

Cover Sheet for Invitation to Bid Bid #1468 – Skid Mounted De-Ice Spray System

If you are submitting a Bid or a Response to a Request for Proposal, Please

1. Appropriately <u>Label</u> your documents in a sealed envelope or box;

and

2. <u>Deliver</u> the sealed documents to the Office of the <u>City Clerk</u>;

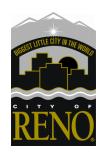
and

3. Be certain that your submittal is <u>date and time</u> <u>stamped</u> by the office of the City Clerk.

Courier Delivery Address
1 East First Street, 2nd Floor Reno, NV 89505

CITY OF RENO

Purchasing Division P.O. Box 1900 Reno, NV 89505 (775) 334-2080 (775) 334-2409 fax taylorm@reno.gov



Date: September 18, 2013

Invitation to Bid No. 1468 THIS IS NOT AN ORDER

services listed herein at the fees and terms stated. I also acknowledge receipt of <u>23</u> pages

of this Invitation to Bid.

INVITATION AND ADVERTISED INVITATION TO BID

Sealed Bids will be received until 3:00 pm at the Office of the City Clerk, City Hall, 1 East First St.,

Reno, NV 89501 on October 3, 2013. Said Bids shall pm October 3, 2013.	be publicly opened and names read aloud at 3:05			
Matthew Taylor, Senior Management Analyst				
The City of Reno is currently accepting sealed Bids for express intent of this bid solicitation to award to the local equipment to the City of Reno. If the bidder proposes make it conform to performance standards, a complete a included as part of the bid showing each proposed product must be completely described. Attach more she Reno shall determine if any substitutions submitted shall within "NO SUBSTITUTIONS" category	owest responsive, responsible bidder(s) to provide to provide equipment other than specified so as to and detailed manufacturer's specifications must be modification. All deviations from the specified eets and label appropriately if needed. The City of			
This solicitation is made in compliance with Nevada Revised Statute 332. Any appeal and or Protest shall be in conformance with 332.068 and the protest requirements stated in this bid.				
Technical questions and other assistance regarding this solicitation may be directed to Matthew Taylor taylorm@reno.gov and Requestor Name/Email				
Per the attached Terms, Condi	itions, and Requirements			
Firm Name	In compliance with this Invitation to Bid and subject to all Terms and Conditions thereof, the			
Address	undersigned offers and agrees, if Bid is accepted, to furnish any or all of the items or			

Telephone _____ Signature _____

Fax _____ Print Name _____

SUBMIT ONE (1) ORIGINAL AND THREE (3) COPIES OF SUBMISSION

E-Mail _____ Print Title _____

State ____ Zip ____

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INVITATION TO BID PROCESS AND RULES

1. Invitation to Bid Schedule

Schedule of Events	Date
BID Released	9/18/2013
Last Day to submit Questions	9/25/2013
All Addendums to be posted to reno.gov by	9/27/2013
Sealed Proposals Due to City of Reno	10/3/2013
Proposed Award Date by City Council	10/23/2013
Implementation	TBD

The City of Reno reserves the right to modify this schedule at The City's discretion. Notification of changes in the Invitation to Bid, due date, and deadline for questions will be posted on the City website at www.reno.gov or as otherwise stated herein. Changes in any other anticipated dates will not be released unless deemed necessary at the sole discretion of the City.

Description of Scheduled Events

<u>Deadline For Questions</u> – The deadline for any questions concerning the Invitation to Bid is September 25, 2013 at 3:00 pm local time (Reno). Any questions submitted after the deadline will not be responded to.

<u>All Addendums to be posted by</u> – All addendums to the Invitation to Bid shall be posted to the City's website at <u>www.reno.gov</u> no later than 5:00 p.m. local time (Reno) on September 27, 2013. All proposals submitted for this Invitation to Bid <u>must</u> have all addendums attached and acknowledged. Any proposal that does not include the addendums will be rejected.

<u>Sealed proposal due to City</u> – The due date for the sealed Invitation to Bid response is October 3, 2013 at 3:00 p.m. local time (Reno). All proposals received after the date and time set for receipt shall be disqualified from consideration and thus deemed rejected. The City will not consider or be responsible for errant delivery or late performance by courier service.

