

**City of Rochester Hills, MI**

Contract RH-16-045

*for*

Street Sweepers, Parts, Accessories, Supplies and Related Services

*with*

Bell Equipment Company

Effective: April 11, 2017

The following documents comprise the executed contract between the City of Rochester Hills, MI and Bell Equipment Company, effective April 11, 2017

- I. Signed Contract
- II. Bell Equipment Company Original Response
- III. Original Request for Proposal

**CITY OF ROCHESTER HILLS ACTING AS LEAD AGENCY  
AWARD OF PROPOSAL RFP-RH-16-045  
STREET SWEEPERS, PARTS, ACCESSORIES, SUPPLIES AND RELATED  
SERVICES**

This agreement made this 2<sup>nd</sup> day of May 2016, by and between the City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, Michigan 48309, hereinafter called the CITY and Bell Equipment Company, 78 Northpoint Drive, Lake Orion, Michigan 48359 hereinafter called the CONTRACTOR.

Administrative Summary

- Request for Proposals were posted Thursday, September 1, 2016 on the MITN e-procurement system and opened on Wednesday, October 26, 2016. The City, acting as the Principal Procurement Agency on behalf of themselves, City of Farmington Hills, City of Madison Heights, Bloomfield Township and the National Intergovernmental Purchasing Alliance issued a Request for Proposal for the purchase of street sweeper truck(s), parts, and related services. The proposal was developed with the intent of procuring street sweepers meeting the City's and participating agencies specifications, a contract that would offer a comprehensive list of parts and related services for street sweeper trucks, a nationwide master agreement for entities across the country to purchase from, and aggregated volume to generate best value offers from street sweeper vendors.
- Notification was sent to over one-hundred fifty (150) vendors with four (4) proposal responses received.
- The proposal process consisted of two stages; proposal review and equipment evaluations. Proposals were evaluated by the City of Rochester Hills Fleet Personnel, as well as representatives from the City of Farmington Hills, City of Madison Heights, and Bloomfield Township.
- Scoring for both phases of the proposal process were conducted and Bell Equipment Company was selected and unanimously supported by the communities as providing the best value. By partnering with a national cooperative the agreement received the most competitive pricing available in the market for this equipment. As part of the agreement, the City was able to secure pricing that includes discounted parts pricing for multiple years, an a complete selection of all available component, chassis, and engine offerings for the vehicle to ensure this cooperative contract would be beneficial, and provide a solution to meet agencies needs across the nation.
- Bell Equipment company represents the Elgin line of street sweeper trucks.
- The City of Rochester Hills with execution of this agreement hereby awards the contract for street sweeper trucks, parts, accessories, supplies and related services to Bell Equipment Co, Inc. for a period of three (3) years commencing April 11, 2017 with an option to renew for a two (2) year term under the same terms and conditions upon mutual consent by the City and Contractor.
- Additional Elgin dealers across the country may opt to utilize this agreement in accordance with the authorized executed dealer agreement.

**CITY OF ROCHESTER HILLS ACTING AS LEAD AGENCY  
AWARD OF PROPOSAL RFP-RH-16-045  
STREET SWEEPERS, PARTS, ACCESSORIES, SUPPLIES AND RELATED  
SERVICES**

NOW THEREFORE, the CONTRACTOR and the CITY, for the consideration hereinafter named, agree as follows:

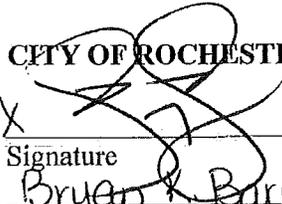
**WHEREAS**, The CONTRACTOR agrees to provide all labor, materials, equipment and the means of work to provide Street Sweeper Trucks, Parts, Accessories, Supplies and Related Services, as indicated in Request for Proposal (RFP-RH-16-045 for Street Sweepers, Parts, Accessories, Supplies and Related Services) dated September 1, 2016. Work and compensation shall be based on the Contractor's proposal dated October 25, 2016 and subsequent proposal dated March 16, 2017, and the RFP Documents (RFP-RH-16-045 for Street Sweeper Trucks, Parts, Accessories, Supplies and Related Services) and Addendums and attachments included as part of this Agreement.

**CONTRACT GENERAL CONDITIONS**

With respect to any purchases by any Participating Public Agency pursuant to the Master Agreement, the City of Rochester Hills (i) shall not be construed as a dealer, re-marketer, representative, partner or agent of any type of the Supplier, or such Participating Public Agency; (ii) shall not be obligated, liable or responsible for any order made by any Participating Public Agency or any employee thereof under the Master Agreement or for any payment required to be made with respect to such order; and (iii) shall not be obligated, liable or responsible for any failure by any Participating Public Agency to comply with procedures or requirements of applicable law or the Master Agreement or to obtain the due authorization and approval necessary to purchase under the Master Agreement. The City of Rochester Hills makes no representation or guaranty with respect to any minimum purchases, or purchase(s) by the City or any Participating Public Agency or any employee thereof under this Agreement or the Master Agreement.

In witness whereof, the Parties hereto have executed this Agreement the day and year written above.

**CITY OF ROCHESTER HILLS**

X   
\_\_\_\_\_  
Signature

Bryan R. Burnett  
\_\_\_\_\_  
Name

Mayor  
\_\_\_\_\_  
Title

X 5-2-17  
\_\_\_\_\_  
Date

Date

**BELL EQUIPMENT COMPANY**

  
\_\_\_\_\_  
Signature

James Bell  
\_\_\_\_\_  
Name

President  
\_\_\_\_\_  
Title

May 2, 2017  
\_\_\_\_\_  
Date

Date



City of Rochester Hills  
Request for Proposals  
Street Sweepers, Parts, Accessories,  
Supplies, Related Services and Related Equipment  
RFP-RH-16-045

Dated: Thursday, September 1, 2016: The City of Rochester Hills is accepting proposals from qualified and experienced vendors to provide **STREET SWEEPERS, PARTS, ACCESSORIES, SUPPLIES, RELATED SERVICES, AND RELATED EQUIPMENT**. Sealed proposals will be received by the City of Rochester Hills, at the **Purchasing Division/Fiscal Team, 1000 Rochester Hills Drive, Rochester Hills, MI 48309 until EXACTLY 3:00 p.m. local time, on WEDNESDAY, OCTOBER 26, 2016** at which time and place the names of proposers will be publicly read aloud.

A non-mandatory pre-proposal conference for the purpose of reviewing the RFP and answering questions regarding the project will be held on **WEDNESDAY, SEPTEMBER 28, 2016 at 10:00 a.m. EST, at the City of Rochester Hills, City Hall Auditorium (Lower Level), 1000 Rochester Hills Drive, Rochester Hills, Michigan 48309.**

The City of Rochester Hills officially distributes Request for Proposal (RFP) documents from the Purchasing Division or through the Michigan Intergovernmental Trade Network (MITN). Vendors are encouraged to register as a vendor at the MITN website to ensure they receive addendum information, if such information is issued. To do business with the City and become a registered vendor visit the City's website at [www.rochesterhills.org](http://www.rochesterhills.org), click on City Government, Departments, Purchasing, Bid Opportunities and link to MITN website.

**THE CITY OF ROCHESTER HILLS RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS.**

Any deviation from the specifications must be noted on the proposal.

Please submit proposal on or before the date and time given above to:

Lisa Cummins, CPPB  
Purchasing Manager  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, Michigan 48309

All proposals **SEVEN TOTAL COPIES** (one (1) original, six (6) copies and two (2) electronic copies) must be submitted in a Sealed Envelope marked "**RFP-STREET SWEEPERS, PARTS, ACCESSORIES, SUPPLIES, RELATED SERVICES AND RELATED EQUIPMENT**".

## INTRODUCTION/BACKGROUND

### 1. OVERVIEW

The City of Rochester Hills (on behalf of themselves and the, City of Farmington Hills, City of Madison Heights, and Bloomfield Township collectively known as the “City” or “Cities” or “Entities”) is requesting proposals from qualified and experienced firms to provide **STREET SWEEPERS, PARTS, ACCESSORIES, SUPPLIES, RELATED SERVICES AND RELATED EQUIPMENT**. The Entities require a contractor who provides a diverse and extensive supply of equipment for purchase and/or rental. The City of Rochester Hills is acting as the Principal Procurement Agency, on behalf of the National Intergovernmental Purchasing Alliance Company (National IPA) (see Attachment A for National Contract requirements), to create a nationwide Master Agreement for the purchase of street sweeper equipment with related parts, accessories, and supplies. The term of the agreement will be for a three (3) year period with two (2) one (1) year options to renew.

Requirements and qualifications are defined in detail in the specifications and scope of work sections in this Request for Proposal. The Entities seek a firm that can provide the specified equipment (on a nationwide basis), parts and warranty services (on a regional or national basis).

To respond to this RFP, interested proposers must include a response to all criteria that are listed in the Proposal Evaluation Requirements section: Price and Resources, Qualifications, Method of Approach. Failure to include a response to all the evaluation criteria may be cause for rejection.

Attendance at the Pre-Proposal Conference is highly encouraged. The conference will explain the RFP process and clarify the contents of this solicitation. Any doubt as to the requirements of this Request for Proposal or any apparent omission or discrepancy should be presented to the Entities at this conference. The Entities will then determine the appropriate action necessary, if any, and may issue a written addendum/amendment to the Request for Proposal. If a proposer is unable to attend the Pre-Proposal Conference, questions should be directed to:

Lisa Cummins, CPPB  
Purchasing Manager  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309  
(248) 841-2537  
[cumminsl@rochesterhills.org](mailto:cumminsl@rochesterhills.org)

Please carefully review this document. This document is a Request for Proposal. It differs from a Request for Bid/Quotation in that the Entities are seeking a solution as described herein, not a bid/quotation meeting firm specifications for the lowest price. Proposers are to provide their proposed solution based on their professional knowledge and developed around the general requirements defined within this proposal. As such, the lowest price proposed will not guarantee an award. Competitive sealed proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposed evaluation criteria should be viewed as standards, which measure how well a proposer’s approach meets the desired requirements and needs of the Entities. The criteria that will be used and considered in evaluation for

award are set forth in this document. The City reserves the right to award multiple contracts for the same or similar item(s).

## 2. SUBMITTAL GUIDELINES

- a. Submit one (1) original, six (6) copies and two (2) electronic copies;
- b. It is the proposer's responsibility to clearly identify and to describe the products/equipment and services being offered in response to this solicitation;
- c. The solicitation forms must be completed legibly and in their entirety;
- d. All required information must be furnished and presented in an organized, comprehensive and easy to follow manner;
- e. Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal is not desired; and
- f. Elaborate artwork; expensive paper, bindings, visual and other presentation aids are not required.
- g. Faxed and or emailed proposals WILL NOT be accepted.

## 3. NATIONAL CONTRACT REQUIREMENTS

The City of Rochester Hills, as the Principal Procurement Agency, as defined in Attachment A, has partnered with the National Intergovernmental Purchasing Alliance Company ("National IPA") to make the resultant contract (also known as the "Master Agreement" in materials distributed by National IPA) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through National IPA's cooperative purchasing program. The City is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with National IPA as a Participating Public Agency in National IPA's cooperative purchasing program. Attachment A contains additional information on National IPA and the cooperative purchasing agreement.

National IPA is the public sector arm of Provista, a multi-industry supply chain improvement company providing group organization and business solutions in various markets nationwide. We partner with sister company, Vizient (formally Novation), to leverage over \$100 billion in annual supply spend to command the best prices on products and services. With corporate, pricing and sales commitments from the Supplier, National IPA provides marketing and administrative support for the Supplier that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis. Public Agencies benefit from pricing based on aggregate spend and the convenience of a contract that has already been advertised and competed. The Supplier benefits from a contract that allows Participating Public Agencies to directly purchase goods and services without the Supplier's need to respond to additional competitive solicitations. As such, the Supplier must be able to accommodate a nationwide demand for services and to fulfill obligations as a nationwide Supplier and respond to the National IPA documents (Attachment A).

While no minimum volume is guaranteed to the Supplier, the estimated annual volume of Street Sweepers, Parts, Accessories, Supplies and Related Services purchased under the Master Agreement through National IPA is approximately \$25 million. This projection is based on the current annual volumes among the City of Rochester Hills, City of Farmington Hills, City of Madison Heights, Bloomfield Township and other Participating Public Agencies that are anticipated to utilize the resulting

Master Agreement to be made available to them through National IPA, and volume growth into other Public Agencies through a coordinated marketing approach between the Supplier and National IPA.

4. **TERM**

The term of the agreement will be for a three (3) year period with two (2) one (1) year options to renew. Orders for products and services, including maintenance agreements executed against this Master Agreement during the effective term may survive beyond the expiration of the Master Agreement as established and agree to by both parties.

5. **ADDENDA TO REQUEST FOR PROPOSALS DOCUMENTS**

No interpretation or clarification of the meaning of any part of this RFP will be made orally to any vendor with the exception of questions posed at the pre-proposal conference. Otherwise, vendors must request such interpretations or clarification in writing from the City. Request for information or clarification of this RFP must be made in writing and addressed to Lisa Cummins, CPPB at the address, fax, or email address listed below, with email being the preferred method of communication. Questions should reference the RFP page and section number.

Lisa Cummins, CPPB  
City of Rochester Hills  
Purchasing Division  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309  
Telephone: (248) 841-2537  
Fax: (248) 608-8178  
Email: [cumminsl@rochesterhills.org](mailto:cumminsl@rochesterhills.org)

Questions relative to this solicitation must be submitted to Lisa Cummins, CPPB, Senior Purchasing Analyst, City of Rochester Hills Purchasing Division, 1000 Rochester Hills Drive, Rochester Hills, Michigan 48309, in writing prior to **WEDNESDAY, OCTOBER 12, 2016 at 12:00 (noon)**. No negotiations, decision or actions shall be initiated by any firm as a result of any verbal discussion with any individual Cities employee prior to the due date or during the evaluation process. All communications shall be conducted through the City of Rochester Hills Purchasing Division, unless specific written documentation is provided to the vendor.

The Entities reserves the right to change or amend the RFP documents, prior to the proposal due date by the issuance of Addendum posted on the MITN website. It shall be the vendor's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become a part of the contract and all vendors shall be bound by such changes or addenda. The authorized version of this Request for Proposals document shall be that document appearing on the MITN with amendments, addendums and updates.

The City reserves the right to disqualify any proposer who contacts any City employee, representatives, or agent concerning this RFP other than in accordance with this section. Nothing in this section shall prohibit the Cities from conducting discussions with proposers after the proposal opening.

**6. PRICING**

The subsequent contract will require a minimum discount from the verifiable price index identified in submittal. Prices/discounts will remain firm and will include all charges that may be incurred in fulfilling requirement(s) for the twelve-month period following contract award. Upon written receipt from the awarded contractor to the Principal Procurement Agency of documented materials and/or labor price increases impacting contractor's cost for such items, the City may approve an escalation in the price for a current or revised specific contract term. If the proposer is submitting an escalation clause in their proposal, it shall be so indicated with specifics of the clause with the proposer's submittal.

Award will be determined in part by applying proposer's minimum discount to the prices listed on their manufacturer's price lists or retail price sheets. Proposers must clearly mark the item and column to which the discount is applied for each item proposed. The evaluation team must be able to verify each proposer's price by applying the discount to manufacturer's list price.

