sole expense at no cost to the City, any defects in materials or workmanship which may appear during the period ending on a date twelve (12) months after acceptance by the City, unless otherwise specified herein. Should Contractor fail to perform said replacement and/or repair to City's satisfaction within a reasonable period of time, City may correct or replace said defective or nonconforming materials and recover the costs thereof from Contractor. This warranty shall not operate to reduce the statute of limitations period for breach of contract actions or otherwise, or reduce or eliminate any legal or equitable remedies.

44. **Work for Hire and Ownership of Deliverables:** Contractor hereby agrees and covenants that all the results and proceeds of Contractor's work and/or services for the Project specified herein, for Contractor and all of its agents, employees, officers and subcontractors, shall be owned by the City, including the copyright thereto, as work for hire. In the event, for any reason such results and proceeds are not deemed work for hire, Contractor agrees and covenants that it shall be deemed to have assigned to City all of its right, title and interests in such results, proceeds and content to the City, without limitation. Contractor agrees to indemnify and hold City harmless from and against all claims, liability, losses, damages and expenses, including without limitation, legal fees and costs, arising from or due to any actual or claimed trademark, patent or copyright infringement and any litigation based thereon, with respect to any work, services and/or materials contemplated in this Contract. Contractor agrees to pay to defend any and all such actions brought against the City. Contractor's obligations hereunder shall survive acceptance by the City of all covenants herein as well as the term of the Contract itself.
45. **Shipping Terms:** Prices shall be F.O.B. Destination to the delivery location(s) designated herein. Contractor shall retain title and control of all goods until they are delivered and the contract of coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the Contractor. The City will notify the Contractor promptly of any damaged materials and shall assist the Contractor in arranging for inspection. Shipments under reservation are prohibited. No tender of a bill of lading shall operate as a tender of the materials.

46. **Billing:** All invoices submitted by Contractor for City's review and approval shall be in itemized form to identify the specific item(s) being billed. Items must be identified by the name, model number, and/or serial number most applicable. Any purchase/delivery order issued by the City shall refer to the Contract number resulting from this Invitation for Bid. Separate invoices are required on individual contracts or purchase orders. Only invoices with items resulting from this Invitation for Bid will be accepted for review and approval by the City.
47. **Delegated Awards:** In the event this contract(s) is administratively awarded via delegated authority as provided for in Section 26A-5 of the Procurement Ordinance, the successful firm acknowledges that a final contract with the City of Tempe requires City Council approval and possibly the signature of the Mayor. Should this contract be rejected by the City Council, Contractor agrees that it is immediately void and unenforceable against any party. The awarded firm(s) will be compensated only for any and all costs incurred up to the date of notification of such termination.

## SPECIAL TERMS & CONDITIONS

Bids taking exception to Special Terms & Conditions stated within this Invitation for Bid shall cause the bid to be considered non-responsive and rejected.

1. **City Procurement Document:** This Invitation for Bid is issued by the City Procurement Office. No alteration of any portion of the Invitation for Bid by a Bidder is permitted and any attempt to do so shall result in Bid being considered nonresponsive and rejected. No alteration of any portion of a resultant Contract is permitted without the written approval of the City Procurement Office and any attempt to do so shall be considered a breach of the Contract. Any such action is subject to the legal and contractual remedies available to the City inclusive of, but not limited to, contract termination and/or suspension of the Contractor.
2. **Offer Acceptance Period:** In order to allow for an adequate evaluation, the City requires an offer in response to this Invitation for Bid to be valid and irrevocable for ninety (90) days after the bid opening time and date.
3. **Contract Type:** Term with justifiable price adjustment allowed, indefinite quantity.
4. **Term of Contract:** The term of the Contract shall commence and take effect on the date of award and shall continue for a period of two (2) year(s) thereafter, unless terminated, canceled, extended or renewed as otherwise provided herein.
5. **Contract Renewal:** The City reserves the right to unilaterally extend the period of any resultant Contract for 90 days beyond the stated maximum term. In addition, the City at its option may mutually renew the Contract for supplemental terms up to a maximum of three (3) additional years. The period for any single renewal increment shall be determined by the City Procurement Office. Such increment shall not be for more than a period of one (1) year each, unless the City is eligible to obtain a significant cost and/or supply advantage by a longer Contract renewal period.
6. **Delivery & Payment Discount:** Bidder must indicate promised delivery schedule and payment terms on the Price Sheet.
7. **Discount from Published List:**
  - A. Bids shall be submitted on the basis of a discount from the manufacturer's suggested list price, obtained from a manufacturer's published price list(s). Such published price list(s) must be common to and accepted by the industry in general. The catalog/price lists must be printed or available in electronic format and be properly identified and dated as to issuance and effectiveness.
  - B. Bidder must provide a statement of applicable discount(s) from price catalog(s). Discounts offered must be clearly expressed as how they would apply to the item(s) bid and be specific as to the percent discounted for each item or group of items. Bids containing chain or multiple discounts for any one item or group of items may be considered nonresponsive. A copy of all referenced price catalogs must be included within the bid or provide a web site address where the lists can be viewed by the City. In addition to specified items, only those products and services listed in the Contractor's price catalog(s) and updates thereto, as approved by the City Procurement Office, will be eligible for purchase under resulting Contract.

- C. Revised published price lists may be used as a means of price adjustment. However, all bids are to be firm for a period of three hundred sixty five (365) calendar days after the bid opening date and revised price lists that reflect price increases will not be accepted by the City until after that date and will be considered only in the event of an industry-wide price change, as evidenced by the issuance of revised price lists, by the manufacturer. Price decreases which benefit the City shall be offered throughout the Contract term.
- D. Revised pricing(s) will not become effective until revised list(s) are submitted under Contractor's cover letter identifying the applicable Invitation for Bid and Contract agreement number. Contractor's cover letter and pricing list(s) must be dated, signed and submitted to:

City Procurement Office  
City of Tempe  
P.O. Box 5002  
20 E. 6th Street (Second Floor)  
Tempe, AZ 85280

8. **Pricing:**

- A. Pricing accuracy and completeness are critical to the determination of an award. Bidder shall identify and price all items being bid.
- B. In the case of a system bid, Bidder shall identify all items which are required to make the system function in accord with stated Invitation for Bid.
- C. If provided pricing pages do not cover all such items, the Bidder is to include an itemized listing of all required products and services in the Bid, including equipment hardware and/or software, fully functional and in conformity with the stated Invitation for Bid.