2. Questions/ Clarifications

Questions regarding the Invitation to Bid shall be directed to the Finance Department via e-mail at taylorm@reno.gov in writing. Copy of any questions should also be sent to Erich Strunge at strunge@greno.gov. Questions should be submitted in accordance with

the Invitation to Bid Schedule. If any questions or responses require revision to this solicitation as originally published, such revisions will be by formal addendum only. If the solicitation includes a contact person for technical information, any oral or written representations made by this or any person shall not be relied upon unless subsequently ratified by a written addendum to this solicitation issued by the City. To determine whether any representations made require an amendment be issued, please contact Matthew Taylor, Senior Management Analyst, at (775) 334-3104.

3. Addendums

All addendums to this Invitation to Bid shall be issued by the City of Reno in writing. Material changes affecting the material or the bidder's cost estimate shall have no standing with the City of Reno if not sanctioned by written addendum.

4. Exceptions

A bidder who believes bid specifications are unnecessarily restrictive or limit competition may submit such, on the Exceptions page of this Bid documents. All Exceptions will be considered in the bid evaluation.

The City of Reno will promptly respond in writing to each written objection and where appropriate, issue all revisions, substitutions, or clarifications via addenda. Objections of technical or contractual requirements shall include the reason for the objections, supported by documented factual information, and any proposed changes to the requirements.

5. Invitation to Bid Receipt and Opening Time

It is mandatory the bids are **signed by a duly authorized representative of the firm,** time stamped and received at City of Reno City Clerk's Office no later than 3:00 pm, October 3, 2013.

Late bids shall be disqualified from consideration.

Sealed bids shall be opened at City of Reno Purchasing Division Offices at 3:05 pm, October 3, 2013.

6. Preparation of Bid

Bidder shall examine all specifications, specific instructions, and terms and conditions of the Invitation to Bid. Failure to do so will be at Bidder's risk.

Any addenda issued shall forthwith become an integral part of the bid. Bidder shall be required to acknowledge receipt of the same by signing and returning the addenda with the original bid document.

Bidder shall furnish the required information typed or written in ink.

The person signing the bid must initial erasures or other changes in ink.

In the space provided, a duly authorized representative of the bidding firm shall sign the bid document.

Bidder shall proofread his bid carefully for errors.

Prices quoted shall be F.O.B. destination, within the Reno/Sparks general area and shall be inclusive of all costs and exclusive of Federal and State taxes.

In the event of a difference between a unit price and the extended price, the unit price shall govern.

Technical specifications contained herein shall be considered "optimum". However, a bidder deviating from the specifications must specify in the exception section any and all exceptions. Failure to note exceptions shall be interpreted to convey that the bidder shall propose to perform in the manner described and/or specified in this bid solicitation. Alternate bid proposals shall be considered provided said alternate (s) are fully described and accompanied by brochures literature specifications or a combination thereof. The City's decision with respect to equivalents shall be final.

7. Submission of Invitation to Bid

Bidder shall sign and return the ENTIRE BID DOCUMENT.

Bids and addenda thereto shall be enclosed in a sealed envelope addressed to the City of Reno, City Clerks Office, P.O. Box 1900, Reno, NV 89505. Bids must be identified as Skid Mounded De-Ice Spray System, Bid 1468. Bidders are cautioned that the City postal pickup is one time per day at approximately 7:15 am. Bids that are not in the Postal Box for pickup on the due date shall be considered late.

In order for a bid to be considered, it shall be mandatory that the bid document be received and time-stamped at City of Reno, City Clerks Office no later than the receiving time specified in the bid document.

The City of Reno shall not be responsible for the premature opening of a bid, which is not properly addressed or identified.

A bid submitted by electronic telephone, telegraphic notice, or facsimile will not be accepted.

Prices offered shall <u>only</u> be considered if they are provided in the appropriate space(s) on the bid schedule. For consideration, any additions or deductions to the bid prices offered must be shown under the exception section of the bid. Extraneous numbers, prices, comments etc. appearing elsewhere on their bid shall be deemed to have no effect on the prices offered in the designated locations.

The City of Reno shall provide a copy of the bid results to those bidders requesting such, provided that a stamped, self-addressed envelope is included with the bidder's response.

8. Late Bid

A bid received after the receiving time specified shall be rejected and marked "LATE BID – DO NOT OPEN."

BIDDERS NOTE THAT THE RECEIVING TIME IS DIFFERENT FROM THE OPENING TIME.

9. Withdrawal of Bid

A bid may be withdrawn by written or telegraphic notice, provided such a notice is received prior to the date and time set for the bid opening.