For price comparison purposes to determine which proposer(s) has the best pricing, sample truck configuration(s) will be used to determine the actual net price that a Participating Public Agency will pay. Specifications of actual trucks ordered by Participating Public Agencies will vary.

**7. PRICES AND PRICE ADJUSTMENT**

Prices/discounts shall be F.O.B. destination freight pre-paid and shall include all charges that may be imposed in fulfilling the terms of this contract. Proposers are encouraged to provide a freight matrix indicating freight charges nationwide, if applicable. Prices/discounts shall remain firm for the twelve (12) month period following contract award.

For renewal purposes, or, contract continuation purposes, the awarded contractor may submit a new price list no less than ninety days prior to the contract anniversary date (every twelve (12) months) for consideration by the Principal Procurement Agency. Pricing shall remain firm for the subsequent twelve (12) month period. The Principal Procurement Agency reserves the right to cancel this agreement with a thirty (30) day written notice should changes in price be unacceptable.

It is the vendor's responsibility to provide all Participating Public Agencies with an up-to-date price list for the duration of this contract.

Prices will be discounted from the manufacturer's most current price list on file with the Principal Procurement Agency. Copies of relevant pricing lists must be included in the proposal. Failure to do so may be cause for disqualification of the proposal.

**8. VOLUME PURCHASE DISCOUNTS**

Participating Public Agencies may from time to time have the need for a large individual purchase, warranting special pricing. Proposals should identify thresholds for large individual purchases where additional discounts may apply.

**9. OBJECTIVE**

This RFP has been developed with the intent of achieving the following objectives:

- a. Procure Street Sweepers meeting the specifications, conditions and general requirements presented in this document and provide the most cost effective acquisition based on proposals provided.
- b. A comprehensive offering of equipment (National basis), parts, accessories and related services for Street Sweepers (Regional and National basis).
- c. Procure said vehicles with the best proven “track-record” of services.
- d. Aggregate volume of agencies to achieve best value and increase market share for awarded supplier(s).

## **SCOPE OF SERVICES**

### **GENERAL REQUIREMENTS**

#### **1. PROPOSER QUALIFICATIONS**

All vendors interested in participating in the selection process should meet, or exceed when applicable, the following requirements and provide verification and/or validity of compliance in the proposal response. The Cities reserves the right to require any verification deemed appropriate to ensure the proposer’s qualifications to deliver a street sweeper as described herein.

- a. Be an authorized distributor or manufacturer.
- b. Have a strong national presence in the street sweeper equipment industry.
- c. Have a distribution model capable of delivering products nationwide.
- d. Have a demonstrated sales presence.
- e. Be able to meet the minimum requirements of the cooperative purchasing program detailed herein.
- f. Be able to provide the full comprehensive range of equipment and services/balance of line for street sweeper trucks (e.g., air, regenerative, etc.), parts, accessories, supplies, related services and related equipment. The Entities reserves the right to accept or reject any or all balance of line items offered.

#### **2. WAREHOUSING, DISTRIBUTION, AND SALES FACILITY**

The product specified in this solicitation is dependent upon an extensive manufacturer-to-customer supply chain distribution system. In order to be considered for award, each proposer is required to provide proof of an extensive distribution system.

#### **3. DELIVERY/TRAINING**

To insure proper break-in of all components while still under warranty, street sweeper shall be delivered under its own power – rail or freight truck is not acceptable. A qualified delivery engineer, employed by the manufacturer shall deliver (FOB as stated herein) the truck and remain at the City(s) for a minimum of two (2) working days where he/she shall instruct DPS and Fleet personnel in proper use, safety, operation, care and maintenance of the equipment delivered for a minimum of sixteen (16) working hours at no expense to the Cities.

#### **4. DELIVERY SCHEDULE**

Since delivery schedules proposed are important in the award, the delivery schedules that are submitted by the proposers shall automatically become binding upon the successful proposer. Delivery delays due

to component supply problems or chassis delivery problems to the manufacturer shall not penalize either the dealer or the manufacturer. Delivery must be within a maximum of six [6] months from the date of the order.

**5. VEHICLE INSPECTION**

Each vehicle delivered shall be subject to a complete inspection by the Entities' Department of Public Services prior to acceptance. Inspection criteria shall include, but not be limited to, conformity to the specifications, mechanical integrity, quality, workmanship and materials. If delivered vehicle is returned to the Contractor prior to acceptance for any reason, all corrections shall be made without any inconvenience to the City.

**6. MANUALS**

For each order, the awarded contractor shall furnish the following manuals during delivery of the vehicles in the following quantity and formats. On-line or compact disc (CD) format preferred.

1. Chassis owners/operators manual(s).
2. Chassis "line (build) sheet".
3. Chassis factory shop service manual(s).
4. Chassis engine shop repair manuals(s).
5. Auxiliary engine shop service manual(s), if equipped.
6. Module and street sweeper equipment owners/operators manual(s).
7. Module electrical schematic NEMA 4 module wiring diagram(s).
8. Street Sweeper equipment factory parts manual(s).
9. Two (2) complete operational manuals and parts manuals for the finished street sweeper truck including chassis, cab, wiring and piping will be provided to each community.
10. One (1) complete set of shop repair manuals to provide Entities mechanics adequate information to perform major and minor repairs (one manual for each major component i.e., engine, transmission, rear axle, transfer case, hydraulic, electrical wiring diagram) shall be provided to each community.

**6. CONTRACT INFORMATION**

All proposers are held to proposal prices for 180 days or award, whichever comes first, except for the successful proposer whose discounts and prices are to remain firm for a one (1) year period from date of award. Payment shall be made upon inspection and acceptance of the vehicle(s) and equipment specified under these specifications.

**7. TESTING AND PRODUCT DEMONSTRATION**

This information is only provided to assist vendors in understanding the nature, scope and procedures of testing, if required by the City's.

City DPS personnel and fleet technicians may test/review the proposed equipment to determine:

1. Ease of repair
2. Accessibility of key components
3. Type of components used
4. Quality of components used
5. Compatibility with existing tooling and equipment
6. Normal field operations

**9. CATALOGS**

Contractor shall provide, at no cost, copies of catalogs and/or price lists to Participating Public Agencies.

**10. SCOPE OF WORK**

It is the intent of these specifications to cover the furnishing, delivery, training, warranty, and related services of a complete line offering of street sweeper cleaning equipment with related parts, accessories, and supplies. The intent is for each Proposer to submit their complete product line so that participating agencies may order a wide array of products and services as appropriate to meet their needs.

With a view to obtaining the best results and the most acceptable equipment for service in the Entities' Department of Public Service, these specifications only cover the general requirements as to the type of equipment with which the successful proposer must conform. Recommendations from proposers are encouraged and will be reviewed and evaluated based on the best interests of the Entities.

The purpose of this document is to provide minimum specifications and test parameters for the manufacture of the street sweeper that meets the needs and desires of the participating entities. It establishes essential criteria for design, performance, equipment and appearance of the vehicle. The objective is to provide a street sweeper that is in accordance with nationally recognized guidelines. All vendors and manufacturers must meet all state and local regulations regarding the manufacturing, licensing, and sale of street sweeper trucks within the state.

The participating entities are seeking proposals for both mechanical air and regenerative air sweepers. The individual entities reserve the right to select or remove items identified within these general requirements to properly equip the individual entities street sweeper.

The equipment being offered by the vendor shall be the most recent model available. Any optional components, which are required in accordance with the contract specifications, shall be considered standard equipment for the purposes of this solicitation. Omission of any essential detail from these specifications does not relieve the awarded vendor from furnishing a complete unit. The engineering, materials and workmanship associated with the effort performed hereunder shall exhibit a high level of quality and appearance consistent with or exceeding industry standards.

Proposers shall supply the Entities with comprehensive repair and parts manuals which identify the component parts and which describe the appropriate process for repairing the equipment purchased by the Entities in conjunction with this solicitation. The manuals shall be supplied prior to, or upon, delivery of the equipment.

Proposer is encouraged but is not required to respond to all possible categories. The proposer should not necessarily limit the proposal to the performance of the services in accordance with this document but should outline any additional services and their costs if Proposer deems them necessary to accomplish the needs of creating a Master Agreement for additional agencies to participate in.

The following is a summary of the anticipated units to be initially purchased from this contract within the first 6-12 months:

- City of Rochester Hills and City of Madison Heights – Regenerative Air Sweeper
- City of Farmington Hills and Bloomfield Township – Mechanical Air Sweeper

## 11. COMPLIANCE/RESPONSE WITH GENERAL REQUIRMENTS

This section provides specific general requirements necessary to assist interested proposers in understanding the scope of the project and thus provide a thorough response to this document. Proposers must show in detail their ability to provide equipment which meets and/or exceeds the listed criteria. All specifications and requirements listed must be furnished at the time of delivery by the successful proposer.

Each proposal shall be accompanied by a standard set of “Contractor Specifications” consisting of detailed description of the street sweeper(s) proposed and to which the street sweeper furnished under this contract must conform. Computer run-off sheets are not acceptable as descriptive literature. These specifications shall indicate size, type, model and make of all component parts and equipment. Factory engineering drawings representing the truck proposed shall be supplied with proposals. Failure to submit these drawings with proposal could result in rejection of the proposal.

Proposers must carry adequate insurance (as required herein) to cover any damage to the unit which may occur prior to delivery and acceptance of the street sweeper by the Cities.

All proposers shall consent to submission to the jurisdiction of the State of Michigan courts for purpose of any litigation arising from the specifications and contract documents, including but not limited to claims for property damage, warranty and breach of contract. The specifications, proposals and contract documents shall be construed under Michigan laws.

## 12. ALTERNATIVES TO SPECIFICATIONS

All proposers will provide on a separate page titled “ALTERNATIVES TO SPECIFICATIONS” any exceptions to specifications they propose for the City’s approval. These alternatives will be clearly worded and supported by sufficient literature, engineering data, photos and other reference information as required for the City’s full review of alternative requested. All alternatives will identify the paragraph and page number of these specifications that these said alternatives pertains.

Alternatives to the specifications will be allowed if they are equal to or superior to that specified and provided they are listed and fully explained on a separate page entitled “ALTERNATIVES TO SPECIFICATIONS”. Alternatives list will refer to specification page number and paragraph. Proposals taking exception will be reviewed and evaluated based on the best interest of the Cities. Failure to list any alternative means the proposer is complying 100% to the specifications.

## PRODUCT REQUIREMENTS

### 1. PRODUCTS

The products to be included in this solicitation are as follows:

- a. **Street Sweeper Trucks (National Basis)** – A complete and comprehensive line of Street Sweeper truck(s) and equipment.

The categories may include, but are not limited to new and used street sweepers, equipment and related parts and accessories such as mechanical sweepers, air and regenerative air sweepers, pure vacuum sweepers, and any other related equipment.

- b. **Related Equipment Parts (Regional and National Basis)** – A complete and comprehensive line of Original Equipment Manufacturer (OEM) Repair and Maintenance Parts, excluding OEM parts for the cab and chassis.
- c. **Related Support Services (Regional and National Basis)** – A complete range of services such as, but not limited to, maintenance agreements, warranty service, on-site training, instruction, and technical services. Include information regarding leasing and financing options.
- d. **Related Equipment (Regional and National Basis)** - A complete and comprehensive line of related equipment (if applicable).

## 2. GENERAL CONSTRUCTION

It is the intent of these specifications to secure a street sweeper truck built to withstand the rigorous service and continuous use encountered in DPS operations. Completed street sweeper truck is intended for use by the Entities' DPS department as a machine that will be capable of removing material, debris, leaves, etc. off the ground into an enclosed hopper from streets, sidewalks, parking lots by vacuum and air action of high-pressure vacuum system.

Proposers shall submit with their proposal descriptive information and specifications on the proposed street sweeper truck. Proposers shall provide a list of manuals that will be included with proposal. Manuals on compact disc are preferred.

In order to facilitate the evaluation of each proposal, each manufacturer shall provide a detailed description of each specified item to include, where applicable, manufacturer and model, dimensions, capacities, operating limits and ranges, control locations and methods of operation.

These specifications shall be construed as minimum. All parts or components not specifically mentioned herein, but which are necessary to furnish a complete street sweeper, shall be included. All street sweeper components considered standard, but not specifically mentioned herein shall also be included. All warranty problems shall be corrected by the awarded contractor.

The completed street sweeper truck will be inspected and tested upon delivery by the Entities' fleet supervisor and DPS representatives and, after testing and inspection; the fleet supervisor will provide in writing any items needing correction prior to acceptance of the street sweeper. Payment will not be issued until items identified are corrected. Vendor has ten (10) days to correct all items identified.

## 3. TITLE

The awarded contractor must deliver with the vehicle the Title stating "The City of Rochester Hills," or respective Participating Public Agency as the sole owner of the vehicle. A Certificate of Origin is not acceptable. No payment will be made to the awarded contractor until the title has been issued.

## 4. WARRANTY

Proposals must include warranty coverage being provided. Proposer shall include all standard and any and all available extended warranties and service contracts available for proposed street sweeper.

**6. PARTS AND SERVICE**

The Contractor will maintain a factory authorized parts and service facility for normal and warranty service. The Contractor must supply requested parts within 24 hours of notification. Any required parts not in stock must be ordered next day delivery and any and all costs for next day delivery shall be borne by the contractor. In the event of a delay in receiving parts, the contractor must provide the Cities with explanation or written documentation from the manufacturer or parts supplier as to the reason of the delay and an estimated time of when parts will be shipped. All facilities are subject to inspection by the Cities to determine ability to supply the Cities with parts and warranty services.

Contractor shall provide warranty service within 24 hours of notification request. Repairs (or delays in obtaining required parts) that will take longer than 48 hours will require the contractor to provide, deliver and retrieve a “loaner” vehicle until the City’s vehicle is restored to service. The “loaner” vehicle must be of similar quality and size to the street sweeper being repaired and free of charge.

**7. PRICING**

Proposers are to provide a discount from a verifiable price index. Discounts shall remain firm and will include all charges that may be incurred in fulfilling requirement(s) for the twelve-month period following contract award. Pricing shall be determined by applying Contractor discounts to the prices listed on their manufacturer’s price lists or retail price sheets. Price lists/schedules shall include all available equipment and options available to entities in order to build a truck to their respective entities needs and requirements. Discounts shall be supplied in the attached Excel format identified as Attachment B – Discount Pricing Structure.

For price comparison purposes, a sample list of specially configured street sweeper trucks will be used to determine the actual net price to the City (Price Page). Contractors will be required to submit pricing for the sample truck configurations by applying the discounts offered and indicating pricing on the Price Pages. The Evaluation Committee must be able to verify each contractor’s price by applying the discount offered.

**8. TRADE-INS**

When appropriate, the value in US Dollars, of trade-ins can be negotiated between a Participating Public Agency and the successful contractor. Participating Public Agencies reserve the right to accept or reject trade-in offers or advertise the equipment through auction and accept the offer that is most beneficial to the Participating Public Agency after proposals are received.

**9. RENTAL**

Proposer to provide information on rental options through manufacturer or dealer.