9. **Price Adjustment:**

- A. The City Procurement Office will review fully documented requests for price increases after the Contract has been in effect for twelve (12) months. The requested price increase must be based upon a cost increase that was clearly unpredictable at the time of the offer and can be shown to directly affect the price of the item concerned. The City Procurement Office will determine in its sole discretion, whether the requested price increase, or an alternative option, is in the best interest of the City. Advanced thirty (30) day written notification by Contractor is required for City approval of any price changes. All price adjustments will be effective on the first day of the month following approval or acceptance by the City Procurement Office. After the City approves a price increase the contractor shall not be eligible to receive an additional increase until twelve (12) months from the date of the last approved price increase.
- B. Price increase requests must be acknowledged in writing by the City Procurement Office before becoming effective. If not acknowledged within thirty (30) days, Contractor's shall contact the City Procurement Office to assure the price increase request was received and approved.
- C. The Contractor shall offer any published price reduction or if applicable to Contract, profit sharing price advantage to the City concurrent with its announcement to other customers. A price reduction or profit sharing price advantage may be offered at any time during the term of the Contract and shall become effective upon the first announcement. The City shall take advantage of any special sales discounts offered to the general public which exceeds price discounts extended to the City by the Contractor.

10. **Change Order:** The City Procurement Office reserves the right to execute change orders reflecting a quantity increase within 90 days from Contractor's initial delivery date. No change order will be executed outside of the scope of the City's Invitation for Bid and the Contractor's bid and price.
11. **Brand Names:** Any manufacturer's names, trade names, brand names or catalog numbers used in Contract specifications are for the purpose of describing and establishing the quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to establish the quality, design or performance required by the City. An offer which proposes like quality, design or performance will be considered by the City.
12. **Warranty:** Each bid must include a complete and exclusive statement of the product warranty for each item. Warranty offers will be relative to life-cycle cost. All equipment supplied under this specification shall be fully guaranteed by the Contractor for a minimum period of 12 months from the date of acceptance by the City. Any and all defects of design, workmanship and/or materials that may result in noncompliance with the Contract specifications shall be fully corrected by the Contractor, including all parts and labor at its sole expense, without cost to the City.
13. **Descriptive Literature:** Bidder shall provide City with complete manufacturers' descriptive literature regarding the materials, equipment, or products proposed to be furnished under the Contract. Literature shall be provided in sufficient detail so as to provide the City with full and fair evaluation of the bid. Failure to include required information shall result in the offer being rejected.
14. **Samples:** Samples of items, when requested, must be submitted within a reasonable period of time. Unless otherwise specified by the City Procurement Office, samples will be furnished at no expense to the City. Samples must be identified as to supplier, manufacturer, part number, model number, type, grade, applicable stock number, etc. If not destroyed by testing, samples will be returned at Bidder's request and sole expense. If no instructions are received for their return, samples will be discarded thirty (30) days after award date.
15. **Current Products:** All offers made in response to this Invitation for Bids shall be in current and ongoing production, shall have been formally announced for general marketing purposes, shall be a model or type currently functioning in user environments and shall meet or exceed all specifications and requirements set forth in this solicitation. Enhancements to established products need not necessarily comply with this clause, and will be reviewed on individual merits.
16. **Product Discontinuance:** The City may award contracts for particular products and/or models of equipment as a result of this solicitation. In the event that a product or model is discontinued by the manufacturer, the City at its sole discretion may allow the Contractor to provide a substitute for the discontinued item. The Contractor shall request permission by the City to substitute a new product or model and provide all of the following:
  - A. A formal announcement from the manufacturer that the product or model has been discontinued;
  - B. Documentation from the manufacturer that names the replacement product or model;
  - C. Documentation that provides clear and convincing evidence that the replacement meets or exceeds all specifications required by the original solicitation;
  - D. Documentation that provides clear and convincing evidence that the replacement will be compatible with all the functions or uses of the discontinued product or model; and
  - E. Documentation confirming that the price for the replacement is the same as or less than the discontinued product or model.

17. **Manufacturer's Representative:** Bidders or dealers submitting a bid as a manufacturer's representative must supplement the bid with a letter from each manufacturer involved, certifying that the Bidder is a bona fide dealer for the specific equipment presented, that Bidder is authorized to submit bid on such equipment, and guarantees that should the dealer fail to satisfactorily fulfill any obligations pursuant to the Contract, the manufacturer, upon assignment by the City, will either assume and discharge such obligations or provide for their competent assumption by one or more bona fide dealers for the balance of the Contract term and any renewal term(s).

18. **Inventory:** The City has an ongoing requirement for the material indicated in this Invitation for Bid. It is an express condition of the award that Contractor shall maintain reasonable stock on hand for immediate delivery to the City. Failure to maintain such stock may result in termination of the Contract.

19. **Insurance:**

A. **Insurance Required:** Prior to commencing services under this Contract, Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries (including death) to persons and damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees, subcontractors, or sub-subcontractors. For Contractors with self-insurance, proof of self-insurance with minimum limits expressed below must be submitted on proper forms for evaluation prior to award of Contract.

A Contract Award Notice or Purchase Order will not be issued to a Bidder until receipt of all required insurance documents by the City Procurement Office with such documents meeting all requirements herein. In addition, before any Contract renewal, all required insurance must be in force and on file with the City Procurement Office. Contractor must submit required insurance within ten (10) calendar days after request by the City Procurement Office or the award may be rescinded and another Bidder selected for award.