A request for withdrawal of bid received after the scheduled bid opening will not be considered.

10. Joinder Provision

In accordance with the provisions of NRS 332.195, certain other public entities may participate in this joinder procedure for agreements unless otherwise stipulated under the exceptions section of this bid, other local governmental agencies may join in a resultant award from this Invitation to Bid with the permission of the successful bidder and the City of Reno.

Any joinder entity shall have all the rights as stipulated for the required services in accordance with the procedures of the Accounting and Purchasing Departments of the public entities involved.

Within the scope of this Invitation to Bid, The City of Reno shall be held harmless in any and all transactions between the bidder and the other participating governmental entities.

The bidder shall acknowledge the joinder process and shall acknowledge The City of Reno as the situs of the bid procedure.

11. Quantities to be Serviced

There shall be no guarantee as to the actual amount of material that is to be delivered during the period of time that this Invitation to Bid is in effect.

12. Specifications

Please see the Technical Specifications Sheet.

13. Specification Restrictions

The herein contained technical information shall in no manner be construed as restrictive as to the manufacturer, process or point of origin. References appearing restrictive shall be deemed inadvertent or employed as a descriptive device to delineate as to the quality, or configuration.

Offers made as an alternate to those specified shall be given consideration in the bid evaluation process <u>PROVIDED</u> said alternatives shall be fully described using brochures, specifications, literature, or any combination thereof, accompanying and deemed an integral portion of the bidder's response.

The City of Reno shall solely determine the acceptability of all offerings.

14. Exceptions to Specifications

Utilizing space provided on the Bid Schedule. Bidders shall note any and all exceptions to the specifications and/or terms and conditions contained herein. Submittal of a specification sheet alone shall not be considered sufficient notification of exceptions.

Failure to note exceptions on the Bid Schedule shall be interpreted that the bidder will perform in the manner described and /or specified in this Invitation to Bid.

The City of Reno reserves the right to accept or reject any and all alternatives or exceptions offered, based solely on the value of said alternatives or exceptions to the City of Reno

15. References

In the space provided in this bid, bidders shall provide verifiable references for **Skid Mounded De-Ice Spray System**, **Bid 1468** as specified in this Invitation to Bid.

On the references listed please give the following information:

Name of entity

Name, phone number and contact person within the above listed organization

Type of product/service provided

Failure to provide references may result in rejection of the bidder's response

16. Guarantee/Warranty

The successful bidder shall agree to replace and or redo, at no cost to the City of Reno, any products or services purchased as a result of award of this Invitation to Bid, if that product/service is deemed unacceptable for any reason resulting from deviations from the specifications contained herein, or as a result of improper procedures, and/or improper handling by the successful bidder.

In the space provided on the Bid Schedule, bidder shall provide the nature and limitations of the guarantee/warranty that shall apply to **Skid Mounded De-Ice Spray System**, **Bid 1468**.

See Attachment A.

17. Tax Exemption

The City of Reno is exempt from Nevada State Sales Tax by act of the Nevada State Legislature, NRS 372.325, which exempts all local governments within the State of

Nevada. The City of Reno is also exempt from Federal Excise Tax.

18. Pricing

In the space provided on the Bid Schedule, bidders shall provide prices for Skid Mounded De-Ice Spray System, Bid 1468.

Pricing shall be inclusive of <u>ALL COSTS</u> such as per diem, travel time, hotel costs and all other expenses relating to the products/service purchased

Prices shall be exclusive of all Federal and State of Nevada sales, use and/or excise taxes.

19. Discount and Payment Terms

Prompt payment discounts and payments and payment terms shall <u>not</u> be considered in recommending the bid award if less than twenty (20) days.

The City of Reno normal payment terms are "Net 30 days". If the bidder wishes to take exception with the terms as stated, an exception must be stated in the Exception Section of the Invitation to Bid.

The beginning of the discount and / or payable period will be computed from the date of satisfactory completion of services, and/or the date of receipt of a correct invoice by the City of Reno accounts payable department, whichever is later. Payment is deemed made as of the date on the City of Reno warrant.

20. Billing

The successful bidder shall invoice the City of Reno and reflect the purchase order number, be itemized and show the name of the authorized individual who placed the order. Original or copy with authorized signature is required.

All original billings should be addressed to:

City of Reno P.O. Box 1900 Reno, NV 89505

Attention: Accounts Payable

A copy of the billing should also be sent to the ordering department.