**PROPOSAL EVALUATION REQUIREMENTS**

**1. SELECTION PROCESS**

The selection committee will review proposals. The final selection process will be determined by the responses to this document and any required interviews, demonstrations or site visits. Prior experiences with the Cities and entities that evaluation committee members represent and that are not specifically mentioned in the solicitation response may be taken into consideration when evaluating offers. Final award may be made to the proposer deemed most advantageous to the Cities. The committee will judge each firm’s responses as defined below:

1. Proposal Completeness/Method of Approach. Meets all Requests for Proposals conditions and miscellaneous instructions. Provide a response to the national program.
  - a. Includes a detailed response to Attachment A, Exhibit A, National IPA Response for National Cooperative contract. Responses should highlight experience, demonstrate a strong national presence, describe how offeror will educate its national sales force about the contract, describe how products and services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and reported to National IPA.
  - b. The successful offeror will be required to sign Attachment A, Exhibit B, National IPA Administration Agreement. Offerors should have any reviews required to sign the document prior to submitting a response. Offeror's response should include any proposed exceptions to the National IPA Administration Agreement.
2. Functionality of Vehicle. Ability to provide high quality workmanship meeting the scope of work and mandatory requirements as outlined. General system functions, ease of use, durability, serviceability, warranty, performance and equipment meeting industry-standards.
3. Comparable Projects/References. Ability to provide a high quality product and exemplary service levels will be determined by:
  - a. References verifying high quality product and exemplary service levels for similar projects.
4. Experience/Qualifications. Demonstration of competence, experience, capacity and financial capability to carry out the terms of this contract. Proposer shall have personnel who have experience with similar projects as described herein. Experience of the manufacturer and proposer will be considered, as well as technical training and education of staff assigned to this project.
  - a. Experience in providing proposed vehicles similar to those described in this document for Public Agencies nationally.
  - b. Meeting or exceeding all proposer qualification requirements.
  - c. Size of firm, ability to provide all required services, use of subcontractors, warranties and parts availability, including fill rate percentage.
  - d. Description of training to be provided.
  - e. Ability to timely deliver. Provide timeline with number of days to delivery date.
5. Warranty and Maintenance Services. Warranty period proposed. Warranty services proposed. Include a copy of all Warranty Agreements. Provide information on support for warranted items including contact names and numbers, loaner options, parts availability and timeframe for repairs.
6. Cost Proposal.

The selection committee will select the proposals, which appear most beneficial to the Cities. These proposers will be asked to provide a marketing presentation including an interview and demonstration of the proposed street sweeper to the committee during the evaluation period. The Cities' Department of Public Services, Fleet and Purchasing department staff may visit the proposer's site in an effort to reach

a decision relative to the selection of the vendor. The Cities' reserve the right to request best and final offers.

## 2. REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA

The narrative portion and the materials presented in response to this Request for Proposal should be submitted in the same order as requested and must contain, at a minimum, the following:

### A. Product and Service

- a. Provide a detailed written response illustrating how the products and services offered will meet the requirements of the solicitation. Proposers shall provide the proposed product lines that will meet the requirements of this solicitation. For each proposed vehicle model, describe the following:
  1. Submit complete manufacturer's descriptive literature regarding the equipment they propose to furnish. Literature shall have sufficient detail in order to allow a complete evaluation of the proposal submitted.
  2. Describe the street sweeper physical attributes.
  3. Describe how your street sweeper meets MS4 requirements.
  4. Describe the construction materials comprising the body and chassis. Detail the quality of materials and its resistance to the conditions it will endure with Normal Street sweeping service operations.
  5. Provide the written recommended PM schedules, identify each maintenance part, its cost and labor hours required to complete the PM.
  6. Provide the current replacement parts list and their discounts. Identify the list for which the discount shall be deducted.
  7. Provide a list of optional equipment and their discounts. Identify the list for which the discount shall be deducted.
  8. Provide details of and propose additional discounts for volume orders, special manufacturer's offers, minimum order quantity, free goods program, total annual spend, etc.
  9. Describe any rebates available from the Contractor to agencies purchasing products and services via the City's contract.
  10. Submit warranty documentation. Detail any extended warranty programs available for both equipment and parts. If warranty agreements are required, please submit with proposal, subject to negotiation by the Cities.
  11. Provide a detailed list of authorized distributors and service center(s) for manufacturer equipment nationwide.
  12. Proposers shall submit all information that will aid the Cities in evaluating your proposal: available options, product spec sheets, product brochures, product website addresses, etc.
- b. Describe any used equipment programs the proposer may offer.
- c. Describe what other products and equipment and/or services you offer that would be applicable to this contract.
- d. Describe the type of training, educational services, and technical support provided with each purchase. Also state any other training and educational services that will be available during the length of this contract. Discuss qualifications of individuals that provide training.

- e. Specify locations and availability of replacement parts, and state the maximum time required to provide and install replacement parts. Also state the estimated dollar value of your parts inventory.
- f. Indicate if any of the equipment you are offering has received any awards or nominations for excellence.
- g. Describe how the innovation and technology of your equipment differs from other equipment in the industry.
- h. Describe any special programs that your company offers that will improve the Cities' access to products and ability to stay current with changes and improvements.
- i. Describe how your firm will notify the Cities of new equipment and services.
- j. Describe how product recalls are handled for products and equipment.

**B. Orders, Invoices and Delivery**

- a. Describe your ordering capacity (telephone, fax, internet, etc.)
- b. Describe your invoicing process. Is electronic invoicing available? Are there other options on how an agency receives an invoice?
- c. Describe your delivery commitment:
  - 1. What are your standard delivery days?
  - 2. Describe how problems, such as a customer ordering a wrong product; a customer receiving a defective or wrong product, etc. are resolved.

**C. Other**

- a. Describe ongoing or planned cost savings measures the company is undertaking to maintain a competitive advantage in the market place.

**D. Price Proposal**

- a. Provide a discount pricing structure as requested in Attachment B – Discount Pricing Structures in Excel format. Identify the objective verifiable pricing index to be used. This must be submitted with the proposal. Pricing Indexes for both equipment and available parts must be submitted.
- b. Provide pricing as requested on the Price Sheets attached. Proposers shall offer a fixed percentage discount from the index (or established discounted pricing) to provide pricing for all equipment offered.
- c. Propose a plan to adjust pricing as market conditions change. The plan must be verifiable and auditable. Identify calculation, formula, components, index, etc.
- d. Provide information on any ordering methods, such as electronic ordering or payment via pCard, or other criteria which entitles the using agency to additional discounts off of a manufacturer's price list. If so, please provide the percentage discount.
- e. Provide your payment terms. Indicate if payment will be accepted via credit card (p-card). State any Convenience Fee.

**E. Qualifications and Experience**

- a. Provide a brief summary of your experience in providing product and services similar to that outlined in the Scope of Work. Provide a minimum of five (5) references for which you have provided similar products and services. References from other public agencies, is preferred. Please include company name, address, phone, email and contact person.

- b. Provide a listing of key personnel who may be assigned to the City's contract. Include their title within your organization and the description of the type of work they may perform.
- c. Describe the qualifications of your sales personnel and technicians. Include information on professional certifications obtained and the number staff currently certified.
- d. Please submit any additional information that you feel is applicable to your qualifications and experience.

## **GENERAL TERMS AND CONDITIONS**

All proposals will be evaluated and ranked. The Cities reserve the right to reject any and all proposals or to make an award based directly on the proposals. The Cities reserve the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection or a counter-offer on the part of the Cities. The firm(s) selected for the award will be chosen on the basis of the apparent greatest benefit to the Cities.

The Cities reserves the right to interview and request demonstrations and product from any number of qualifying providers as part of the evaluation process. The decision of which provider to contact (if any) will be based on the most qualified, cost effective and experienced provider(s) determined in the evaluation process. The City reserves the right to select, and subsequently recommend for award, the proposed products/services which best meets its required needs, quality levels and budget constraints.

The City reserves the right to make additional investigations as it deems necessary to establish the competence and financial stability of any offeror submitting a proposal.

The City is not required to award and/or to accept the lowest proposal in all or in part. The proposal award will not be based solely upon cost, but will be evaluated based upon criteria formulated around the most important features of the product/services, of which product design, ease of use, operability, references, or warranty/maintenance, may be overriding factors. The proposal evaluation criteria should be viewed as standards, which measure how well a proposer's approach meets the desired requirements and needs of the Cities.

All proposers names shall be read publicly at the date and time specified. All proposals shall be in accordance with the City of Rochester Hill Purchasing Ordinance and the requirements of this notice in order to be deemed "responsive".

The Cities are not liable for costs incurred by any prospective proposer prior to the awarding of a contract.

No proposal will be accepted from any person, firm or corporation who is in arrears upon any obligation to the Cities or who otherwise may be deemed irresponsible or unreliable by the Cities.

No proposal will be allowed to be withdrawn after it has been deposited with the City of Rochester Hills, except as provided by law. All proposers are held to proposed pricing and discounts for 180 days or award, whichever comes first, except the successful proposer whose pricing and discount shall remain firm through contract expiration.

Any deviation from the scope of work must be noted in the proposal.

The Request for Proposal document together with its addenda, amendments, attachments and modifications, when executed, becomes the contract or part of the contract between the parties.

Any proposal submitted which requires a down payment or prepayment of any kind prior to work completion and full acceptance as being in conformance with specifications will not be considered for award.

All costs incurred in the preparation and presentation of this proposal, in any way whatsoever, shall be wholly absorbed by the prospective firm. All supporting documentation shall become the property of the City of Rochester Hills unless requested otherwise at time of submission. The confidentiality or disclosure of any information submitted is governed by the Michigan FOIA. The City cannot promise, warrant or guarantee confidentiality nor that the information presented will be exempt from disclosure under FOIA. The City may honor requests for confidentiality only to the extent that FOIA permits.

The City reserves the right to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the Cities.

Any deviation from the specifications must be noted in the proposals.

Municipalities in Michigan are exempt from Michigan State Sales and Federal Excise Taxes. Prices quoted shall not include Federal or State taxes. The City will furnish the successful proposer with tax exemption certificates when requested.

All correspondence or inquiries from interested firms regarding this proposal shall be directed to the attention of: Lisa Cummins, CPPB, City of Rochester Hills Purchasing Division, 1000 Rochester Hills Drive, Rochester Hills, MI, 48309, 248-841-2537, [cumminsl@rochesterhills.org](mailto:cumminsl@rochesterhills.org).

Only those persons designated above are authorized to seek additional information from prospective firms regarding their proposals. Correspondence or inquiries made directly to firms regarding their proposals from all other persons are to be directed to those city employees designated above for appropriate review and response.

Contracts for work under this proposal will obligate the firm to not discriminate on the grounds of race, color, creed, religion or national origin in their employment practices.

If the awarded Contractor should neglect to perform the work properly or fail to perform any provision of this contract, the City, ten (10) days after providing written notice to the Contractor may without prejudice to any other remedy, make good such deficiencies and may deduct the cost thereof from the payment due to the Contractor plus twenty (20%) percent for failure to perform.

No contract may be assigned, sublet or transferred without the written consent of the City. Any subcontractor, so approved, shall be bound by the terms and conditions of this contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City for such acts or omissions.

In the event of bankruptcy proceedings are commenced by or against the Contractor or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party. The City shall be entitled to terminate without further cost or liability. The City may cancel the agreement/contract or affirm the contract and hold the Contractor responsible for damages.

It shall be the proposers' responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become a part of the contract and all proposers shall be bound by such changes or addenda. Proposers are advised that the RFP is considered to be under evaluation from the opening date until contract award. The Purchasing Division and Cities' staff are restricted from giving any information relative to the "progress" of the evaluation during this time, except as described in this RFP and as required to administer the evaluation process. Proposers will be notified when an award is made and a notice posted on the MITN website.

As this Request for Proposals is being made available by electronic means, the proposer accepts full responsibility to insure that no changes are made to the Request for Proposals documents. In the event of conflict between a version of the Request for Proposals submitted by proposer and the version maintained by the City of Rochester Hills Purchasing Division, the version maintained by the City of Rochester Hills Purchasing Division shall govern.

#### **DEFAULT**

In the case of default by the Contractor, the Cities may procure the product or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.

#### **TERMINATION OF CONTRACT**

The City reserves the right to terminate the contract without penalty upon 30 days written notice due to poor performance or for reasons deemed to be in its best interest. A designated representative of the City will be solely responsible for determining acceptable performance levels. His/her decision will be deemed in the City best interest and will be final. The City reserves the right to re-award the contract to the second most qualified proposal, re-bid the contract or do whatever is deemed to be in its best interest.

#### **MODIFICATION OF TERMS**

Participating Agencies commonly require a modification to a term of the Contract (e.g. governing law). The awarded Supplier and Participating Agencies may agree to modify terms on any specific purchase by a Participating Agency without being in conflict with the Contract.

#### **AVAILABILITY OF FUNDS**

In the event sufficient budgeted funds are not available for a new fiscal period, the City shall notify the vendor of such occurrence and the contract shall terminate on the last day of the current fiscal period without penalty or expense to the City.

#### **INSURANCE REGULATIONS**

The vendor shall not commence work until he has obtained and delivered to the City of Rochester Hills the certificate of insurance required under this paragraph. All insurance carriers must be acceptable to the City and licensed and admitted to do business in the State of Michigan. Certificate of Insurance and required endorsements shall be sent electronically to the City of Rochester Hills to the attention of the purchasing division at the following email address: [purchasing@rochesterhills.org](mailto:purchasing@rochesterhills.org).

A new certificate of insurance shall be provided to the City each year at the time of policy renewal. Failure of the Vendor to maintain the required insurance shall be grounds for contract cancellation.

1. **Commercial General Liability Insurance:** The Vendor shall procure and maintain during the life of the blanket purchase order/contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury,

Bodily Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

2. **Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
3. **Workers' Compensation Insurance:** The contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including employers' liability coverage, in accordance with all applicable statutes of the State of Michigan.
4. **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating: *"It is understood and agreed that the following shall be Additional Insureds: the City of Rochester Hills, City of Farmington Hills, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing or excess."*
5. **Cancellation Notice:** Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Sixty (60) days Advanced Written Notice of Cancellation, Non-Renewal, Reduction and / or Material Change shall be sent to the City of Rochester Hills, 1000 Rochester Hills, Michigan 48309."
6. **Proof of Insurance Coverage:** The Contractor shall provide the City of Rochester Hills, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Rochester Hills at least ten (10) days prior to the expiration date.

### **Hold Harmless**

To the fullest extent permitted by law, Vendor agrees to defend, pay in behalf of, indemnify and hold harmless the City of Rochester Hills, City of Farmington Hills, City of Madison Heights, Bloomfield Township its elected and appointed officials, employees and volunteers and others working in behalf of the City of Rochester Hills, City of Farmington Hills, City of Madison Heights, Bloomfield Township against any and all claims, demands, suits, or loss, including all costs and attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Rochester Hills, City of Farmington Hills, City of Madison Heights, Bloomfield Township its elected and appointed officials, employees, volunteers or others working in behalf of the City of Rochester Hills, City of Farmington Hills, City of Madison Heights, Bloomfield Township by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

**SPECIFICATIONS**

The specifications listed below are for a recirculating air street sweeper and mechanical broom sweeper. These specifications are identified to meet the needs of the agencies participating in this solicitation process. These specifications should not be construed as an all inclusive list of specifications/requirements, but as general requirements the entities are seeking for the equipment to meet. The Cities are seeking best value, proposer should note any exceptions to the specifications listed below for the cities to consider and evaluate best value offerings.

Vendors are not required to limit their proposal submissions to only the equipment listed below, but are able to offer additional related equipment not specifically listed within the Request for Proposals to meet the needs of various entities.