B. **Minimum Limits of Coverage:** Without limiting any obligations or liabilities, the Contractor, at its sole expense, shall purchase and maintain the minimum insurance specified below with companies duly licensed or otherwise approved by the State of Arizona, Department of Insurance, and with forms satisfactory to the City. Each insurer shall have a current A.M. Best Company, Inc., rating of not less than A-VII. Use of alternative insurers requires prior approval from the City.

i. **Minimum Limits of Insurance.** Contractor shall maintain limits no less than:

a. **Commercial General Liability**

Commercial general liability insurance limit of not less than \$1,000,000 for each occurrence, with a \$2,000,000 general aggregate limit. The general aggregate limit shall apply separately to the services under this Contract or the general aggregate shall be twice the required per occurrence limit. The policy shall be primary and include coverage for bodily injury, property damage, personal injury, products, completed operations, and blanket contractual coverage, including but not limited to the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as insurance service officer policy form CG2010 11/85 edition or any replacement thereof.

In the event the general liability policy is written on a "claims made" basis, coverage shall extend for two (2) years past completion and acceptance of the services as evidenced by annual certificates of insurance.

Such policy shall contain a "severability of interests" provision.

b. Worker's Compensation

The Contractor shall carry worker's compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor employees engaged in the performance of services; and employer's liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee and \$500,000 disease policy limit.

In case services are subcontracted, the Contractor will require the subcontractor to provide worker's compensation and employer's liability to at least the same extent as provided by Contractor.

c. Automobile Liability

Commercial business automobile liability insurance with a combined single life or bodily injury and property damages of not less than \$1,000,000 per accident regarding any owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor services. Coverage will be at least as broad as coverage Code 1 "any auto". Insurance Service Office policy form CA0001 Y87 or any replacements thereof. Such coverage shall include coverage for loading and unloading hazards.

- C. Additional Insured. The insurance coverage, except for workers compensation and professional liability coverage, required by this Contract, shall name the City, its agents, representatives, directors, officials, employees, and officers, as additional insureds, and shall specify that insurance afforded the Contractor shall be primary insurance. This provision and the naming of the City as an additional insured shall in no way be construed as giving rise to responsibility or liability of the City for applicable deductible amounts under such policy(s).
- D. Coverage Term. All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted by the City. Failure to do so shall constitute a material breach of this Contract.
- E. Primary Coverage. Contractor's insurance shall be primary insurance to the City, and any insurance or self insurance maintained by City shall not contribute to it.
- F. Claim Reporting. Any failure to comply with the claim reporting provisions of the policies or any breach of a policy warranty shall not affect coverage afforded under the policy to protect City.
- G. Waiver. The policies, including workers' compensation, shall contain a waiver of transfer rights of recovery (subrogation) against City, its agents, representatives, directors, officers, and employees for any claims arising out of the work or services of the Contractor.
- H. Deductible/Retention. The policies may provide coverage which contains deductibles or self-insured retentions. Such deductible and/or self insured retentions shall be disclosed by the contractor and shall not be applicable with respect to the coverage provided to City under such policies. Contractor shall be solely responsible for deductible and/or self-insurance retention and City, at its option, may require Contractor to secure the payment of such deductible or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

- I. **Certificates of Insurance.** Prior to commencing work or services under this Contract, Contractor shall furnish the City with certificates of insurance, or formal endorsements as required by the Contract, issued by the Contractor's insurer(s), as evidence that policies providing the required coverages, conditions, and limits required by this Contract are in full force and effect. Such certificates shall identify this Contract number or name and shall provide for not less than thirty (30) days advance notice of cancellation, termination, or material alteration. Such certificates shall be sent directly to: Contract Administrator, City of Tempe, P. O. Box 5002, Tempe, AZ 85280.
- J. **Copies of Policies.** City reserves the right to request and to receive, within ten (10) working days, certified copies of any or all of the above policies and/or endorsements. City of Tempe shall not be obligated, however, to review same or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of, City's right to insist on strict fulfillment of Contractor's obligations under this Contract.
20. **Multiple Awards:** The City has a large number and variety of potential customer departments. In order to assure that any ensuing contracts will allow the City to fulfill current and future requirements, the City reserves the right to award contracts to multiple companies. The actual utilization of any and all contracts is at the sole discretion of the City. The fact that the City may make multiple awards should be taken into consideration by each Bidder.
21. **Payments - After Acceptance of Delivery:** Payment in full shall be made to the Contractor within thirty (30) days after receipt and acceptance of delivery by the City, unless terms other than net thirty (30) days are offered as a discount, at the City's sole discretion.
22. **Turnaround Time:** Bidder must be capable of and covenant to provide a work completion turnaround time for materials and/or services within the time stated in this Invitation for Bid. Turnaround time is defined as the time frame beginning with the Contractor being notified of work by the City and ending with the delivery of the work in completed form back to the City's customer department. Bidder is to provide pick-up and delivery services within the stated work completion turnaround time as part of its price response to the City.
23. **Sub-Contractor(s):** The City of Tempe reserves the right to approve all sub-contractor(s). Contractor is responsible for all actions of sub-contractor(s). Contractor shall name sub-contractor(s) as additionally insured, in addition to the City of Tempe on all required insurance documents.

## Package Label

Please cut out and attach the following label to the outside of your submission.

**IFB 13-021**

**Replacement Parts for a N/S Corporation Model 5M-420 Bus Wash System**

Due Date: Tuesday, December 18, 2012, 3:00 PM Local Time

Submitting Firm: N/S Corporation

Proposal response must be in the possession of the City of Tempe Procurement Office by the stated due date and time.

US Mail parcels sent to the City of Tempe PO Box may not be delivered to the Procurement Office for 24 hours or more after receipt by the City because of internal mail processing procedures. Please keep this potential time delay in mind when **US Mail Service** is utilized.

Delivery addresses are shown below for your convenience.