21. Bid Evaluation

Bids shall be evaluated with considerations being price, responses to questions posed within the bid document related to process, references and on the basis of conformance to specifications, terms and conditions of the invitation to Bid as stated herein as set forth in Attachment A.

22. Cancellation

The City of Reno reserves the right to cancel a resultant Agreement upon thirty (30) days written notice.

Cancellation may occur in the event the type, quality and/or work is unsatisfactory to The City of Reno.

In the event successful bidder does not perform in an acceptable and/or satisfactory manner or is in default for whatever reason, the City of Reno reserves the right to cancel the resultant agreement and to assess cover charges for any difference between the original bid price and the cost to procure said product/service from an alternate source.

In the event that successful bidder shall default or is terminated for default, they shall not be considered a responsible bidder for **Skid Mounded De-Ice Spray System**, **Bid 1468** and shall be recommended to the Reno City Council, for debarment from doing business with the City of Reno for at least one (1) year after the termination of the term of the defaulted agreement.

23. Termination

The resultant contract may also be terminated upon thirty (30) days written notice by the City of Reno without cause.

24. Assignment

No Assignment of any agreement resulting from this award of this bid shall be allowed, including the right to receive payment, without the express written permission of the City of Reno.

This Section Left Intentionally Blank

REFERENCES

In the space provided below, bidders shall provide the name, address, telephone number and contact person of the customers for whom they have performed for as described in this Invitation to Bid.

Name, Address, Phone #, Contact Persor	1
1.	
2.	
Business License Number, Effective da	ntes and Jurisdiction
business enterprise by any government government agency: Date of certification:	certified as a minority, women-owned or disadvantaged al agency?YesNo if yes, please specify City of Reno encourages minority business participation;
however, no preference shall be given.	
	y of Reno will make reasonable accommodations for ls or attend a bid opening by contacting Matthew Taylor
Suspension, and implemented at 34CFR	required by Executive Order 125.49, Debarment & Part 85, the bidder certifies that it and its principals are bosed for debarment, declared ineligible or voluntarily eral Department or Agency.
Printed Name & Position	Signature

GENERAL TERMS AND CONDITIONS

1. Notice of Rights

- The City of Reno reserves the right to reject any or all bids or any part thereof.
- The City of Reno reserves the right to waive any minor informalities or irregularities.
- The City of Reno reserves the right to require such surety as may be deemed necessary for the protection of the City of Reno, or to ensure the satisfactory performance of a contractor in accordance with the specifications and bid documents.
- The City of Reno reserves the right to withhold award for a period of ninety (90) days from the date of bid opening.
- The City of Reno reserves the right to award in whole or in part, by item, group of items, or by section where such action would serve the City's best interest. Bids identified on the basis of "All or Nothing" will be excluded from this provision.
- The City of Reno is a tax exempt public entity and is not subject to federal excise, state, or local taxes. No additional taxes may be added or "passed through".
- The City of Reno <u>may</u> require a full demonstration of any item bid at vendor's expense.

2. Preparation of Bids

- Bids must be submitted in accordance with any document attached hereto and made an integral part hereof.
- Bidders are expected to examine these documents carefully. Failure to do so will be at the bidder's risk.
- Bids should be proofread carefully for any errors.
- Any irregularities or lack of clarity in any of the bid documents attached hereto should be brought to the attention of the Purchasing Manager as soon as possible so that corrective addenda may be furnished to all bidders.
- Alterations/erasures must be crossed out and the corrections thereof printed in ink or typewritten adjacent thereto. Corrections must be initialed in ink by each person signing the bid.
- In the case of a difference between written words and figures, the amount stated in written words shall govern.
- In the case of a difference between a unit price and the extended price, the unit price shall govern.

All additions, deletions or exceptions are to be listed on the page marked as such. If there are none, print "NONE" and return the page with the submitted bid. Failure to return or sign the exception page will be presumed as no exceptions are being taken and all terms, conditions, and specifications are being met. Any pricing information being offered MUST either be submitted on the bid document cost sheet or specifically detailed on the "Exception Page". Pricing information offered in other areas of the bid package WILL NOT be considered.

For bidding assistance with this bid, contact Matthew Taylor, Senior Management Analyst at (775) 785-3104

Bidders shall note that alterations in the bid language shall be cause for bid rejection. If exceptions are taken or alternatives offered, complete descriptions must be shown separately.