<b>GENERAL REQUIREMENTS</b>		
<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	At time of delivery vehicles shall conform to all applicable U.S. Department of Transportation, State Department of Transportation, M.I.O.S.H.A and O.S.H.A regulations	YES
2.	Specification covers the furnishing, delivery, and demonstration of one new, current model, street sweeper as specified below.	YES
3.	Vehicle shall be capable of legal travel on public roads with respect to itself, its cargo and not less than two persons.	YES
4.	Truck cab shall be painted with truck manufacturer’s standard bright white paint, or as specified by ordering entity.	YES
5.	Sweeper unit shall match truck cab color and have powder coat finish or be painted with polyurethane paint applied over suitable primer.	YES
6.	Freight of units, and all associated items (spare tires, manuals, etc.) shall be F.O.B. Destination: City of Rochester Hills Fleet Services Garage 511 East Auburn Road Rochester Hills, MI 48309  City of Farmington Hills Department of Public Works 27245 Halsted Farmington Hills, MI 48335  City of Madison Heights Department of Public Works 801 Ajax Drive Madison Heights, MI 48640  Bloomfield Township Public Services Department 4200 Telegraph Road Bloomfield Hills, MI 48302	YES

<b>CHASSIS AND CAB – Applicable to both Regenerative Air Sweeper and Mechanical Sweeper</b>		
<b>Truck</b>		
<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	Shall be a Freightliner M2-106, or approved equal PLEASE IDENTIFY THE FOLLOWING INFORMATION FOR CHASSIS PROPOSED: Make: Model: Model Year:	YES  Freightliner M2-106 2017
2.	31,000 # gross vehicle weight rating	YES-33,000#
3.	Minimum 10,000# front suspension, 10,000# front axle	YES-12,000#
4.	Heavy duty front and rear shock absorbers	YES & NO
5.	Front stabilizer bar	YES
6.	23,000# air suspension	YES
7.	21,000# rear axle	YES
8.	Rear axle unitized wheel grease seals for optimum dirt exclusion	YES
9.	All vehicle components such as springs, brakes, etc. shall meet or exceed requirements of gross vehicle weight rating.	YES
<b>Diesel Engine</b>		
1.	Engine must be Cummins or approved alternate	YES
2.	200 HP Minimum	YES
3.	520 ft-lbs torque @ 1,600 rpm minimum	YES
4.	-30 degrees Fahrenheit antifreeze protection	YES -34
5.	Engine shall have lubrication oil cooler	YES
6.	Air cleaner restriction indicator shall be visible from operator position	YES
<b>Automatic Transmission</b>		
1.	Allison 2500RDS-P Automatic Transmission or approved alternate	YES
2.	External spin-on filter transmission oil filter	YES
3.	Transmission temperature gauge	YES
4.	Transynd synthetic transmission fluid or approved alternate	YES
5.	12 volt “smart” back up Alarm, Ecco model SA 901, or approved equal.	YES
<b>S-Cam Air Brakes</b>		
1.	Bendix AD-IS heated air dryer mounted so cartridge is easily replaceable	YES
2.	Automatic slack adjusters front and rear axles	YES
3.	Q-Plus brakes all wheel ends	YES
4.	Pull cord style drain valves on all air tanks with pull cords accessible from side of vehicle	YES
5.	Parking brake shall be spring set	YES
6.	Brake dust shields all wheels	YES
<b>Frame</b>		
1.	Frame shall be minimum 80,000 PSI yield strength	YES
<b>Wheels and Tires</b>		
1.	Wheels shall be 22.5 x 8.25 heavy duty steel hub piloted disc, one piece	YES

Item	Description	Specification Met (Yes/No)
2.	All tires shall be tubeless, first line quality radial 14 ply, 11R x 22.5	YES
3.	Dual tires on rear axle	YES
4.	Tire and wheel capacity shall be meet or exceed axle and suspension capacity	YES
5.	Integral power steering with steering columns and linkages street side and curb side	YES
<b>Exhaust System</b>		
1.	Left hand outboard frame mounted vertical after-treatment device with topstack	YES
2.	Ambient noise at sweeping R.P.M. shall be no more than 85 db at 25 feet, and 70.5 db in cab	NO
<b>Fuel System</b>		
1.	Non-metallic tank should be easily accessible and supply fuel to both engines. Auxiliary engine fuel pick-up shall be configured to run out of fuel 50 odometer miles before the chassis engine runs out	NO & YES
2.	Minimum fuel capacity of 50 gallons	YES
3.	Fuel System shall be equipped with an easily replaceable fuel filter(s), and a heated fuel/water separator.  State Make and Model of Separator: Racor	YES & NO
4.	Dash mounted electric fuel gauge	YES
<b>Electrical System</b>		
1.	12 volt negative ground system	YES
2.	Minimum of 1,600 total cold cranking amp battery rating (2@750 each)	YES-1850CCA
3.	Minimum 140 amp alternator	YES-160AMP
<b>Cab Equipment</b>		
1.	Power left and right west coast style heated stainless steel rear view mirrors each Measuring not less than 6" x 16"	YES
2.	Left and right side cab mounted stainless steel parabolic sweeping mirrors measuring not less than 10 inches in diameter	YES
3.	Intermittent, two speed electric windshield wipers with washers (each side)	YES
4.	Street side and curbside high back air suspension operator seats	YES
5.	Heater and defroster	YES
6.	Factory air conditioning	YES
7.	All air entering cab through HVAC system shall be filtered through an easily replaceable cab air filter	YES
8.	Dual air horns, roof mounted	YES
9.	Factory installed Am/Fm stereo radio	YES
10.	Continuous duty self-cancelling turn signal switch and 4-way flasher	YES
11.	Warning lights with audible alarm indicating low oil pressure, high coolant temperature, low coolant level	YES
12.	Separate truck engine and sweeper engine hour meters	YES
13.	All cab glass shall be solar tinted	YES
14.	All hardware such as steps, grab handles, etc. necessary to allow D.O.T. approved method of entry and exit of both cab doors	YES

Item	Description	Specification Met (Yes/No)
15.	Two front tow hooks, one each side of bumper	YES
16.	Three full sets of vehicle keys	YES
17.	Dash mounted cigar lighter type 12-volt power supply	YES
18.	Power windows and door locks with switches located for use from L or R seat.	NO

**SWEEPER MODULE – REGENERATIVE AIR SWEEPER**

Item	Description	Specification Met (Yes/No)
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**Power Unit**

1.	Sweeper power unit shall be turbocharged, water-cooled, industrial diesel engine  State Make & Model:	YES John Deere 4045T Tier 4 Final
2.	95 horsepower minimum	NO
3.	Engine shall automatically shut down whenever coolant level is low or temperature exceeds a predetermined level, or oil pressure falls below a predetermined level	YES
4.	Engine shall have a dual replaceable element, heavy-duty dry type air cleaner with pre-cleaner and a restriction indicator visible from operators position	YES
5.	Engine shall share fuel tank and batteries with chassis engine	YES & NO

**Hydraulic System**

1.	The hydraulic system shall be adequate for use within the design requirements of the sweeper	YES
2.	25 gallon minimum hydraulic oil reservoir with sight and temperature gauge	NO
3.	Hydraulic pump, cylinders, motors, control and relief valves shall be rebuildable	YES
4.	System shall have a hydraulic oil cooler, minimum 10,000 BTU	YES
5.	Hydraulic pump shall be directly gear driven by the auxiliary engine	YES
6.	Auxiliary electric/hydraulic system that will operate hydraulics when the sweeper engine is not running	YES
7.	All hydraulic hoses shall be JIC or O-ring type, barb fittings with radiator clamps are not acceptable	YES
8.	All oil returning to tank should be filtered via an easily replaceable return oil filter	YES

**Hopper/Dust Separator**

1.	Hopper shall have a minimum operating load capacity of 6 cubic yards Please address in the proposal response how the proposed equipment distributes the debris throughout the hopper to allow for optimal performance from both and equipment and employee standpoint	YES-8 Yard Air flow/debris schematic included.
2.	Hopper door shall have positive hydraulic lock mechanism	YES
3.	Inspection doors shall be provided on both left and right side of hopper	YES
4.	Hopper shall be maintained airtight through use of rubber seals on all doors and openings	YES

Item	Description	Specification Met (Yes/No)
5.	Hopper, blower wheel, blower housing, separator and all other high wear areas shall include manufacturer's premium anti-abrasion package	YES
6.	High volume nozzle shall be provided inside rear of hopper door, with hose to connect to fire hydrant, to flush hopper of debris	YES
7.	In cab hopper dump controls must also be included in addition to standard outside controls	YES
<b>Blower</b>		
1.	Heavy duty turbine shall create pressure and suction	YES
2.	Blower balanced within four grams	YES
3.	Blower wheel should be covered by rubber like wear resistant material for long life.	NO
<b>Pick-Up Head</b>		
1.	Spring balanced all steel fabricated pick-up head 87" x 30" ID	YES
2.	Head shall be hydraulically lowered and raised by a single switch on the control panel	YES
3.	Minimum 14" diameter pressure and suction hoses	YES & NO
4.	Pressure inlet ring shall be equipped with an adjustable pressure relief system for optimum leaf and light debris sweeping	YES
5.	All wear parts shall be bolted to head for easy replacement	YES
6.	Head shall permit for air adjustments to be made without removing it from the sweeper	YES & NO
7.	Side mounted 2" wide adjustable alloy steel and carbide runners. Skid runners shall be warranted for 2 years/2,000 hours prorated	YES
<b>Gutter Brooms</b>		
1.	2 hydraulically driven 42 inch minimum diameter brooms, one street side, one curbside	YES
2.	Each broom shall be positioned laterally and vertically by a single hydraulic cylinder	NO
3.	Each broom shall have adjustment for bristle contact pattern	YES
4.	Each broom shall be controlled from inside cab by a single toggle switch	YES
5.	Right and left brooms shall have hydraulic tilt capability controlled from Operator's position	YES
6.	Brooms shall be equipped with provisions to drop down & scrub in front of pick up head	YES
7.	Gutter broom down pressure shall be automatically adjusted to load by a pressure sensing sequence valve inline with broom motor	NO
8.	Broom extension cylinders shall be supplied with relief valves designed to relieve extension circuit pressure when broom contacts an immovable object such as a curb	NO
<b>Dust Control Water System</b>		
1.	Water tank(s) shall be 400 gallon minimum capacity	NO
2.	Water tank shall be all aluminum or plastic construction	YES
3.	Water from tank shall be filtered by an 80 mesh cleanable filter located between tank and pump	YES
4.	Flexible 2 ½" water fill hose with 2 ½" coupling (Detroit standard thread), minimum length 20'	YES
5.	5gpm electric diaphragm type water pump	YES
6.	Automatic low water-pump shutoff & dash mounted low water indicator light	YES
7.	Water control valves shall be cab controlled electric solenoid type	YES

Item	Description	Specification Met (Yes/No)
8.	Maximum number of available water spray nozzles shall be supplied for pickup head, hopper, and each gutter broom	YES
9.	Additional nozzles (6 minimum) shall be supplied between front bumper and pickup head to control airborne dust created by gutter broom action	YES
<b>Operator Controls</b>		
1.	Sweeper shall have 2 complete sets of operator controls - steering system, accelerator pedal, brake pedal, turn signal switch, instruments, and all other controls necessary to safely and effectively operate sweeper from street side or curbside	YES
2.	All operating controls for sweeper shall be mounted inside truck cab readily accessible to operator in either right or left driving position	YES
3.	Operator shall have full view of dumping area while emptying hopper	YES
4.	Auxiliary engine controls and gauges shall be mounted on console panel and consist of, but not limited to: <ul style="list-style-type: none"> <li>a. Ignition switch</li> <li>b. Electric throttle</li> <li>c. Oil pressure gauge</li> <li>d. Water temperature gauge</li> <li>e. Voltmeter</li> <li>f. Tachometer</li> <li>g. Engine hour meter</li> </ul>	YES
5.	All main electrical circuits shall be individually protected with circuit breakers (i.e. ignition, lights, hydraulic, water, etc.)	YES
6.	Sweeper controls shall consist of, but not limited to: <ul style="list-style-type: none"> <li>a. Right gutter broom-left gutter broom toggle switch.</li> <li>b. Pick-up head toggle switch.</li> <li>c. Strobe light-lightstick toggle switch.</li> <li>d. Water system toggle switches.</li> <li>e. Work light toggle switches.</li> <li>f. Low water light.</li> <li>g. Pick up head inlet ring pressure relief control</li> </ul>	YES
7.	Machine shall be capable of sweeping in reverse gear, or controls shall include automatic sweep interrupt that will automatically shut down and or retract systems or components to allow the machine to back up. When forward gear is then selected, sweeper shall automatically return to pre-set sweep mode	YES

<b>SWEEPER MODULE – MECHANICAL SWEEPER</b>		
Item	Description	Specification Met (Yes/No)
<b>Power Unit</b>		
1.	4 cylinder, turbo charged, diesel engine	YES
2.	Horsepower rating should not be less than 49 HP @ 2800 RPM, torque 127lb-ft@1680 RPM	YES-74 HP

Item	Description	Specification Met (Yes/No)
3.	Engine shall be equipped with a full flow oil filter, heavy duty two stage dry element air cleaner with safety element, fuel filter, and fuel/water separator	YES
4.	Engine, radiator and all auxiliary engine drive devices shall be isolation mounted through a dedicated engine frame.	YES
5.	Engine shall be equipped with a cab mounted filter restriction indicator.	YES
6.	Rear engine compartment to minimize vandalism and build up of litter in engine compartment. Doors available to access engine compartment must be lockable. Doors shall cover entire engine compartment.	YES
7.	Cool system shall be protected to 35.	YES
<b>Side Brooms</b>		
1.	Hydraulic motor directly mounted to broom disc plate shall drive each side broom. Should be vertical digger type, tailing arm design.	YES
2.	Side brooms should be 42-inch diameter minimum, protruding not less than 13 inches beyond outside of tire of the chassis while sweeping.	YES-46"
3.	To hold broom pattern regardless of up and down motion, arm suspension design shall be the parallelogram type.	YES
4.	Broom down pressure shall be adjustable by operator from cab while moving or stationary	YES
5.	Broom should consist of plastic segments, filled with 26 inch long tempered steel wire.	YES
6.	Each broom shall have work light for night operation.	YES
7.	Broom rotation shall stop/rise automatically when transmission is placed into reverse.	YES
8.	Tilting of both gutter brooms shall be variable from the cab.	YES
9.	In-cab control shall be supplied that allows the operator to change the outward position of the brooms up to 10" beyond its standard sweeping position.	YES
<b>Main Broom</b>		
1.	Main broom should be not less than 60 inches long, not less than 35" in diameter and be the removable strip type.	YES
2.	Hydraulic motor directly mounted to the broom core should drive broom.	YES
3.	Main broom down pressure shall be adjustable by the operator from cab while moving.	YES
4.	Sweeping path shall be not less than 10' wide with both gutter brooms activated.	YES
5.	For safety, main broom shall automatically stop and raise when transmission is placed in reverse.	YES
6.	Equipped with a main broom hood to prevent material from being over thrown into following traffic and also be capable channeling over throw back into dirt chamber.	YES
7.	Shall have work light.	YES
8.	Should be pneumatically raised and lowered.	NO
9.	Should have a cab mounted air pressure gauge mounted in center sweeper consol if pneumatically operated.	NO
<b>Conveyor</b>		
1.	Shall be able to load hopper to 100% of rated useable capacity	YES
2.	Rotation, forward or reverse, shall be selectable rotation without leaving the cab.	YES
3.	Conveyor should be high strength belt type with molded in full width cleats. Elevator with rubber squeegee type flights is acceptable.	YES