If sending via US Mail:

Lisa Goodman  
**City of Tempe**  
Financial Services/Procurement Office  
P O Box 5002  
Tempe, AZ 85280

If sending via courier, FedEx, UPS or hand delivery:

Lisa Goodman  
**City of Tempe**  
Financial Services/Procurement Office  
20 E Sixth St (2<sup>nd</sup> Floor)  
Tempe, AZ 85281

## **Scope of Work**

The City of Tempe (City) is issuing this Invitation for Bid (IFB) to establish a term contract for repair and replacement parts necessary to maintain a N/S Corporation model 5M-420 bus wash system. The awarded contract will be for an initial two-year term, with three, one-year renewal options.

The City reserves the right to award to one or multiple vendors by individual line item, by group or items, or as a whole, whichever is most advantageous to the City.

Quantities listed within this IFB are not a guarantee, but solely an estimate of anticipated annual usage.

### **Vendor Qualifications**

Vendor shall be an authorized dealer/seller of the products offered herein on or before the bid opening date.

### **Pricing**

Prices bid shall be based on a fixed percentage discount from list price, as shown in the Contractor's current product catalog or price sheet for the model 5M-420 system. It shall be the responsibility of the vendor to keep the City supplied with a current price list at all times during the term of this contract. Items shall be shipped via standard surface express carrier or USPS unless the City specifically requests overnight or similar rapid delivery. Bids shall include information on the vendor's current shipping procedures/process they would utilize for surface and overnight shipments to Tempe, AZ.

For products not listed on the price sheet, price will be determined by a fixed percentage discount from list price, as shown in the Contractor's product catalog or price sheet. An overall discount will be required to cover all items with the catalog or price list. The City will conduct periodic audits to verify invoice accuracy.

### **Brand Name or Equal**

All vendors shall supply descriptive literature with their bids when offering equivalent items, where permitted. Failure to supply sufficient descriptive information to allow for a full evaluation of an alternate item may result in the line item being rejected.

The City shall be the sole authority in establishing brand name or equal status of items bid by the vendor.

### **Brand Name Only**

The City has identified certified price sheet items where only the brand name reference will be considered.

### **New and Unused**

All items must be new products that have not been used to any degrees prior to being delivered to the City.

### **Damaged and Defective Items**

The Contractor shall replace any and all damaged and defective items supplied under the awarded contract at no cost to the City.

**Returned Goods Authorization**

Any item(s) received in error will be returned via a contractor-issued Call Tag. Call Tags must be processed within fifteen (15) calendar days from notification.

**Payment Method**

The City may use a MasterCard or Visa procurement card for order placement and payment. Contractors who accept credit cards should anticipate that some or all orders issued by an agency may be paid by using the procurement card.

## Bid Questionnaire

"Return this Section with your Response"

1. Identify the Customer Representative/Consultant contact that will support this contract.

Customer Service Name: Mano Shoushtari  
Phone Number: 310-330-1238  
Fax Number: 310-42-1196  
Cell Phone: \_\_\_\_\_  
E-mail Address: manos@nswash.com

2. State location(s) and square footage of warehousing facilities that will be used to supply products.

California, 40,000 Square Footage

3. List three (3) customer references for which your firm has provided repair and replacement parts for N/S Corporation automatic bus wash systems or related products (government and/or large business preferred).

Reference One:  
Name of Firm: NCTA  
Contact Person: Adam Klein  
Telephone Number: 646-252-6082 Fax Number: \_\_\_\_\_

Reference Two:  
Name of Firm: Long Beach Transit  
Contact Person: Dave McCarley  
Telephone Number: 562-522-1484 Fax Number: 562-599-8593

Reference Three:  
Name of Firm: Foothill Transit  
Contact Person: Roland Cordero  
Telephone Number: 626-931-7246 Fax Number: 626-931-7346

4. Do the product(s) bid meet or exceed all stated specifications?

Yes  No

5. Describe any training or instructional programs that would be provided by your firm.

NS Corporation has programmed technician staff training on site or in our factory.

6. Indicate/explain how your company will receive, process and ship orders from the City for the items being offered.

Fax  Internet  Phone  Other \_\_\_\_\_

Describe order processing procedure:

The placing of orders can be done by phone, fax or internet. The customer can select the method. NS Corporation prefers to receive the order by email.

The flow chart of the order processing is attached.

7. State approximate dollar value of your firm's inventory at the location(s) noted above related to products listed herein.