All prices quoted shall be F.O.B. destination. No additional charges for freight, packaging, handling, etc., shall be allowed.

Bidders are instructed to use City bid forms and complete the requested information fully, i.e., pricing, bid schedules, specification descriptions, exceptions, disclosure of principals, etc. Failure to do so may be cause for bid rejection. If additional space is needed, attach additional sheets referencing the appropriate section.

3. Award of Contract

- A. The City of Reno will award the contract on the basis of the bid or bids most advantageous, in addition to price, the City may consider the following;
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - b. Whether the bidder can perform the contract or provide the service promptly, and within the time specified without delay or interference;
 - c. The character, integrity, reputation judgment, experience and efficiency of the bidder:
 - d. The quality of performance on previous contract;
 - e. The previous compliance of laws by the bidder;
 - f. The financial responsibility of the bidder to perform the contract or provide the service:
 - g. The limitations of any license the bidder may be required to possess;
 - h. The quality, availability, and adaptability of the product or service;
 - i. The ability of the bidder to provide future maintenance and service;
 - j. The number and scope conditions attached to the bid;
 - k. The life-cycle, maintenance and performance of the equipment or product being offered; and
 - 1. Or any other basis as allowed by law.
- B. A purchase order, mailed or otherwise furnished by the Purchasing Division to the successful bidder, is a binding contract without further action by either party.
- C. The Purchasing Division will notify all unsuccessful bidders of the bidding results, and will return with such notice any surety held for bonding.
- D. The resultant contract may not be assigned, transferred or delegated, along with any rights, obligations or duties without prior written consent of the City of Reno.
- E. The technical specifications contained herein shall be considered "optimum" to the standard material, and is not intended to restrict bids, evaluation of bids, and recommendation for award of the material to specific manufacturer or from a specific point of origin. Alternatives and/or exceptions to the specifications shall be given

consideration in the resultant bid evaluation

PROVIDED:

- 1. Each alternative and/or exception shall be entered on separate sheets stating page number, item, and/or sub-item number and a detailed description of all items offered as alternatives or exceptions. However,
- 2. The City of Reno shall reserve the right and privilege to accept or reject any or all bids offered, based solely on the judgment of City of Reno staff as to the value of the offers to the City of Reno.
- F. The resultant agreement may be extended at the discretion of the City if determined to be in the best interest of the using agency.
- G. Performance standards shall be construed that bidder shall be responsible for exercising the degree of skill and care customarily required by accepted professional practices and procedures to perform the contract subject to the City's final approval.

4. Funding Out Clause

In the event the City of Reno fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against an agreement resulting from this Invitation to Bid, necessitating cancellation of the Agreement, the successful bidder(s) shall agree to hold the City of Reno free from any charge or penalty.

5. Default of Contract

- A. In case of default by the contractor (successful bidder), the City may procure the product(s) or service from other sources and hold the contractor responsible for any excess cost occasioned thereby.
- B. If necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper adjustment in price.
- C. Default by the bidder in any manner including failure or refusal to furnish any product(s) or service at the price and/or the time specified in the bid may be considered cause to commence with proceedings against any surety held with the bid, or assess a penalty equal to five (5) percent of the total bid price.

6. Appeal by Unsuccessful Bidder

- A. Bidder may appeal a pending bid award prior to award by the Reno City Council as established in NRS 332.068.
- B. Bidder must submit a written appeal in accordance with the requirements set forth herein to the Purchasing Program Manager within five business days from the date of the letter notifying of intent to award the bid.
- C. The appellant must post a bond with the written appeal with good and solvent surety

authorized to do business in the State of Nevada in an amount equal to 25% of the value of the contract with the Purchasing Division in order to have their appeal heard by the City Council. Any and all bonds are subject to the approval of the Reno City Attorney. In the event the appeal is not upheld by the City Council, a claim may be made against the bond in an amount equal to the expenses incurred and other monetary losses suffered by the City because of the unsuccessful appeal.

- D. The route of appeal is the Assistant Finance Director, Finance Director and City Manager, or designee, and must be followed sequentially.
- E. No bid protests will be heard by the Reno City Council unless the bidder has followed the appeal process route.