Item	Description	Specification Met (Yes/No)
4.	Shall be reversible in direction without stopping or reversing any broom.	YES
5.	Shall be capable of effectively sweeping debris of varying sizes (from large bulky trash 9" inches in height to fine sand) without need to make any adjustments to conveyor system.	YES
6.	To provide proper clearance, the lower portion of the conveyor should be capable of raising 9" while sweeping.	YES
7.	For safety, conveyor shall automatically stop and raise when the transmission is placed in reverse.	YES
8.	An audible conveyor stall alarm is to be provided as a warning to the operator.	YES
<b>Hopper</b>		
1.	For safety, hopper shall be right side dumping, allowing an operator to observe the dump target and surrounding area at all times from the cab, without use of mirrors.	YES
2.	Hopper should be constructed of 7 gauge steel floor and 11 gauge steel door, top and sides.	YES
3.	Hopper volumetric capacity shall be not less than 4.5 cubic yards. Please address in the proposal response how the proposed equipment distributes the debris throughout the hopper to allow for optimal performance from both and equipment and employee standpoint	YES
4.	Hopper shall dump at varying heights ranging from 38 inches through a height of 10 feet as measured at the lowest point under the open hopper chute. Fixed height dump systems are not acceptable.	YES
5.	Hopper shall be able to tilt (dump) to an angle not less than 50 degrees to ensure complete removal of all debris.	YES
6.	Lift mechanism should be double stage; scissors lift system utilizing two hydraulic cylinders with a bore of not less than 3.5 inches and a stroke of not less than 33.5 inches.	YES
7.	Lift capacity should be not less than 11,000 lbs.	NO
8.	Hopper dump mechanism should utilize two hydraulic cylinders with a bore of not less than 3.5 inches and a stroke of not less than 19.8 inches.	YES
9.	Maximum time for full height lift and dump cycle shall not exceed 70 seconds.	YES
10.	Hopper should hydraulically side shift toward hopper receptacle not less than 11 inches for dumping efficiency. When dumping hopper, the minimum clearance required between sweeper and receptacle shall not be less than 28 inches.	YES
11.	Hopper load should be visible at all times from the cab through a front facing hopper window and an upward facing skylight.	YES
12.	To prevent over-loading beyond Manufacturer's GVW rating, cab should have a full load warning indicator light activated by hopper weight.	YES
13.	To extend wear life, all scissors lift joints should be self-lubricating bronze bearings.	YES
14.	For safety, apparatus shall have an interlock to prevent dumping of the hopper without the parking brake being applied.	YES
15.	For safety, cab should have an "UNLEVEL GRADE" indicator.	YES
16.	Sweeper shall not require jack stands and/or outriggers to stabilize chassis during dumping cycle. Units requiring this stabilization are not acceptable.	YES

Item	Description	Specification Met (Yes/No)
17.	The hopper system should have an anti-corrosion and abrasion protection package to protect the hopper against corrosion and wear and to facilitate the removal of the debris when dumping. This linter system shall provide protection such that the hopper will be warranted for the life of the sweeper. Bare steels including stainless steels may not be acceptable as they do not provide sufficient protection for the long term wear as well as the assistance of debris removal.	YES
<b>Spray Water System</b>		
1.	Tank capacity should not be less than 280 U.S. gallons.	YES-360
2.	Tank shall be constructed of non-rusting material.	YES
3.	Pump shall be centrifugal type capable of running dry indefinitely without damage.	YES
4.	Water system should be equipped with 3 spray nozzles on each side broom; three spray nozzles on a rear spray bar. Rear spray bars shall be constructed of non-ferrous components to prevent contamination.	YES
5.	Water to each area, side broom left or right or rear spray bar shall be controlled in the cab by electrical activation switches. Water flow control valves shall be non-ferrous heavy duty “agricultural” type.	YES
6.	Low water indicator light located in the cab.	YES
7.	Sweeper shall be equipped with an automatic internal hopper conveyer flush and wash down system. System shall divert hydrant water onto the conveyer after water tanks are full.	YES
8.	Water fill hose shall not be less than 16 feet in length, equipped with 1 ½ inch NST hydrant coupler.	YES
9.	A 25 foot wash down house shall be provided.	YES
10.	An in-line water filter shall be provided with the fill hose to prevent contaminants from entering the water tank.	YES
11.	To prevent contamination of water supply, tank shall be equipped with an anti-siphon device compliant to American National Standard Air gaps in plumbing systems ASME A-112.12-1991.	YES
12.	Front mounted spray bar shall be provided for increased water supply during extreme sweeping conditions.	YES
<b>Hydraulic System</b>		
1.	Reservoir capacity should be no less than 21 gallons with outside indicator.	YES
2.	Pump should be three sections, directly driven.	YES
3.	To prevent contamination of the reservoir during the dump cycle, the reservoir vent shall be equipped with 10 micron, spin on filter.	YES
4.	To prevent possibility of contamination and the resulting damage to the hydraulic system, return lines for drive shall have a 10-micron full flow filter with bypass. Cab mounted restriction indicator shall light before bypass begins.	YES
5.	To prevent contamination when adding hydraulic fluid, all oil added should pass through a 10-micron filter located within the fill spout.	YES
6.	For ease and accuracy of testing, all circuits shall have quick-disconnect check ports.	YES
7.	To minimize environmental damage caused by leaking fittings all high pressure fittings should be flat-face “O” ring type. Others will not be accepted.	YES

Item	Description	Specification Met (Yes/No)
8.	A magnet shall be added to they hydraulic tank to collect any ferrous particles in the hydraulic oil.	NO
<b>Pneumatic System (If equipped)</b>		
1.	The pneumatic system shall have DOT fittings.	YES
2.	There should be a PR4 type pressure protector for the chassis air system to protect the chassis air system.	YES
3.	A separate air tank for all sweeper air components shall be provided.	YES
4.	All pneumatic cylinders should be rated to 150 PSI and have a separate rod seal and wiper to prevent contamination entering the cylinder.	YES
<b>Electrical System</b>		
1.	Sweeper electrical system should be independent from the chassis electrical system.	YES
2.	Sweeper shall have an electronic back-up alarm for additional warning and safety when the chassis is in reverse.	YES
3.	Sweeper lighting shall include rear identification lights, side broom and have rear clearance lights.	YES
4.	Sweeper wiring harnesses shall be color-coded and should have hot stamped with appropriate word designation labeled every four inches, i.e. "Ignition", "Side Broom", on each wire.	YES
5.	For safety, circuit breakers or fuses must protect all electrical currents.	YES
6.	Sweeper engine should have (1) 925 CCA, 12 volt battery.	YES-1000CCA
7.	Sweeper engine should have a 120 amp alternator.	NO
8.	A multi-light 4-ft arrow shaped indicator shall be mounted on rear of sweeper for safety reasons. Lights are to be controlled by in-cab switch to indicate left, right or both directions of travel.	YES
9.	A strobe light shall be provided rear of unit. Provide Manufacturer:	YES-SOUND
10.	A metal protection cage bolted on shall be supplied to protect the rear beacon or strobe light.	YES
<b>Controls</b>		
1.	All sweeper controls shall be mounted on a fixed central console located between the left and right operators position.	YES
2.	The controls shall include all sweep, hopper, elevator, and lighting functions and shall be located on the fixed operator control console.	YES
3.	The controls for sweep spray water and lighting functions shall be conventional rocker switches. 'Membrane' or touch pad switches are not acceptable.	YES
<b>Paint</b>		
1.	All visible exterior surfaces should be coated prior to assembly with polyester powder coat. The pain should be a minimum of 2 mils thick. The uses of acrylic enamels and/or polyurethane may not be accepted.	YES
2.	Color shall be provided by agencies at time of order placement.	YES

<b>ADDITIONAL EQUIPMENT APPLICABLE TO BOTH MECHANICAL AND REGENERATIVE AIR SWEEPER UNITS</b>		
<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
<b>Warning Devices</b>		
1.	Sweeper shall include manufacturer's maximum available number and quality of super-LED amber warning lights. All warning lights shall be manufactured by SoundOff signal or Whelan Engineering	AS SPECIFIED BELOW
2.	One Super-LED amber warning light with 360 degree visibility, center mounted on truck cab roof with limb guard	YES
3.	Two (2) Super-LED amber warning lights mounted to rear of body corners, one each side, with limb guards	YES
4.	Directional arrow lightstick with multiple flash patterns, mounting location facing rear of unit TBD	YES
5.	LED work lights (one each side) shall illuminate gutter broom area	YES
6.	Spare tire and rim, assembled and identical to tires/ wheels on sweeper	YES
7.	Rear vision camera with color monitor mounted convenient to both operator positions State make & model numbers:	YES
8.	<b>Complete</b> set of spare filters for both truck and sweeper	YES
9.	Ten spare replacement gutter brooms	YES
10.	Two (2) (1 set) spare pick up head carbide runners	YES

<b>Manuals</b>		
<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	Cab and chassis owners/operators manual	YES
2.	Cab and chassis factory shop service manual(s)	YES
3.	Chassis engine shop repair manual	YES
4.	Sweeper operator's manual(s) (two sets)	YES
5.	Sweeper parts and service manual(s)	YES
6.	Sweeper power unit engine shop repair manual	YES
7.	Interface manual identifying where chassis and module systems are connected (e.g. electrical, fuel, air, hydraulics, mounting points, etc.)	YES

<b>Operating Training, Safety, Maintenance Information</b>		
<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	Bidder shall provide operator instruction, safety, and maintenance procedures on DVD with unit	NO
2.	Bidder shall have available certifiable training course for complete maintenance and operation of sweeper	YES

<b>Training</b>		
<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	Minimum of twenty-four (24) hours training (three days) conducted by factory trained personnel covering every aspect of operation and routine maintenance	YES

<b>Advertising</b>		
<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	<b><u>NO DEALER ADVERTISING</u></b> SHALL BE DISPLAYED <b><u>ANYWHERE</u></b> ON THE UNIT	YES

<b>Demonstration</b>		
<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	Bidder shall be prepared to provide a minimum of 24 engine hours (three 8 hour days) of demonstration with the model being proposed. (Necessity of demonstration will be at the discretion of the City. Time and location of demonstration shall be agreed upon by bidder and City)	YES

<b>Mechanic Training</b>		
<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	The bidder shall provide training for two mechanics at the factory, including transportation, food, and lodging. The training shall consist of regularly scheduled maintenance, trouble-shooting and diagnostic and repair procedures. The manufacturer shall provide necessary literature and manuals that the attendees may keep for future reference. Scheduling of training shall be at the city's discretion. Proposer is requested to include with their proposal response cost for training future operators and mechanics and listing/description of any and all available training opportunities.	YES

**SAMPLE TRUCK CONFIGURATION PRICING FOR COMPARISON PURPOSES ONLY**  
**(Items with No-Charge Enter “\$0”)**

This Price Page is for the sample equipment listed under the specifications section of the Request for Proposals document and the equipment that will likely be purchased under the contract. Provide the Unit Price as indicated below and show the individual unit prices and discounts off of list price used to calculate the Unit Price. This list is not all-inclusive. In addition to this Price Page, proposers must submit discounts off of list price and or firm fixed pricing as indicated in Attachment B. This list is not all-inclusive.

<b>REGENERATIVE AIR SWEEPER AS PER SPECIFICATIONS LISTED ON PAGES 19-24 and 29-30</b>	
Identify Manufacturer and Model Number of Proposed Unit:	Elgin Crosswind
Identify Chassis Make and Model of Proposed Unit:	Freightliner M2 106
Identify Engine Make and Model of Proposed Unit:	Cummins ISB
Identify Transmission Make and Model of Proposed Unit:	Allison 2500 RDS
Identify Turning Radius of Proposed Unit:	22'6"
<b>Description/Module</b>	<b>Unit Price</b>
Base Unit Price – Identify Base Unit Components included in the base unit price.  All components, spare filter packages, spare gutter brooms, manuals, training, demonstration requirements and items listed below are included with our base unit price, per your specifications.	\$ 231,690.50
Identify additional costs for modules as described below and per specifications listed on pages 19-24 and 29-30 in the Request for Proposals document	
Power Unit	\$0
Hydraulic System	\$0
Hopper/Dust Separator	\$0
Blower	\$0
Pick-Up Head	\$0
Gutter Brooms	\$0
Dust Control Water System	\$0
Operator Controls	\$0
Warning Devices	\$0
Manuals	\$0
Operating Training, Safety, Maintenance	\$0
Training	\$0
Demonstration	\$0
Mechanic Training	\$0
<b>ADDITIONAL/OPTIONAL EQUIPMENT</b>	
Provide unit pricing for the additional/optional equipment for the Cities consideration to allow each entity the opportunity to build a complete unit according to their needs outside of the General Specifications.	
<b>Chassis</b>	
Add: Cab Over Autocar \$ 17,855.50	\$ 16,588.60 Pete
<b>Sweeper</b>	
Add: High Dump	\$ Not Available

<b>MECHANICAL SWEEPER AS PER SPECIFICATIONS LISTED ON PAGES 19-22 and 29-30</b>	
Identify Manufacturer and Model Number of Proposed Unit:	Elgin Eagle
Identify Chassis Make and Model of Proposed Unit:	Freightliner M2 106
Identify Engine Make and Model of Proposed Unit:	Cummins ISB
Identify Transmission Make and Model of Proposed Unit:	Allison 2500 RDS
Identify Turning Radius of Proposed Unit:	19'2"
<b>Description/Module</b>	<b>Unit Price</b>
Base Unit Price – Identify Base Unit Components included in the base unit price.  All components, spare filter packages, spare gutter brooms, manuals, training, demonstration requirements and items listed below are included with our base unit price, per your specifications.	\$ 277,027.60
Identify additional costs for modules as described below and per specifications listed on pages 19-22 and 29-30 in the Request for Proposals document	
Power Unit	\$0
Side Brooms	\$0
Main Broom	\$0
Conveyor	\$0
Hopper	\$0
Spray Water System	\$0
Hydraulic System	\$0
Pneumatic System (if equipped)	\$0
Electrical System	\$0
Controls	\$0
Warning Devices	\$0
Manuals	\$0
Operating Training, Safety and Maintenance Information	\$0
Demonstration	\$0
Mechanic Training	\$0
<b>ADDITIONAL/OPTIONAL EQUIPMENT</b>	
Provide unit pricing for the additional/optional equipment for the Cities consideration to allow each entity the opportunity to build a complete unit according to their needs outside of the General Specifications.	
<b>Chassis</b>	
Add: Cab Over Autocar \$ 18,031.80	\$ 18,704.20 Pete
<b>Sweeper</b>	
Add: High Dump	\$0

<b>TRADE-IN</b>	
<b>Trade-in Allowance</b>	
The agencies may, at their option, provide one street sweeper for trade-in. The units for consideration are identified below. Participating Public Agencies reserve the right to accept or reject trade-in offers or advertise the equipment through auction and accept the offer that is most beneficial to the Participating Public Agency after proposals are received.	
Please provide trade-in costs for units as described below:	
<b>City of Rochester Hills</b>	<b>Trade-In Allowance</b>
This unit is identified as City unit 39-29, a 2008 Tymo 600 VIN#1GBM7F1B28F407301. 3,150 Aux. engine hours as of 4/15/2016. This unit is available for inspection at 511 E. Auburn Rd. Rochester Hills, MI. Contact Bruce Halliday at (248)852-5456 to arrange appointment for inspection	\$ 45,000.00
<b>City of Madison Heights</b>	<b>Trade-In Allowance</b>
This unit is identified as a 2003 Elgin Cross Wind on a Sterling Cab Over SC800 Chassis VIN# 49HAADB23DK83563 with 49,000 miles and 8,000 hours. This unit is available for inspection at 801 Ajax Drive, Madison Heights, MI. Contact Terry McGran at (248)589-2294 to arrange appointment for inspection.	\$ 20,000.00
<b>City of Farmington Hills</b>	<b>Trade-In Allowance</b>
Vehicle #244 2006 Elgin Eagle Vin 49HAADB23DK83563 3377 HOURS AND 29365 MILES at the last fueling. The vehicle can be inspected at 27245 Halsted Rd. Farmington Hills MI 48331. Contact Jerry Brock, <a href="mailto:JBrock@fhgov.com">JBrock@fhgov.com</a> to arrange the visit.	\$ 30,000.00
<b>Bloomfield Township</b>	<b>Trade-In Allowance</b>
This unit is identified as Township unit 300032, a 2009 GMC Elgin Eagle VIN#1GDM7F1B39F403816. 37600 Miles on front Isuzu 6HK1X Engine and 2759 engine hours on the rear John Deere 2.4liter engine as of 07/20/2016. This unit is available for inspection at 4200 Telegraph Road, Bloomfield Hills, MI. Contact Noah Mehalski at (248)433-7739 to arrange appointment for inspection.	\$ 50,000.00

The undersigned hereby declares that he/she has carefully examined the general conditions and specifications and will provide a street sweeper as described herein for the price set forth in this proposal. Any changes to the specifications will be presented in writing and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the services.