\$ 1.6 million

8. If selected, will your company accept a City procurement card (MasterCard) as a form of payment?

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

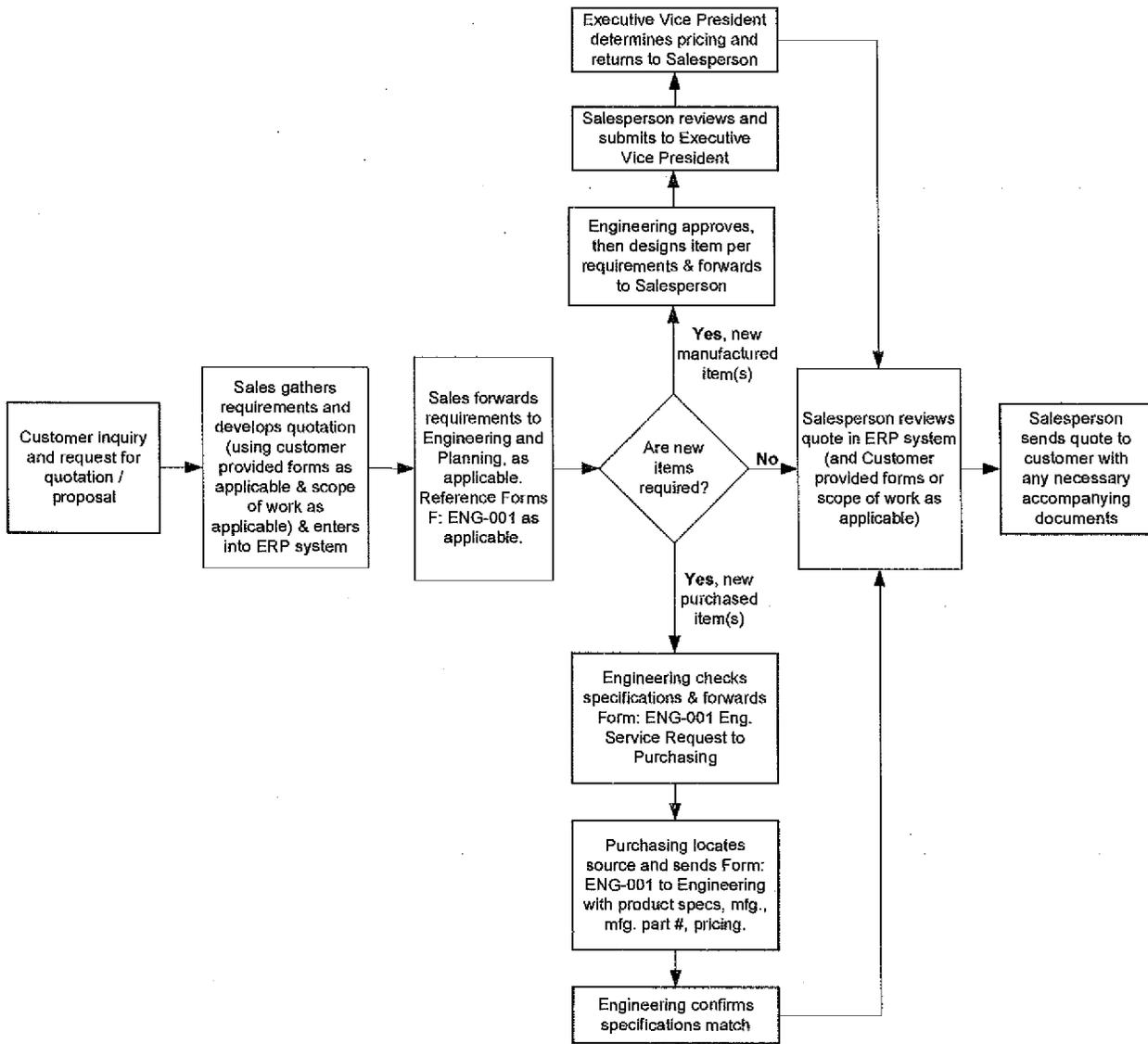
9. Describe the return policy for any defective items and for items ordered in error that might be received.

The flow chart for this policy is attached.

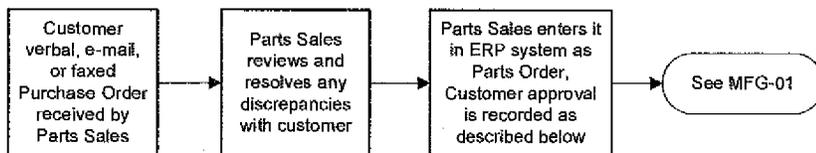
10. Describe the product warranties/guarantees for products you are bidding.

one year warranty on all parts.

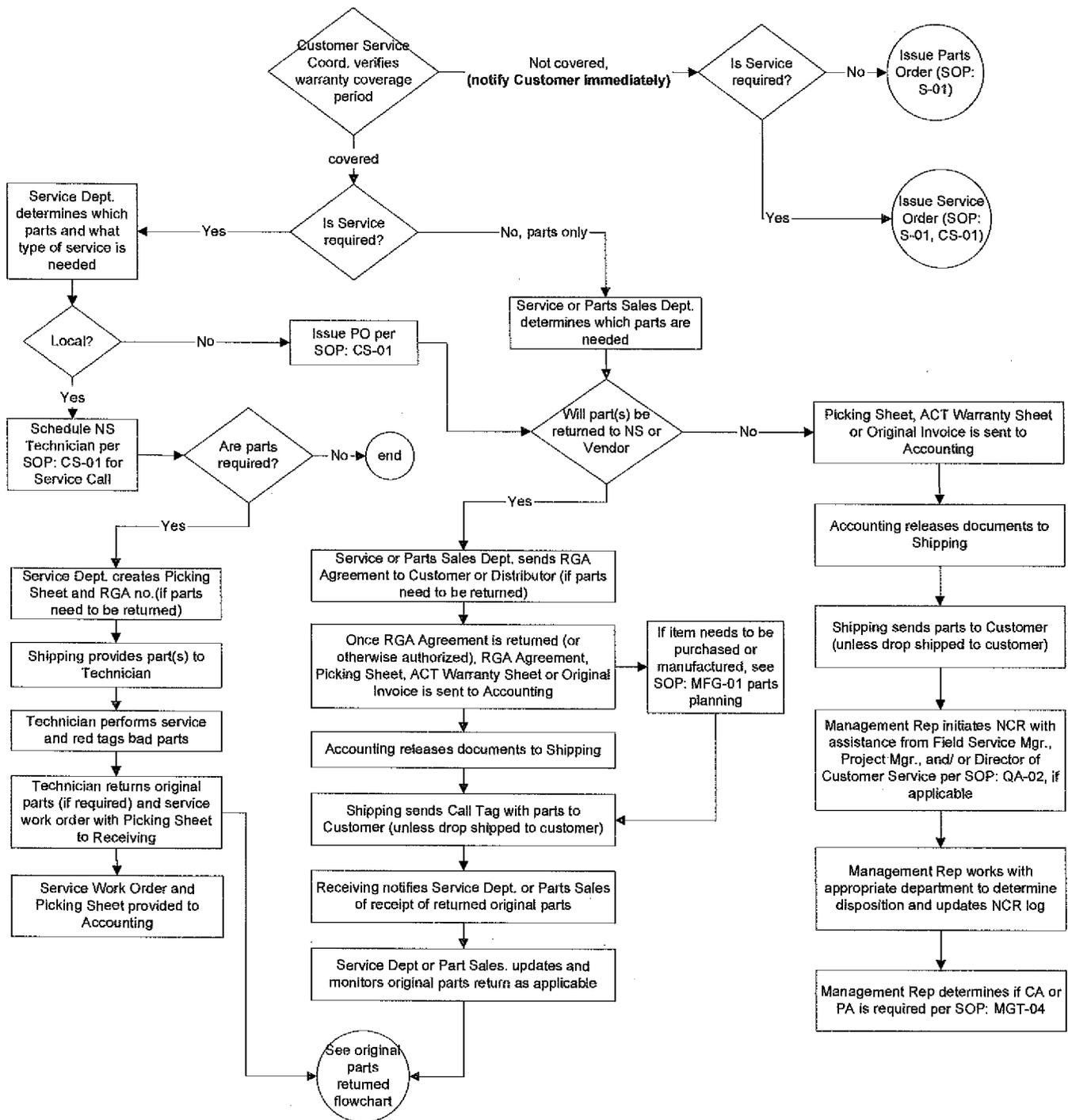
**1. Quotation / Proposal Process for systems, components, installation, parts and service is defined as follows:**