Claims against Protest Bonds:

The City shall not make a claim upon any bond or other security unless and until the basis of that claim is considered and approved by the City Council. The City may:

- 1. Claim its regular staff time and costs in processing, considering and/or defending against an award protest.
- 2. Claim any necessary extraordinary staff overtime incurred in processing, considering and/or defending against an award protest.
- 3. Claim the City Attorney's time and costs in processing, considering and/or defending against an award protest.
- 4. Claim any resulting fees and costs incurred to any independent contractors, consultants or contracted attorneys utilized in processing, considering and/or defending against an award protest.
- 5. Claim any lost expenditure savings, lost revenue and other consequential financial damages resulting from the protest's automatic stay of the award of a contract to a selected solicitation response.
- 6. Claim any lost gifts, lost grants or other lost government or private financial participation resulting from any delay caused by the protest's automatic stay of the award of a contract to a selected solicitation response.

Protest Bond Risk Inquiry—Procedure:

As soon as possible after an award protester has posted a protest bond or other security, the soliciting City department or agency shall provide a written non-binding estimate of the basis of potential claims unique to the circumstances of the contract award(s) stayed by the protest, without disclosing any bid information that must remain confidential until an award decision is final. From this estimate, the protester shall be responsible for calculating the risk(s) of proceeding with a protest to a final decision by the City Council. A protester may withdraw a protest in writing at any time prior to a decision of the City Council, but any withdrawal more than seven (7) calendar days after the issue date of the City's estimate of the basis of potential claims shall, upon City Council's approval of the claims, be subject to claims against the bond or other security of the withdrawing protestor prior to its return to the protester. At a minimum the estimate of the basis of potential claims shall include:

- 1. If relevant, the date the current contract expires.
- 2. If relevant, the rate per year paid (or revenue earned) on the current expiring

contract.

- 3. If relevant, the cost per year to complete the solicitation's anticipated work with City staff, equipment and materials.
- 4. The date the stayed contract award would have begun in the absence of the protest and its anticipated term.
- 5. The estimated rate per year to be paid (or revenue earned) on the stayed contract award.
- 6. The rate per hour to be paid to any relevant independent contractors, consultants or contracted attorneys as a result of the protest.
- 7. An estimate of any anticipated staff time and costs in processing, considering and/or defending against the protest.
- 8. An estimate of necessary extraordinary employee overtime salary in processing, considering and/or defending against the protest
- 9. The rate per hour for City Attorney services and any estimated costs in processing, considering and/or defending against the protest.
- 10. Disclosure of the amounts of any gifts, grants or other government or private financial participation that might be lost due to the protest.
- 11. Disclosure of any known seasonal, labor, equipment or materials costs that are materially time-sensitive and might result in financial damages to the City due to the protest.
- 12. Disclosure of any other anticipated consequential financial damages

7. Bonds Required

Each bid shall be accompanied by a certified or cashier's check, or <u>bid bond</u>, in the amount of five percent (5%) of the total amount bid, payable to the City of Reno, Nevada, as a penalty in the event the bidder does not, within ten (10) working days after receipt of written notice that the contract has been awarded, enter into a contract with the City of Reno in accordance with this bid. The successful bidder may be required to furnish a <u>performance bond</u> in the amount of one hundred percent (100%) of the contract insuring faithful performance of all terms of this bid. All bonds shall be subject to the approval of the Reno City Attorney. Bonding figure shall be construed as the total possible net cost to the City.

8. Insurance Requirements

Successful bidder(s) shall procure and maintain Comprehensive or Commercial General Liability Insurance (occurrence form) from a carrier licensed to do business in the State of Nevada with a Best rating of A.VII or above. Minimum acceptable policy limits shall be in an amount of not less than one million dollars (\$1,000,000.00), combined, single limit, occurrence based policy, in a form satisfactory to the City. A certificate of insurance evidencing said coverage shall be supplied by successful bidder upon request, naming the City as an Additional Insured under the liability policy. The liability policy shall contain a provision that such policy shall not be cancelled until thirty (30) days prior written notice of cancellation has been received by the City.

Successful bidder(s) shall, upon request, deliver to City of Reno evidence of worker's compensation as required by the State of Nevada.