The undersigned further declares that the language contained in the City's Request for Proposal document has not been changed or altered in any way in the vendor's submitted proposal, inclusive of the Vendor Questionnaire, Pricing Forms, Vendor Reference Forms and Signature Page. Any alteration(s) of any kind are grounds for disqualification.

It is understood that all proposed prices shall remain in effect for at least one hundred eighty (180) days from the date of the proposal opening to allow for the award and that, if chosen the successful vendor, the prices will remain firm through invoice.

This proposal is genuine and not collusive or sham and that the proposer has not in any manner, directly or indirectly, agreed or colluded with any other firm or association to submit a sham proposal or to refrain from

proposing or in any way fix this proposal or that of any other proposer or to secure any advantage against the City.

The undersigned certifies on behalf of the Proposer that the Proposer is not an “Iran Linked Business,” as defined in the Iran Economic Sanctions Act of the State of Michigan, 2012 PA 517.

**SIGNATURE PAGE**

Signature	Bell Equipment Company
James Bell	Company Name
Print Name	78 Northpointe Drive
President	Company Address
Title	Lake Orion, MI 48359
248-370-0000	City State Zip
Telephone #	248-370-0011
jbell@bellequip.com	Fax #
Email Address	
Federal Tax ID #	<u>CHECK ONE</u>
	Partnership
	Non Profit Corp.
	Profit
	Corp.
	Other



City of Rochester Hills  
Request for Proposals  
Street Sweepers, Parts, Accessories,  
Supplies, Related Services and Related Equipment  
RFP-RH-16-045

**ATTACHMENTS**

**Attachment A – National IPA – Requirements for Cooperative Contract**

**Attachment B – Discount Pricing Structures**



City of Rochester Hills  
Request for Proposals  
Street Sweepers, Parts, Accessories,  
Supplies, Related Services and Related Equipment  
RFP-RH-16-045

Attachment A



**Requirements for National Cooperative Contract  
To be Administered by  
National Intergovernmental Purchasing Alliance Company**

The following documents are used in evaluating and administering national cooperative contracts and are included for Supplier's review and response.

National IPA Exhibit A – NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

National IPA Exhibit B – NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE

National IPA Exhibit C – NATIONAL IPA MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT, EXAMPLE

National IPA Exhibit D – NATIONAL IPA PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE

National IPA Exhibit E – NATIONAL IPA CONTRACT SALES REPORTING TEMPLATE

National IPA Exhibit F – NATIONAL IPA ADVERTISING COMPLIANCE REQUIREMENT

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

**1.0 Scope of National Cooperative Contract**

**1.1 Requirement**

The City OF Rochester Hills (hereinafter defined and referred to as “Principal Procurement Agency”), on behalf of itself and the National Intergovernmental Purchasing Alliance Company (“National IPA”), is requesting proposals for Street Sweepers, Parts, Accessories, Supplies, Related Services and Related Equipment. The intent of this Request for Proposal is that any contract between Principal Procurement Agency and Supplier resulting from this Request for Proposal (hereinafter defined and referred to as the “Master Agreement”) be made available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through National IPA’s cooperative purchasing program. The Principal Procurement Agency has executed a Principal Procurement Agency Certificate with National IPA (an example of which is included as Exhibit D) and has agreed to pursue the Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with National IPA as a Participating Public Agency in National IPA’s cooperative purchasing program. Registration with National IPA as a Participating Public Agency is accomplished by Public Agencies entering into a Master Intergovernmental Cooperative Purchasing Agreement, an example of which is attached as Exhibit C. The terms and pricing established in the resulting Master Agreement between the Supplier and the Principal Procurement Agency will be the same as that available to Participating Public Agencies through National IPA.

All transactions, purchase orders, invoices, payments etc., will occur directly between the Supplier and each Participating Public Agency individually, and neither National IPA, any Principal Procurement Agency nor any Participating Public Agency, including their respective agents, directors, employees or representatives, shall be liable to Supplier for any acts, liabilities, damages, etc., incurred by any other Participating Public Agency.

This Exhibit A defines the expectations for qualifying Suppliers based on National IPA’s requirements to market the resulting Master Agreement nationally to Public Agencies. Each section in this Exhibit A refers to the capabilities, requirements, obligations, and prohibitions of competing Suppliers on a national level in order to serve Participating Public Agencies through National IPA.

These requirements are incorporated into and are considered an integral part of this RFP. National IPA reserves the right to determine whether or not to make the Master Agreement awarded by the Principal Procurement Agency available to Participating Public Agencies.

**1.2 Marketing, Sales and Administrative Support**

During the term of the Master Agreement National IPA intends to provide marketing, sales and administrative support for Supplier pursuant to this section 1.2 that directly promotes the Supplier’s products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis.

The National IPA marketing team will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Marketing collateral (print, electronic, email, presentations)
- B. Website development and support
- C. Trade shows/conferences/meetings
- D. Advertising
- E. Social Media
- F. Sales Team Support

The National IPA sales teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Individual sales calls
- B. Joint sales calls

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

- C. Communications/customer service
- D. Training sessions for Public Agency teams
- E. Training sessions for Supplier teams

The National IPA contracting teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies prospective Public Agencies through:

- A. Serving as the subject matter expert for questions regarding joint powers authority and state statutes and regulations for cooperative purchasing
- B. Training sessions for Public Agency teams
- C. Training sessions for Supplier teams
- D. Regular business reviews to monitor program success
- E. General contract administration

Suppliers are required to pay an administrative fee of 2% of the greater of the Contract Sales under the Master Agreement and Guaranteed Contract Sales under this Request for Proposal. Supplier will be required to execute the National IPA Administration Agreement (refer to Exhibit B).

Capitalized terms not otherwise defined herein shall have the meanings given to them in the Master Agreement or in the National Intergovernmental Purchasing Alliance Company Administration Agreement between Supplier and National IPA (the "National IPA Administration Agreement")

**1.3 Estimated Volume**

The dollar volume purchased under the Master Agreement is estimated to be approximately 25 million annually. While no minimum volume is guaranteed to Supplier, the estimated annual volume is projected based on the current annual volumes among the Principal Procurement Agency, other Participating Public Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through National IPA, and volume growth into other Public Agencies through a coordinated marketing approach between Supplier and National IPA.

**1.4 Award Basis**

The basis of any contract award resulting from this RFP made by Principal Procurement Agency will be the basis of award on a national level through National IPA. If multiple suppliers are awarded by Principal Procurement Agency under the Master Agreement, those same suppliers will be required to extend the Master Agreement to Participating Public Agencies through National IPA. Utilization of the Master Agreement by Participating Public Agencies will be at the discretion of the individual Participating Public Agency. Certain terms of the Master Agreement specifically applicable to the Principal Procurement Agency are subject to modification for each Participating Public Agency as Supplier, such Participating Public Agency and National IPA shall agree. Participating Agencies may request to enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in the Master Agreement (i.e. invoice requirements, order requirements, specialized delivery, diversity requirements such as minority and woman owned businesses, historically underutilized business, governing law, etc.). Any supplemental agreement developed as a result of the Master Agreement is exclusively between the Participating Agency and the Supplier (Contract Sales are reported to National IPA).

**1.5 Objectives of Cooperative Program**

This RFP is intended to achieve the following objectives regarding availability through National IPA's cooperative program:

- A. Provide a comprehensive competitively solicited and awarded national agreement offering the Products covered by this solicitation to Participating Public Agencies;
- B. Establish the Master Agreement as the Supplier's primary go to market strategy to Public Agencies nationwide;
- C. Achieve cost savings for Supplier and Public Agencies through a single solicitation process that will reduce the Supplier's need to respond to multiple solicitations and Public Agencies need to conduct their own solicitation process;
- D. Combine the aggregate purchasing volumes of Participating Public Agencies to achieve cost effective pricing.

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT  
REPRESENTATIONS AND COVENANTS**

**2.1**

As a condition to Supplier entering into the Master Agreement, which would be available to all Public Agencies, Supplier must make certain representations, warranties and covenants to both the Principal Procurement Agency and National IPA designed to ensure the success of the Master Agreement for all Participating Public Agencies as well as the Supplier.

**2.2 Corporate Commitment**

Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is Supplier's primary "go to market" strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with National IPA and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP response that will be responsible for the overall management of the Master Agreement.

**2.3 Pricing Commitment**

Supplier commits the not-to-exceed pricing provided under the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies nationwide and further commits that if a Participating Public Agency is eligible for lower pricing through a national, state, regional or local or cooperative contract, that the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement.

**2.4 Sales Commitment**

Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through National IPA nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to National IPA in accordance with the National IPA Administration Agreement. Supplier also commits that its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.

**3.1 SUPPLIER QUALIFICATIONS**

Supplier must supply the following information in order for the Principal Procurement Agency to determine Supplier's qualifications to extend the resulting Master Agreement to Participating Public Agencies through National IPA.

**3.2 Company**

- A. Brief history and description of your company.
- B. Total number and location of sales persons employed by your company.
- C. Number and location of support centers (if applicable).
- D. Annual sales for the three previous fiscal years.
- E. Submit your FEIN and Dunn & Bradstreet report.

**3.3 Distribution, Logistics**

- A. Describe how your company proposes to distribute the products/service nationwide.
- B. Identify all other companies that will be involved in processing, handling or shipping the products/service to the end user.
- C. Provide the number, size and location of your company's distribution facilities, warehouses and retail network as applicable.
- D. State any return and restocking policy and fees, if applicable, associated with returns.
- E. Describe the full line of products and services offered by your company.

**3.4 Marketing and Sales**

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS**  
**EXHIBIT A- NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

- A. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as your company's primary go to market strategy for Public Agencies to your teams nationwide, to include, but not limited to:
- a. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days
  - b. Training and education of your national sales force with participation from the executive leadership of your company, along with the National IPA team within first 90 days
- B. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies nationwide immediately upon award, to include, but not limited to:
- a. Creation and distribution of a co-branded press release to trade publications
  - b. Announcement, contract details and contact information published on the Supplier company website within first 90 days
  - c. Design, publication and distribution of co-branded marketing materials within first 90 days
  - d. Commitment to attendance and participation with National IPA at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e. Regional NIGP Chapter Meetings, etc.) and supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement
  - e. Commitment to attend, exhibit and participate at the NIGP Annual Forum in an area reserved by National IPA for partner suppliers. Booth space will be purchased and staffed by your company. In addition, you commit to provide reasonable assistance to the overall promotion and marketing efforts for the NIGP Annual Forum, as directed by National IPA.
  - f. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement
  - g. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, promotions, etc.)
  - h. Dedicated National IPA internet web-based homepage on Supplier website with:
    - National IPA standard logo;
    - Copy of original Request for Proposal;
    - Copy of contract and amendments between Principal Procurement Agency and Supplier;
    - Summary of Products and pricing;
    - Marketing Materials
    - Electronic link to National IPA's website including the online registration page;
    - A dedicated toll free number and email address for National IPA
- C. Describe how your company will transition any existing Public Agency customers' accounts to the Master Agreement available nationally through National IPA. Include a list of current cooperative contracts (regional and national) your company holds and describe how the Master Agreement will be positioned among the other cooperative agreements.
- D. Acknowledge that your company agrees to provide its company/corporate logo(s) to National IPA and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of National IPA logo will require permission for reproduction, as well.
- E. Supplier is responsible for proactive direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by National IPA. All sales materials are to use the National IPA logo. At a minimum, the Supplier's sales initiatives should communicate:
- i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency
  - ii. Best government pricing
  - iii. No cost to participate
  - iv. Non-exclusive contract
- F. Supplier is responsible for the training of its national sales force on the Master Agreement. At a minimum, sales training should include:

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

- i. Key features of Master Agreement
  - ii. Working knowledge of the solicitation process
  - iii. Awareness of the range of Public Agencies that can utilize the Master Agreement through National IPA
  - iv. Knowledge of benefits of the use of cooperative contracts
- G. Provide contact information for the person(s), who will be responsible for:
- a. Marketing
  - b. Sales
  - c. Sales Support
  - d. Financial Reporting
  - e. Contracts
- H. Describe in detail how your company's national sales force is structured, including contact information for the highest-level executive in charge of the sales team.
- I. Explain in detail how the sales teams will work with the National IPA team to implement, grow and service the national program.
- J. Explain in detail how your organization will manage the overall national program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, etc.
- K. State the amount of your company's Public Agency sales for the previous fiscal year. Provide a list of your top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.
- L. Describe your company's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.
- M. Provide the Contract Sales (as defined in Section 10 of the National Intergovernmental Purchasing Alliance Company Administration Agreement) that your company will guarantee each year under the Master Agreement for the initial three years of the Master Agreement ("Guaranteed Contract Sales").

\$\_\_\_\_\_.00 in year one  
\$\_\_\_\_\_.00 in year two  
\$\_\_\_\_\_.00 in year three

To the extent Supplier guarantees minimum Contract Sales, the administration fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.

- N. Even though it is anticipated that many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.
- i. Respond with Master Agreement pricing (Contract Sales reported to National IPA).
  - ii. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to National IPA under the Master Agreement.
  - iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to National IPA).
  - iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.

Detail your strategies under these options when responding to a solicitation.

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT B- NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE**

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY  
ADMINISTRATION AGREEMENT**

This ADMINISTRATION AGREEMENT (the "Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between National Intergovernmental Purchasing Alliance Company ("National IPA"), and \_\_\_\_\_ (herein "Supplier").