**2. Purchase Order Process for Parts customer segment is defined as follows:**



1. The following flow chart describes the method for warranty evaluation and processing including RGA process.



11. Describe the delivery time after receipt of order for the items bid.

all stock items for parts will be shipped from factory within 48-hours.  
All manufacturing parts not in stock will be shipped within 92-hours

12. Does your company accept all terms, conditions, and requirements of this solicitation?

Yes  No

13. Describe any additional value added services your company can offer, if awarded.

NS Corporation will be able to assist the City with trouble shooting from the phone on site.  
NS Corporation can also provide the repair / installation on your site.

## IFB Checklist For Submittals

- \_\_\_\_\_ One (1) signed and complete original of the Bid response including completed questionnaire and any necessary descriptive literature for alternates, including signed "Vendor's Bid Offer" (Form 201-B) and hard copy of the full pricing section
- \_\_\_\_\_ Three (3) additional copies of the Bid response are included.
- \_\_\_\_\_ Bid Questionnaire has been completed and included.
- \_\_\_\_\_ Price Information completed and included.
- N/A \_\_\_\_\_ Descriptive literature for each and every alternative product offered, carefully marked and organized in sequential format to the Price List section is included. If bidding brand specification it is not necessary to provide descriptive literature. *(Factory original parts)*
- \_\_\_\_\_ Any addendum(s) have been signed and included.
- \_\_\_\_\_ Hard copies or e-copies of Bidder's catalogs or price lists for any and all related items offered or Web site locations where these catalogs or price list can be accessed and viewed by the evaluation committee.

## Pricing Section

"Return this Section with your Response"

Item No.	Description	Estimated Annual Quantity	Unit	Unit Price	Total Extended Price
1.	Pelt, 60" full density black, Part No. 630-1292, N/S Corporation OEM Only.	2	Each	\$ <u>130.62</u>	\$ <u>261.24</u>
2.	Pelt, 48" half density gray, Part No. 630-1276, N/S Corporation OEM Only.	2	Each	\$ <u>75.74</u>	\$ <u>151.48</u>
3.	Pelt, 40 1/2" half density gray, Part No. 630-1269, N/S Corporation OEM Only.	2	Each	\$ <u>70.53</u>	\$ <u>141.06</u>
4.	Pelt, 48" full density blue, Part No. 630-1280, N/S Corporation OEM Only.	4	Each	\$ <u>98.84</u>	\$ <u>395.36</u>
5.	Pelt, 40" full density fiber pelt, Part No. 630-1266, N/S Corporation OEM Only.	4	Each	\$ <u>101.50</u>	\$ <u>406.00</u>
6.	Brush Shaft Assembly for 12' vehicle clearance, Part No. 900-5021-12, N/S Corporation OEM Only.	1	Each	\$ <u>491.80</u>	\$ <u>491.80</u>
7.	Brush Shaft, Side Brush, Part No. 900-5027, N/S Corporation OEM Only.	1	Each	\$ <u>587.87</u>	\$ <u>587.87</u>
8.	Brush Complete, 15-Pelts for Sys-5000, Wrap Brush, Drivers Side Brush, Part No. 630-15CC-12D, N/S Corporation OEM Only.	42	Each	\$ <u>2,776.42</u>	\$ <u>116,609.64</u>
9.	Brush Complete, 15-Pelts for Sys-5000, Wrap Brush, Passenger Side Brush, Part No. 630-15CC-12P, N/S Corporation OEM Only.	42	Each	\$ <u>2,776.42</u>	\$ <u>116,609.64</u>
10.	Brush, Side, 12' 5M Complete, Drivers Side, Part No. 630-1138-12D, N/S Corporation OEM Only.	2	Each	\$ <u>1,763.10</u>	\$ <u>3,526.20</u>
11.	Brush, Side, 12' 5M Complete, Passenger Side, Part No. 630-1138-12P, N/S Corporation OEM Only.	2	Each	\$ <u>1,763.10</u>	\$ <u>3,526.20</u>

## Pricing Section

"Return this Section with your Response"

Item No.	Description	Estimated Annual Quantity	Unit	Unit Price	Total Extended Price
12.	Coupling, Superflex Driver, Part No. 765-2509D, N/S Corporation OEM Only	4	Each	\$ <u>528.00</u>	\$ <u>2,112.00</u>
13.	Coupling, Superflex Passenger, Part No. 765-2509P, N/S Corporation OEM Only	4	Each	\$ <u>528.00</u>	\$ <u>2,112.00</u>
14.	Coupling, (93), Drivers Side, Part No. 766-2000, N/S Corporation OEM Only.	2	Each	\$ <u>296.00</u>	\$ <u>592.00</u>
15.	Coupling, (93), Passenger Side, Part No. 766-1000, N/S Corporation OEM Only.	2	Each	\$ <u>296.00</u>	\$ <u>592.00</u>
16.	Lamms Cloth Strip 4" x 96" Loop, Blue, or approved equal Manufacturer Offered: _____ Part No.: <u>LEC-4x96</u>	72	Each	\$ <u>17.00</u>	\$ <u>1,224.00</u>
17.	Gearbox, Winsmith #930MDSN 15:1, Part No. 235-2141, N/S Corporation OEM Only	1	Each	\$ <u>1,641.36</u>	\$ <u>1,641.36</u>
18.	Gearbox, Winsmith #930MDSN 40:1, Part No. 235-2143, N/S Corporation OEM Only	1	Each	\$ <u>1,186.92</u>	\$ <u>1,186.92</u>
19.	Hollow Shaft, Part No. 235-2132A, N/S Corporation OEM Only	1	Each	\$ <u>163.80</u>	\$ <u>163.80</u>
20.	Cap Screw, 1/2" x 2 1/4" LG, N/S Part No. 820-1538 or approved equal Manufacturer Offered: _____ Part No.: <u>820-1531</u>	1	Each	\$ <u>.72</u>	\$ <u>.72</u>