EXCEPTIONS

Does the bidder take exception to any of the teattachment thereto, or specifications? Ye nature of the exception or clarification, in the spannecessary.	s No If yes, please indicate the specific
Firm Name	In compliance with this "Invitation to Bid" and subject to all Terms and Conditions
Address	thereof, the undersigned offers and agrees, if this bid is accepted to furnish any and all
City	goods and services described herein at the prices, terms and delivery stated
State Zip Telephone	Signature
Fax	
E-Mail	
Bidders Federal Tax ID #	

If further space is required, please attach additional sheets

DISCLOSURE OF PRINCIPALS

Please print or type

Company Name	Telephone Number with area code
Street Address	Facsimile Number with area code
City, State and Zip Code	Federal Tax Identification Number
Names of Officers or Owners of Concern, P	artnership, Etc
Name	Official Capacity
Street Address	City, State and Zip Code
Name	Official Capacity
Street Address	City, State and Zip Code
Name	Official Capacity
Street Address	City, State and Zip Code
Name	Official Capacity
Street Address	City, State and Zip Code
Name	Official Capacity
Street Address	City State and Zin Code

I/ we hereby certify the Instructions and Terms and Conditions have been read and agree to: (Print)		
	Address	
	Phone	
	Fax	
Representative		
-	Print Name	
	Signature	
Vendor acknowledges	pages of this bid. Date	

This Section Left Intentionally Blank

ATTACHMENT A

EQUIPMENT SCOPE AND REQUIREMENTS

Preface:

The City of Reno is asking for Bid Pricing on four (4) Skid Mounted De-Ice Spray Systems. Units shall be of new and current production 2012-2013 model equipment. All four (4) units shall be delivered fully equipped, ready for operation. Including all related controls. All delivered units must meet or exceed all specifications as defined. Demonstrator, used or any unit that has been in service will not be accepted. Units will not be prototype, must be current production model in place. Items not specifically identified within bid specifications, required for complete operational unit, shall be furnished. Any specific component that does not meet minimum standard as defined within specifications must be identified on bid document.

Intended Use:

Units to be utilized for controlled application of anti-icing and deicing chemicals on streets in an urban environment having areas with hills and tight turning. Units shall be capable of operation by one person with controls located accessible to vehicle operator.

General:

Skid Mounted De-Ice Spray System shall be designed and constructed for simple installation and convenient operation for vehicles with preinstalled Dump or flatbed bodies. All units shall be equipped with manufacture's equipment and accessories to be included standard as published in advertised literature for units being offered. No such item of equipment or accessories advertised shall be omitted or removed for reason not specified in bid.

This Equipment Must Meet BUY AMERICA Provisions of Federal-Aid Construction Project.

Specifications

Tank 1.00

- 1.01 Tank shall be elliptical in shape with 2000-gallons of capacity.
- 1.02 Tank material shall be UV stabilized polyethylene.
- 1.03 Tank top fill opening shall be 16 inch diameter positive locking lid with air vent, sufficient to prevent excessive pressure or vacuum.

Skid Assembly 2.00

- 2.01 Shall be constructed as a single integral unit.
- 2.02 Outer frame shall be constructed with 6" channel.
- 2.03 To be supported with four individual 2" by 4" rectangular steel tubed crossmembers.
- 2.04 To be secured to skid with heavy-duty steel bands.
- 2.05 Complete assembly must be designed and constructed for continuous off-road use.

Pump System 3.00

- 3.01 Pump shall be a heavy-duty, centrifugal type with 2" NPT inlet and 1 ½" NPT outlet.
- 3.02 Pump shall be cast steel with a glass filled nylon impeller.
- 3.03 Pump must deliver 130 gallons per minute of 11 pound per gallon product at 60 PSI.
- 3.04 Spray system must produce the pressure and flows required for applying product on three lanes at 30-gallons per lane mile while traveling at 30 MPH.
- 3.05 Pump to be hydraulically driven with a direct mount hydraulic motor. Hydraulic power shall be supplied from the carrier spreader circuit.

Anti-Icing Distributor Bar 4.00

- 4.01 Distributor bar shall be installed at the rear of skid and adjustable in height, 24" minimum.
- 4.02 Distributor bar shall include the components necessary for applying product to the lane directly behind the carrier utilizing a 2" diameter by 7-ft. long stainless steel tube.
- 4.03 Nozzles in distributor bar must be full range variable orifice type with low-pressure shut-off adjustment.
- 4.04 Distributor bar shall have eight nozzles in bar on 11-in. centers.
- 4.05 Distributor bar nozzles shall be constructed with corrosion resistant materials. Buna O-ring.
- 4.06 Ends of the distributor bar shall have 1 1/4" removable clean out plugs and threaded fittings to accept nozzle manifolds for additional land coverage.
- 4.07 Distributor bar must be easily removable and swing up to a vertical position for loading and unloading anti-ice skid.