**RECITALS**

**WHEREAS**, the \_\_\_\_\_ (herein "Principal Procurement Agency") has entered into a Master Agreement effective \_\_\_\_\_, Agreement No \_\_\_\_\_, by and between the Principal Procurement Agency and Supplier, (as may be amended from time to time in accordance with the terms thereof, the "Master Agreement"), as attached hereto as Exhibit A and incorporated herein by reference as though fully set forth herein, for the purchase of \_\_\_\_\_ (herein "Product");

**WHEREAS**, said Master Agreement provides that any or all public agencies, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), that register (either via registration on the National IPA website or execution of a Master Intergovernmental Cooperative Purchasing Agreement, attached hereto as Exhibit B) (hereinafter referred to as a "Participating Public Agency") may purchase Product at prices stated in the Master Agreement;

**WHEREAS**, Participating Public Agencies may access the Master Agreement which is offered through National IPA to Public Agencies;

**WHEREAS**, National IPA serves as the contract administrator of the Master Agreement on behalf of Principal Procurement Agency;

**WHEREAS**, Principal Procurement Agency desires National IPA to proceed with administration of the Master Agreement; and

**WHEREAS**, National IPA and Supplier desire to enter into this Agreement to make available the Master Agreement to Participating Public Agencies and to set forth certain terms and conditions governing the relationship between National IPA and Supplier.

**NOW, THEREFORE**, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, National IPA and Supplier hereby agree as follows:

**DEFINITIONS**

1. Capitalized terms used in this Agreement and not otherwise defined herein shall have the meanings given to them in the Master Agreement.

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT B- NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE**

**TERMS AND CONDITIONS**

2. The Master Agreement and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement. Supplier acknowledges and agrees that the covenants and agreements of Supplier set forth in the solicitation and Supplier's response thereto resulting in the Master Agreement are incorporated herein and are an integral part hereof.

3. National IPA shall be afforded all of the rights, privileges and indemnifications afforded to Principal Procurement Agency by or from Supplier under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to National IPA, its agents, employees, directors, and representatives under this Agreement including, but not limited to, the Supplier's obligation to provide appropriate insurance.

4. National IPA shall perform all of its duties, responsibilities and obligations as contract administrator of the Master Agreement on behalf of Principal Procurement Agency as set forth herein, and Supplier hereby acknowledges and agrees that all duties, responsibilities and obligations will be undertaken by National IPA solely in its capacity as the contract administrator under the Master Agreement.

5. With respect to any purchases by Principal Procurement Agency or any Participating Public Agency pursuant to the Master Agreement, National IPA: (i) shall not be construed as a dealer, re-marketer, representative, partner or agent of any type of the Supplier, Principal Procurement Agency or any Participating Public Agency; (ii) shall not be obligated, liable or responsible for any order for Product made by Principal Procurement Agency or any Participating Public Agency or any employee thereof under the Master Agreement or for any payment required to be made with respect to such order for Product; and (iii) shall not be obligated, liable or responsible for any failure by Principal Procurement Agency or any Participating Public Agency to comply with procedures or requirements of applicable law or the Master Agreement or to obtain the due authorization and approval necessary to purchase under the Master Agreement. National IPA makes no representation or guaranty with respect to any minimum purchases by Principal Procurement Agency or any Participating Public Agency or any employee thereof under this Agreement or the Master Agreement.

**TERM OF AGREEMENT**

6. This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the provisions of paragraphs 3, 4 and 5 hereof and the indemnifications afforded by the Supplier to National IPA herein and in the Master Agreement, to the extent such provision survive the term of the Master Agreement, shall survive the term of this Agreement.

**NATIONAL PROMOTION**

7. National IPA and Supplier shall publicize and promote the availability of the Master Agreement's products and services to Public Agencies and such agencies' employees. Supplier's failure to maintain its covenants and commitments contained in this Agreement or any action of the Supplier which gives rise to a right by Principal Procurement Agency to terminate the Master Agreement shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of this Agreement at National IPA's sole discretion. Notwithstanding anything contained herein to the contrary, this Agreement shall terminate on the date of the termination or expiration of the Master Agreement.

8. Supplier shall require each Public Agency to register its participation in the National IPA program by either registering on the National IPA website, [www.nationalipa.org](http://www.nationalipa.org), or executing a Master Intergovernmental Cooperative Purchasing Agreement prior to processing the Participating Public Agency's first sales order.

9. Upon request, Supplier shall make available to interested Public Agencies a copy of the Master Agreement and such price lists or quotes as may be necessary for such Public Agencies to evaluate potential purchases. In addition, Supplier shall provide such marketing and administrative support as set forth in the solicitation resulting in the Master Agreement, including assisting in development of marketing materials as reasonably requested by Principal Procurement Agency and National IPA. Supplier and National IPA shall provide each respective party with its logo ("Logo") and the standard terms of use for its general use in marketing the Master Agreement. Both parties shall obtain written approval from the other party prior to use of such party's Logo. Notwithstanding, the parties understand and

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS**  
**EXHIBIT B- NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE**

agree that except as provided herein neither party shall have any right, title or interest in the other party's Logo. Upon termination of this Agreement, each party shall immediately cease use of the other party's Logo.

**MONTHLY REPORTING & FEES**

10. Supplier shall pay National IPA an administrative fee in the amount of % of the total purchase amount paid to Supplier, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Principal Procurement Agency and Participating Public Agencies pursuant to the Master Agreement (as amended from time to time and including any renewal thereof) ("Contract Sales"). Supplier shall provide National IPA with an electronic accounting report, in Microsoft Excel, in the format prescribed by National IPA, on a monthly basis summarizing all Contract Sales for the applicable month. A sample of the Contract Sales reporting format is provided as Exhibit C, attached hereto and incorporated herein by reference.

11. Reports of Contract Sales for Principal Procurement Agency and Participating Public Agencies in each calendar month shall be provided by Supplier to National IPA by the 10<sup>th</sup> day of the following month. Such reports shall be accompanied by an administrative fee payment in the amount indicated on the report as being due. Administrative fee payments are to be paid by the Supplier to National IPA via Automated Clearing House (ACH) to the National IPA designated financial institution identified in Exhibit D. Failure to provide a monthly report or payment of the administrative fees within the time and manner specified herein shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of the Master Agreement, at Principal Procurement Agency's sole discretion, and/or this Agreement, at National IPA's sole discretion. All administrative fees not paid when due shall bear interest at a rate equal to the lesser of 1 1/2% per month or the maximum rate permitted by law until paid in full.

12. Supplier shall maintain an accounting of all purchases made by Participating Public Agencies under the Master Agreement. National IPA, or its designee, in National IPA's sole discretion, reserves the right to compare Participating Public Agency records with monthly reports submitted by Supplier for a period of four (4) years from the date National IPA receives such monthly report. National IPA may engage a third party to conduct an independent audit of Supplier's monthly reports. In the event of such an audit, Supplier shall provide all materials reasonably requested relating to such audit by National IPA at the location designated by National IPA. In the event an underreporting of Contract Sales and a resulting underpayment of administrative fees is revealed, National IPA will notify the Supplier in writing. Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to National IPA's reasonable satisfaction, including payment of any administrative fees due and owing, together with interest thereon in accordance with Section 11, and reimbursement of National IPA's costs and expenses related to such audit.

**GENERAL PROVISIONS**

13. This Agreement, the Master Agreement and the exhibits referenced herein supersede any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereto and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained or incorporated herein shall be valid or binding. In the event of any conflict between the provisions of this Agreement and the Master Agreement, as between National IPA and Supplier, the provisions of this Agreement shall prevail.

14. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

15. This Agreement and National IPA's rights and obligations hereunder may be assigned at National IPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform National IPA's obligations hereunder. Supplier may not assign its obligations hereunder without the prior written consent of National IPA.

16. All written communications given hereunder shall be delivered by first-class mail, postage prepaid, or overnight delivery on receipt to the addresses as set forth below.

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT B- NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE**

A. National Intergovernmental Purchasing Alliance Company

National IPA  
Attn: President  
2555 Meridian Blvd.  
Suite 300  
Franklin, TN 37067

B. Supplier

17. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatever, and this Agreement will be construed by limiting or invalidating such provision to the minimum extent necessary to make such provision valid, legal and enforceable.

18. This Agreement may not be amended, changed, modified, or altered without the prior written consent of the parties hereto, and no provision of this Agreement may be discharged or waived, except by a writing signed by the parties. A waiver of any particular provision will not be deemed a waiver of any other provision, nor will a waiver given on one occasion be deemed to apply to any other occasion.

19. This Agreement shall inure to the benefit of and shall be binding upon National IPA, the Supplier and any respective successor and assign thereto; subject, however, to the limitations contained herein.

20. This Agreement will be construed under and governed by the laws of the state of Delaware, excluding its conflicts of law provisions.

Authorized Signature, Supplier

NATIONAL INTERGOVERNMENTAL  
PURCHASING ALLIANCE COMPANY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

Ward H. Brown  
\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Chief Operating Officer  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT C – NATIONAL IPA MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING  
AGREEMENT, EXAMPLE**

**MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT**

This Master Intergovernmental Cooperative Purchasing Agreement (the “**Agreement**”) is entered into by and between those certain government agencies that execute a Principal Procurement Agency Certificate (“**Principal Procurement Agencies**”) with National Intergovernmental Purchasing Alliance Company (“**National IPA**”) to be appended and made a part hereof and such other public agencies (“**Participating Public Agencies**”) who register to participate in the cooperative purchasing programs administered by National IPA and its affiliates and subsidiaries (collectively the “**National IPA Parties**”) by either registering on a National IPA Party website (such as [www.nationalipa.org](http://www.nationalipa.org)), or by executing a copy of this Agreement.

**RECITALS**

**WHEREAS**, after a competitive solicitation and selection process by Principal Procurement Agencies, a number of suppliers have entered into “**Master Agreements**” (herein so called) to provide a variety of goods, products and services (“**Products**”) to the applicable Principal Procurement Agency and the Participating Public Agencies;

**WHEREAS**, Master Agreements are made available by Principal Procurement Agencies through the National IPA Parties and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase;

**WHEREAS**, in addition to Master Agreements, the National IPA Parties may from time to time offer Participating Public Agencies the opportunity to acquire Products through other group purchasing agreements;

**NOW, THEREFORE**, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties agree as follows:

1. That each party will facilitate the cooperative procurement of Products.
2. That the procurement of Products by Participating Public Agencies subject to this Agreement shall be conducted in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency’s procurement practices.
3. That the cooperative use of Master Agreements and other group purchasing agreements shall be in accordance with the terms and conditions of such agreements, except as modification of those terms and conditions is otherwise allowed or required by applicable federal, state or local law.
4. That the Principal Procurement Agencies will make available, upon reasonable request and subject to convenience, Master Agreement information which may assist in improving the procurement of Products by the Participating Public Agencies.
5. That the Participating Public Agency agrees that the National IPA Parties may provide access to group purchasing organization (“**GPO**”) agreements directly or indirectly by enrolling the Participating Public Agency in another GPO’s purchasing program, including but not limited to Vizient Supply, LLC, Provista, Inc. and other National IPA affiliates and subsidiaries; provided that the purchase of Products through a National IPA Party or any other GPO shall be at the Participating Public Agency’s sole discretion.
6. That the Participating Public Agencies (each a “**Procuring Party**”) that procure Products through any Master Agreement or GPO Product supply agreement (each a “**GPO Contract**”) will make timely payments to the distributor, manufacturer or other vendor (collectively, “**Supplier**”) for Products received in accordance with the terms and conditions of the Master Agreement or GPO Contract, as applicable. Payment for Products and inspections and acceptance of Products ordered by the Procuring Party shall be the exclusive obligation of such Procuring Party. Disputes between Procuring

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT C- NATIONAL IPA MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING  
AGREEMENT, EXAMPLE**

Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by the Procuring Party and Supplier.

7. The Procuring Party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for similar products or services.
8. The Procuring Party shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a Procuring Party, and the Procuring Party shall hold non-procuring party harmless from any liability that may arise from action or inaction of the Procuring Party. Without limiting the generality of the foregoing, the National IPA Parties make no representations or warranties regarding any Product, Master Agreement or GPO Contract, and shall have no liability for any act or omission by a Supplier or other party under a Master Agreement or GPO Contract.
9. This Agreement shall remain in effect until termination by a party giving 30 days written notice to the other party. The provisions of paragraphs 6, 7 and 8 hereof shall survive any such termination.
10. This Agreement shall take effect upon (i) execution of the Principal Procurement Agency Certificate or (ii) the registration on a National IPA Party website or the execution of this Agreement by a Participating Public Agency, as applicable.

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT D – NATIONAL IPA PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE**

**PRINCIPAL PROCUREMENT AGENCY CERTIFICATE**

In its capacity as Principal Procurement Agency for National IPA, NAME OF PPA agrees to pursue Master Agreements for Products as specified in the attached exhibits to this Principal Procurement Agency Certificate.

I hereby acknowledge, in my capacity as \_\_\_\_\_ of and on behalf of NAME OF PPA (“Principal Procurement Agency”), that I have read and hereby agree to the general terms and conditions set forth in the attached Master Intergovernmental Cooperative Purchasing Agreement regulating the use of the Master Agreements and purchase of Products that from time to time are made available by Principal Procurement Agencies to Participating Public Agencies nationwide through National Intergovernmental Purchasing Alliance Company (“National IPA”) pursuant to the terms of the Administrative Agreement by and between National IPA and the applicable supplier.

I understand that the purchase of one or more Products under the provisions of the Master Intergovernmental Cooperative Purchasing Agreement is at the sole and complete discretion of the Participating Public Agency.

Authorized Signature, Principal Procurement Agency

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

EXAMPLE



**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT F- NATIONAL IPA ADVERTISING COMPLIANCE REQUIREMENT**

Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.220, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with National IPA and access the Master Agreement contract award made pursuant to this solicitation, and are hereby given notice of the foregoing request for proposals for purposes of complying with the procedural requirements of said statutes:

Nationwide:

State of Alabama*	State of Hawaii	State of Massachusetts	State of New Mexico	State of South Dakota
State of Alaska	State of Idaho	State of Michigan	State of New York	State of Tennessee
State of Arizona	State of Illinois	State of Minnesota	State of North Carolina	State of Texas
State of Arkansas	State of Indiana	State of Mississippi	State of North Dakota	State of Utah
State of California	State of Iowa	State of Missouri	State of Ohio	State of Vermont
State of Colorado	State of Kansas	State of Montana	State of Oklahoma*	State of Virginia
State of Connecticut	State of Kentucky	State of Nebraska	State of Oregon	State of Washington
State of Delaware	State of Louisiana	State of Nevada	State of Pennsylvania	State of West Virginia
State of Florida	State of Maine	State of New Hampshire	State of Rhode Island	State of Wisconsin
State of Georgia	State of Maryland	State of New Jersey	State of South Carolina	State of Wyoming
District of Columbia				

Lists of political subdivisions and local governments in the above referenced states / districts may be found at [http://www.usa.gov/Agencies/State\\_and\\_Territories.shtml](http://www.usa.gov/Agencies/State_and_Territories.shtml) and <https://www.usa.gov/local-governments>.

\*Some public agencies and political subdivisions of these states may be restricted by state statutes that limit competition among cooperative purchasing organizations by only allowing use of purchasing cooperatives sponsored by certain National Associations.