## Pricing Section

"Return this Section with your Response"

Item No.	Description	Estimated Annual Quantity	Unit	Unit Price	Total Extended Price
21.	Screw Set, 3/8" - 16 x 1/2" Stainless Steel, N/S Part No. 860-1015 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>.15</u>	\$ <u>.15</u>
22.	Screw Set, 1/2" - 13 x 1/2", N/S Part No. 860-1012 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>.45</u>	\$ <u>.45</u>
23.	Washer, 3/8" I.D. x 1 1/2" O.D., N/S Part No. 870-1311 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>.91</u>	\$ <u>.91</u>
24.	Rod, Connecting Scrubber, Part No. 900-5015, N/S Corporation OEM Only	1	Each	\$ <u>79.95</u>	\$ <u>79.95</u>
25.	Arm Crank Scrubber, Part No. 900-5014, N/S Corporation OEM Only	1	Each	\$ <u>225.00</u>	\$ <u>225.00</u>
26.	Scrubber Rack Assembly, Part No. 900-5012, N/S Corporation OEM Only	1	Each	\$ <u>588.37</u>	\$ <u>588.37</u>
27.	Rivet, #8RBLSS812-2M, N/S Part No. 825-1260 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>.16</u>	\$ <u>.16</u>
28.	Disc, 18" Rubber 1/4" Thick, Black, N/S Part No. 710-1095 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>60.50</u>	\$ <u>60.50</u>

## Pricing Section

"Return this Section with your Response"

Item No.	Description	Estimated Annual Quantity	Unit	Unit Price	Total Extended Price
29.	Cap Screw, 1/2" x 3" LG, N/S Part No. 820-1545 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>1.20</u>	\$ <u>1.20</u>
30.	Coupling, Super Hercules, 1 7/16" x 1 1/2", N/S Part No. 765-2512 or approved equal Manufacturer Offered: _____ Part No.: <u>765-2509 D or 765-2509 P (new part number)</u>	1	Each	\$ <u>528.00</u>	\$ <u>528.00</u>
31.	Cap Screw, 1/2" x 1 1/2" LG, N/S Part No. 820-1530 or approved equal Manufacturer Offered: _____ Part No.: <u>820-1520</u>	1	Each	\$ <u>.54</u>	\$ <u>.54</u>
32.	Cap Screw, 3/8 - 16 x 1", N/S Part No. 820-1410 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>.24</u>	\$ <u>.24</u>
33.	Lock Washer, 3/8", N/S Part No. 870-1350 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>.10</u>	\$ <u>.10</u>
34.	Arm Breakway Driver, Part No. 900-5020, N/A Corporation OEM Only	1	Each	\$ <u>360.00</u>	\$ <u>360.00</u>
35.	Motor, 2HP 3PH, Part No. 212-1001, N/S Corporation OEM Only	1	Each	\$ <u>596.55</u>	\$ <u>596.55</u>
36.	Bumper, 2" Dia x 3" LG, Trimmed 1", Part No. -640-16008, N/S Corporation OEM Only <u>640-1600 (new part number)</u>	1	Each	\$ <u>17.67</u>	\$ <u>17.67</u>

## Pricing Section

"Return this Section with your Response"

Item No.	Description	Estimated Annual Quantity	Unit	Unit Price	Total Extended Price
37.	Nut Lock, 1" Nylon Insert, N/S Part No. 840-5003 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>2.55</u>	\$ <u>2.55</u>
38.	Cap Screw, 1" x 9" LG, N/S Part No. 820-1567 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>20.55</u>	\$ <u>20.55</u>
39.	Flat Washer, 1", N/S Part No. 870-1700 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>.81</u>	\$ <u>.81</u>
40.	Arm, Breakaway Passenger, Part No. 900-5018, N/S Corporation OEM Only	1	Each	\$ <u>360.00</u>	\$ <u>360.00</u>
41.	Arm Wrap Around, Passenger, Part No. 900-5017, N/S Corporation OEM Only	1	Each	\$ <u>200.90</u>	\$ <u>200.90</u>
42.	Clamp, Unistrut, 1" Set, N/S Part No. 450-1025 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>1.65</u>	\$ <u>1.65</u>
43.	Pipe Spray Scrubber, Part No. 900-5013, N/S Corporation OEM Only	1	Each	\$ <u>74.88</u>	\$ <u>74.88</u>
44.	Bushing, Shock 1" x 2" LG, Part No. 160-2005-2, N/S Corporation OEM Only 900-0100 (new part number)	1	Each	\$ <u>12.65</u>	\$ <u>12.65</u>

## Pricing Section

"Return this Section with your Response"

Item No.	Description	Estimated Annual Quantity	Unit	Unit Price	Total Extended Price
45.	Cap Screw, 1/2" x 2 1/4" LG, N/S Part No. 820-1531 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>.75</u>	\$ <u>.75</u>
46.	Lock Nut, 3/8" Nylon Insert, N/S Part No. 840-1900 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>.9</u>	\$ <u>.9</u>
47.	Rubber Shock Bushing 1 1/4" Dia. X 11/16" Thick, Part No. 760-5111, N/S Corporation OEM Only	1	Each	\$ <u>17.50</u>	\$ <u>17.50</u>
48.	Washer, Flat, 3/8", N/S Part No. 870-1306 or approved equal Manufacturer Offered: _____ Part No.: <u>870-1300</u>	1	Each	\$ <u>.9</u>	\$ <u>.9</u>
49.	Drop Forged Eye Bolt 3/8" - #1200, N/S Part No. 810-1902 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>33.03</u>	\$ <u>33.03</u>
50.	Lock Nut, 1/2", N/S Part No. 840-2000 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>.24</u>	\$ <u>.24</u>
51.	1/2" Bolt, N/S Part No. 820-1520 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>.54</u>	\$ <u>.54</u>