Distributor Bar Shut-Off Valve 5.00

- 5.01 Valve shall be 12-volt, quick acting glass filled polypropylene valve with a polished stainless steel trunnion-style ball.
- 5.02 Valve shall have a minimum pressure rating of 150 PSI and a flow rate of 100 GPM with a maximum 5 PSI pressure drop.
- 5.03 Inlet/outlet valve ports will be 50 series flange fittings.
- 5.04 Valve shall be mounted in an area that offers protection and easy access.
- 5.05 All hoses feeding the distributor bar must include disconnects.

Flow Sensing and Metering 6.00

- 6.01 Shall be done by a 1 ½" straight-through flow meter and auto-range control valve.
- 6.02 Auto-range valve must control by-pass and product-flow simultaneously.

Plumbing 7.00

- 7.01 Hose and fittings shall be rated to exceed 50 percent maximum operating pressures and sized for required flows to their respective systems.
- 7.02 Hoses shall be adequately supported throughout the system and installed with protective coverings in all areas where chaffing or other damage may occur.
- 7.03 Valves, fittings, and hoses shall be resistant to corrosion from products commonly used for anti-icing and de-icing.
- 7.04 All components in the system shall utilize poly flange type fittings with stainless steel clamps.
- 7.05 All manual ball valves shall be glass filled polypropylene or stainless steel.
- 7.06 Hose connecting tank and sprayer pump shall be 2" non-collapsible suction hose with a 3" valve installed at the lower rear of the tank.
- 7.07 Pump inlet plumbing shall include provisions for self-loading.
- 7.08 Loading hose connection shall be a 2" male cam-lock fitting with cap and retainer chain conveniently located at the rear of the skid.
- 7.09 Pump discharge plumbing (outlet) must be 2" and include a 3-way ball valve (spray and unload) with all necessary cam-lock type quick-disconnects to allow the transfer of product from the sprayer back to a storage tank.
- 7.10 Pressure gauge shall be installed for easy viewing on the pressure side of pump

Remote Control Console 8.00

- 8.01 Console shall be designed for installation on a floor mounted pedestal or loose on the seat.
- 8.02 Control cables shall be supplied with lengths necessary for intended chassis and include through-cab, cannon type plugs.
- 8.03 Console shall maintain operator programmed application rates and automatically adjust product output to match changes in road speed and spray width while receiving speed and distance input from a ground speed radar or carrier speedometer signal.
- 8.04 Console shall have ground speed override to set minimum application speed.
- 8.05 Manual control to increase or decrease application rate on the go.
- 8.06 Control console shall include on and off switches for individual and simultaneous lane application.
- 8.07 Control console features to include; 4" LCD backlit screen, applications rates per lane mile, actual and simulated vehicle speed, lane miles sprayed, distance traveled, product applied, product remaining in tank, spray width programming in 1" increments, and information scan on the go.

Manuals 9.00

- 9.01 Two (2) each complete parts, operating and maintenance/repair manuals shall be provided for each unit ordered.
- 9.02 Repair and parts manuals will be professionally prepared and have a detailed description of all components.
- 9.03 Plumbing schematic detailing sprayer components.
- 9.04 All manuals shall be supplied at the time of delivery.

Training 10.00

10.01 Bidder must provide a factory trained representative at the City facility to train the employees at the time of receipt and acceptance of equipment without additional cost.

Warranty 11.00

- 11.01 Warranty shall be not less than three (3) years and shall commence on the date the unit is placed into service.
- 11.02 Warranty shall include all parts and labor as "factory standard".

Warranty Repair Facility 12.00

12.01 Bidder shall provide a local Warranty Repair Facility or pick up unit from the City of Reno, repair and return it at bidder's expense, including all transportation costs.

Delivery 13.00

- 13.01 All units are to be delivered complete, without any additional cost to City of Reno Corporation Yard at 1640 East Commercial Row, Reno, Nevada 89512.
- 13.02 Prior to shipping, notification to City of Reno of arrival date.
- 13.03 Reasonable estimate of time of delivery, due upon time of bid.

NOTE: All installation of equipment needed to be performed on City of Reno's vehicles to make units fully operational must be done locally and at bidders expense.

All delivered units must equal or exceed all specifications as defined. City of Reno shall be the sole judge to determined definition of equal.