## Pricing Section

"Return this Section with your Response"

Item No.	Description	Estimated Annual Quantity	Unit	Unit Price	Total Extended Price
52.	Flat Washer, 1/2", N/S Part No. 870-1400 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ .8	\$ .8
53.	Bumper Hard, Arm E-U3, Part No. 640-1604B, N/S Corporation OEM Only 640-1603 (new part number)	1	Each	\$ 16.34	\$ 16.34
54.	Bracket Brush Bumper, Part No. 900-5016, N/S Corporation OEM Only	1	Each	\$ 45.00	\$ 45.00
55.	Shock, 13 1/2" Restriction Black, Part No. 760-1600, N/S Corporation OEM Only	1	Each	\$ 130.00	\$ 130.00
56.	Bearing, 1 1/2" Pillow, Part No. 610-1011, N/S Corporation OEM Only	1	Each	\$ 113.25	\$ 113.25
57.	Bulkhead Wrap Brush, Part No. 900-5002, N/S Corporation OEM Only 900-0231 (new part number)	1	Each	\$ 3,120.00	\$ 3,120.00
58.	Top Side Brush Support, Part No. 900-5008, N/S Corporation OEM Only	1	Each	\$ 875.00	\$ 875.00
59.	Bottom Side Brush Support, Part No. 900-5009, N/S Corporation OEM Only	1	Each	\$ 975.00	\$ 975.00
60.	Side Brush Bracket Assembly, Part No. 900-5024, N/S Corporation OEM Only	1	Each	\$ 145.73	\$ 145.73
61.	Flat Bar, Aluminum, 1/4' x 8' x 7' LG, Part No. 120-2349-7, N/S Corporation OEM Only	1	Each	\$ 8.90	\$ 8.90

## Pricing Section

"Return this Section with your Response"

Item No.	Description	Estimated Annual Quantity	Unit	Unit Price	Total Extended Price
62.	<sup>Side</sup> Top-Brush Arm Assembly, Part No. 900-5025, N/S Corporation OEM Only	1	Each	\$ <u>145.36</u>	\$ <u>145.36</u>
63.	Bottom Side Brush Arm, Part No. 900-5026, N/S Corporation OEM Only	1	Each	\$ <u>850.00</u>	\$ <u>850.00</u>
64.	Cap Screw, 1/2" x 7 1/2" LG, N/S Part No. 820-1596 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>2.85</u>	\$ <u>2.85</u>
65.	Cap Screw, 1/2" x 3 1/2" LG, N/S Part No. 820-1550 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>.82</u>	\$ <u>.82</u>
66.	Cap Screw, 1/2" x 6" LG, N/S Part No. 820-1551 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>4.65</u>	\$ <u>4.65</u>
67.	Brush Coupling, Driver/Passenger Side, Part No. 765-2720, N/S Corporation OEM Only	1	Each	\$ <u>296.00</u>	\$ <u>296.00</u>
68.	Nut, Hex, 3/8" Zinc Plate Grd 5, N/S Part No. 840-1100 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>.9</u>	\$ <u>.9</u>
69.	Set Screw, 3/8" x 1 1/4" Sq. Head, N/S Part No. 860-1000 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>.42</u>	\$ <u>.42</u>

## Pricing Section

"Return this Section with your Response"

Item No.	Description	Estimated Annual Quantity	Unit	Unit Price	Total Extended Price
70.	Brush Spray Pipe Assembly, Part No. 900-5028, N/S Corporation OEM Only	1	Each	\$ <u>374.30</u>	\$ <u>374.30</u>
71.	Disc, 16" Rubber 1/4" Thick, Black, N/S Part No. 710-1088 or approved equal Manufacturer Offered: _____ Part No.: _____	1	Each	\$ <u>70.04</u>	\$ <u>70.04</u>
	Miscellaneous Parts as needed. Discount off Published Price List			<u>20</u> %	
	Catalog Number/Date: _____				

**Vendor shall submit price list with bid response.**

\* Applicable Tax 2.3 %

**\* State correct jurisdiction to receive sales tax on the Vendor's Bid Offer, form 201-B included in this Invitation for Bid document.**

Less prompt payments discount terms of \_\_\_ % \_\_\_ days/ or net thirty (30) days. (To apply after receipt and acceptance of itemized monthly statement.) For bid evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than thirty (30) days from receipt of statement.

**Ordering and Invoice Instructions**

In order to facilitate internal control and accounting, each City Department will order and must be invoiced separately. Monthly invoices must be segregated by City Department number and mailed or delivered directly to the City Customer Department. For most materials, there will be between three (3) and six (6) ordering departments. At the time an order is placed, the Contractor must obtain the ordering department's cost center numbers for billing purposes. The use of the department's cost center numbers will be in addition to the purchase order number. Once a month, the Contractor shall submit a consolidated statement which shall itemize the invoice numbers, invoice date, invoice amounts, and the total amount billed to Accounting. Discount offering will be based upon days from receipt of the consolidated monthly statement. Invoice(s) shall not show previous balances.

## **Pricing Section**

**"Return this Section with your Response"**

Invoices shall include:

1. Listing Of All Delivery/Pickup Receipt Numbers Being Invoiced.
2. Total Cost Per Item.
3. Applicable Tax.
4. Payment Terms.
5. Blanket Purchase Order Number.

Invoices that do not follow the above minimum invoicing requirements will not be paid. Payment must be applied to only invoices referenced on check/payment stub. The City reserves the right to bill contracted vendor for researching invoices that have been paid, but not properly applied by vendor account receivables office.

Statement mailing address:

City of Tempe Transit Division  
Attn: Scott Balck  
200 E. Fifth Street  
Tempe, AZ 85281  
Phone: 480-350-8295