Certain Public Agencies and Political Subdivisions:

**CITIES, TOWNS, VILLAGES AND BOROUGHES  
INCLUDING BUT NOT LIMITED TO:**

BAKER CITY GOLF COURSE, OR  
CITY OF ADAIR VILLAGE, OR  
CITY OF ASHLAND, OR  
CITY OF AUMSVILLE, OR  
CITY OF AURORA, OR  
CITY OF BAKER, OR  
CITY OF BATON ROUGE, LA  
CITY OF BEAVERTON, OR  
CITY OF BEND, OR  
CITY OF BOARDMAN, OR  
CITY OF BONANAZA, OR  
CITY OF BOSSIER CITY, LA  
CITY OF BROOKINGS, OR  
CITY OF BURNS, OR  
CITY OF CANBY, OR  
CITY OF CANYONVILLE, OR  
CITY OF CLATSKANIE, OR  
CITY OF COBURG, OR  
CITY OF CONDON, OR  
CITY OF COQUILLE, OR  
CITY OF CORVALLI, OR  
CITY OF CORVALLIS PARKS AND RECREATION  
DEPARTMENT, OR  
CITY OF COTTAGE GROVE, OR  
CITY OF DONALD, OR  
CITY OF EUGENE, OR  
CITY OF FOREST GROVE, OR  
CITY OF GOLD HILL, OR  
CITY OF GRANTS PASS, OR  
CITY OF GRESHAM, OR CITY  
OF HILLSBORO, OR  
CITY OF INDEPENDENCE, OR

CITY AND COUNTY OF HONOLULU, HI  
CITY OF KENNER, LA  
CITY OF LA GRANDE, OR  
CITY OF LAFAYETTE, LA  
CITY OF LAKE CHARLES, OR  
CITY OF LEBANON, OR  
CITY OF MCMINNVILLE, OR  
CITY OF MEDFORD, OR  
CITY OF METAIRIE, LA  
CITY OF MILL CITY, OR  
CITY OF MILWAUKIE, OR  
CITY OF MONROE, LA  
CITY OF MOSIER, OR  
CITY OF NEW ORLEANS, LA  
CITY OF NORTH PLAINS, OR  
CITY OF OREGON CITY, OR  
CITY OF PILOT ROCK, OR  
CITY OF PORTLAND, OR  
CITY OF POWERS, OR  
CITY OF PRINEVILLE, OR  
CITY OF REDMOND, OR  
CITY OF REEDSPORT, OR  
CITY OF RIDDLE, OR  
CITY OF ROGUE RIVER, OR  
CITY OF ROSEBURG, OR  
CITY OF SALEM, OR  
CITY OF SANDY, OR  
CITY OF SCAPPOOSE, OR  
CITY OF SHADY COVE, OR  
CITY OF SHERWOOD, OR  
CITY OF SHREVEPORT, LA  
CITY OF SILVERTON, OR  
CITY OF SPRINGFIELD, OR  
CITY OF ST. HELENS, OR

CITY OF ST. PAUL, OR  
CITY OF SULPHUR, LA  
CITY OF TIGARD, OR  
CITY OF TROUTDALE, OR  
CITY OF TUALATIN, OR  
CITY OF WALKER, LA  
CITY OF WARRENTON, OR  
CITY OF WEST LINN, OR  
CITY OF WILSONVILLE, OR  
CITY OF WINSTON, OR  
CITY OF WOODBURN, OR  
LEAGUE OF OREGON CITIES  
THE CITY OF HAPPY VALLEY OREGON  
ALPINE, UT  
ALTA, UT  
ALTAMONT, UT  
ALTON, UT  
AMALGA, UT  
AMERICAN FORK CITY, UT  
ANNABELLA, UT  
ANTIMONY, UT  
APPLE VALLEY, UT  
AURORA, UT  
BALLARD, UT  
BEAR RIVER CITY, UT  
BEAVER, UT  
BICKNELL, UT  
BIG WATER, UT  
BLANDING, UT  
BLUFFDALE, UT  
BOULDER, UT  
CITY OF BOUNTIFUL, UT  
BRIAN HEAD, UT  
BRIGHAM CITY CORPORATION, UT  
BRYCE CANYON CITY, UT  
CANNONVILLE, UT  
CASTLE DALE, UT  
CASTLE VALLEY, UT  
CITY OF CEDAR CITY, UT  
CEDAR FORT, UT  
CITY OF CEDAR HILLS, UT  
CENTERFIELD, UT  
CENTERVILLE CITY CORPORATION, UT  
CENTRAL VALLEY, UT  
CHARLESTON, UT  
CIRCLEVILLE, UT  
CLARKSTON, UT  
CLAWSON, UT  
CLEARFIELD, UT  
CLEVELAND, UT  
CLINTON CITY CORPORATION, UT  
COALVILLE, UT  
CORINNE, UT  
CORNISH, UT  
COTTONWOOD HEIGHTS, UT  
DANIEL, UT  
DELTA, UT  
DEWEYVILLE, UT  
DRAPER CITY, UT  
DUCHESNE, UT  
EAGLE MOUNTAIN, UT  
EAST CARBON, UT  
ELK RIDGE, UT  
ELMO, UT  
ELSNORE, UT  
ELWOOD, UT

EMERY, UT  
ENOCH, UT  
ENTERPRISE, UT  
EPHRAIM, UT  
ESCALANTE, UT  
EUREKA, UT  
FAIRFIELD, UT  
FAIRVIEW, UT  
FARMINGTON, UT  
FARR WEST, UT  
FAYETTE, UT  
FERRON, UT  
FIELDING, UT  
FILLMORE, UT  
FOUNTAIN GREEN, UT  
FRANCIS, UT  
FRUIT HEIGHTS, UT  
GARDEN CITY, UT  
GARLAND, UT  
GENOLA, UT  
GLENDALE, UT  
GLENWOOD, UT  
GOSHEN, UT  
GRANTSVILLE, UT  
GREEN RIVER, UT  
GUNNISON, UT  
HANKSVILLE, UT  
HARRISVILLE, UT  
HATCH, UT  
HEBER CITY CORPORATION, UT  
HELPER, UT  
HENEFER, UT  
HENRIEVILLE, UT  
HERRIMAN, UT  
HIDEOUT, UT  
HIGHLAND, UT  
HILDALE, UT  
HINCKLEY, UT  
HOLDEN, UT  
HOLLADAY, UT  
HONEYVILLE, UT  
HOOPER, UT  
HOWELL, UT  
HUNTINGTON, UT  
HUNTSVILLE, UT  
CITY OF HURRICANE, UT  
HYDE PARK, UT  
HYRUM, UT  
INDEPENDENCE, UT  
IVINS, UT  
JOSEPH, UT  
JUNCTION, UT  
KAMAS, UT  
KANAB, UT  
KANARRAVILLE, UT  
KANOSH, UT  
KAYSVILLE, UT  
KINGSTON, UT  
KOOSHAREM, UT  
LAKETOWN, UT  
LA VERKIN, UT  
LAYTON, UT  
LEAMINGTON, UT  
LEEDS, UT  
LEHI CITY CORPORATION, UT  
LEVAN, UT

LEWISTON, UT  
LINDON, UT  
LOA, UT  
LOGAN CITY, UT  
LYMAN, UT  
LYNN DYLAN, UT  
MANILA, UT  
MANTI, UT  
MANTUA, UT  
MAPLETON, UT  
MARRIOTT-SLATERVILLE, UT  
MARYSVALE, UT  
MAYFIELD, UT  
MEADOW, UT  
MENDON, UT  
MIDVALE CITY INC., UT  
MIDWAY, UT  
MILFORD, UT  
MILLVILLE, UT  
MINERSVILLE, UT  
MOAB, UT  
MONA, UT  
MONROE, UT  
CITY OF MONTICELLO, UT  
MORGAN, UT  
MORONI, UT  
MOUNT PLEASANT, UT  
MURRAY CITY CORPORATION, UT  
MYTON, UT  
NAPLES, UT  
NEPHI, UT  
NEW HARMONY, UT  
NEWTON, UT  
NIBLEY, UT  
NORTH LOGAN, UT  
NORTH OGDEN, UT  
NORTH SALT LAKE CITY, UT  
OAK CITY, UT  
OAKLEY, UT  
OGDEN CITY CORPORATION, UT  
OPHIR, UT  
ORANGEVILLE, UT  
ORDERVILLE, UT  
OREM, UT  
PANGUITCH, UT  
PARADISE, UT  
PARAGONAH, UT  
PARK CITY, UT  
PAROWAN, UT  
PAYSON, UT  
PERRY, UT  
PLAIN CITY, UT  
PLEASANT GROVE CITY, UT  
PLEASANT VIEW, UT  
PLYMOUTH, UT  
PORTAGE, UT  
PRICE, UT  
PROVIDENCE, UT  
PROVO, UT  
RANDOLPH, UT  
REDMOND, UT  
RICHFIELD, UT  
RICHMOND, UT  
RIVERDALE, UT  
RIVER HEIGHTS, UT  
RIVERTON CITY, UT

ROCKVILLE, UT  
ROCKY RIDGE, UT  
ROOSEVELT CITY CORPORATION, UT  
ROY, UT  
RUSH VALLEY, UT  
CITY OF ST. GEORGE, UT  
SALEM, UT  
SALINA, UT  
SALT LAKE CITY CORPORATION, UT  
SANDY, UT  
SANTA CLARA, UT  
SANTAQUIN, UT  
SARATOGA SPRINGS, UT  
SCIPIO, UT  
SCOFIELD, UT  
SIGURD, UT  
SMITHFIELD, UT  
SNOWVILLE, UT  
CITY OF SOUTH JORDAN, UT  
SOUTH OGDEN, UT  
CITY OF SOUTH SALT LAKE, UT  
SOUTH WEBER, UT  
SPANISH FORK, UT  
SPRING CITY, UT  
SPRINGDALE, UT  
SPRINGVILLE, UT  
STERLING, UT  
STOCKTON, UT  
SUNNYSIDE, UT  
SUNSET CITY CORP, UT  
SYRACUSE, UT  
TABIONA, UT  
CITY OF TAYLORSVILLE, UT  
TOOELE CITY CORPORATION, UT  
TOQUERVILLE, UT  
TORREY, UT  
TREMONTON CITY, UT  
TRENTON, UT  
TROPIC, UT  
UINTAH, UT  
VERNAL CITY, UT  
VERNON, UT  
VINEYARD, UT  
VIRGIN, UT  
WALES, UT  
WALLSBURG, UT  
WASHINGTON CITY, UT  
WASHINGTON TERRACE, UT  
WELLINGTON, UT  
WELLSVILLE, UT  
WENDOVER, UT  
WEST BOUNTIFUL, UT  
WEST HAVEN, UT  
WEST JORDAN, UT  
WEST POINT, UT  
WEST VALLEY CITY, UT  
WILLARD, UT  
WOODLAND HILLS, UT  
WOODRUFF, UT  
WOODS CROSS, UT

**COUNTIES AND PARISHES INCLUDING BUT NOT LIMITED TO:**

ASCENSION PARISH, LA  
ASCENSION PARISH, LA, CLEAR OF COURT  
CADDO PARISH, LA

CALCASIEU PARISH, LA  
CALCASIEU PARISH SHERIFF'S OFFICE, LA  
CITY AND COUNTY OF HONOLULU, HI  
CLACKAMAS COUNTY, OR  
CLACKAMAS COUNTY DEPT OF TRANSPORTATION,  
OR  
CLATSOP COUNTY, OR  
COLUMBIA COUNTY, OR  
COOS COUNTY, OR  
COOS COUNTY HIGHWAY DEPARTMENT, OR  
COUNTY OF HAWAII, OR  
CROOK COUNTY, OR  
CROOK COUNTY ROAD DEPARTMENT, OR  
CURRY COUNTY, OR  
DESCHUTES COUNTY, OR  
DOUGLAS COUNTY, OR  
EAST BATON ROUGE PARISH, LA  
GILLIAM COUNTY, OR  
GRANT COUNTY, OR  
HARNEY COUNTY, OR  
HARNEY COUNTY SHERIFFS OFFICE, OR  
HAWAII COUNTY, HI  
HOOD RIVER COUNTY, OR  
JACKSON COUNTY, OR  
JEFFERSON COUNTY, OR  
JEFFERSON PARISH, LA  
JOSEPHINE COUNTY GOVERNMENT, OR  
LAFAYETTE CONSOLIDATED GOVERNMENT, LA  
LAFAYETTE PARISH, LA  
LAFAYETTE PARISH CONVENTION & VISITORS  
COMMISSION  
LAFOURCHE PARISH, LA  
KAUAI COUNTY, HI  
KLAMATH COUNTY, OR  
LAKE COUNTY, OR  
LANE COUNTY, OR  
LINCOLN COUNTY, OR  
LINN COUNTY, OR  
LIVINGSTON PARISH, LA  
MALHEUR COUNTY, OR  
MAUI COUNTY, HI  
MARION COUNTY, SALEM, OR  
MORROW COUNTY, OR  
MULTNOMAH COUNTY, OR  
MULTNOMAH COUNTY BUSINESS AND  
COMMUNITY SERVICES, OR  
MULTNOMAH COUNTY SHERIFFS OFFICE, OR  
MULTNOMAH LAW LIBRARY, OR  
ORLEANS PARISH, LA  
PLAQUEMINES PARISH, LA  
POLK COUNTY, OR  
RAPIDES PARISH, LA  
SAINT CHARLES PARISH, LA  
SAINT CHARLES PARISH PUBLIC SCHOOLS, LA  
SAINT LANDRY PARISH, LA  
SAINT TAMMANY PARISH, LA  
SHERMAN COUNTY, OR  
TERREBONNE PARISH, LA  
TILLAMOOK COUNTY, OR  
TILLAMOOK COUNTY SHERIFF'S OFFICE, OR  
TILLAMOOK COUNTY GENERAL HOSPITAL, OR  
UMATILLA COUNTY, OR  
UNION COUNTY, OR  
WALLOWA COUNTY, OR  
WASCO COUNTY, OR  
WASHINGTON COUNTY, OR

WEST BATON ROUGE PARISH, LA  
WHEELER COUNTY, OR  
YAMHILL COUNTY, OR  
COUNTY OF BOX ELDER, UT  
COUNTY OF CACHE, UT  
COUNTY OF RICH, UT  
COUNTY OF WEBER, UT  
COUNTY OF MORGAN, UT  
COUNTY OF DAVIS, UT  
COUNTY OF SUMMIT, UT  
COUNTY OF DAGGETT, UT  
COUNTY OF SALT LAKE, UT  
COUNTY OF TOOELE, UT  
COUNTY OF UTAH, UT  
COUNTY OF WASATCH, UT  
COUNTY OF DUCHESNE, UT  
COUNTY OF UINTAH, UT  
COUNTY OF CARBON, UT  
COUNTY OF SANPETE, UT  
COUNTY OF JUAB, UT  
COUNTY OF MILLARD, UT  
COUNTY OF SEVIER, UT  
COUNTY OF EMERY, UT  
COUNTY OF GRAND, UT  
COUNTY OF BEVER, UT  
COUNTY OF PIUTE, UT  
COUNTY OF WAYNE, UT  
COUNTY OF SAN JUAN, UT  
COUNTY OF GARFIELD, UT  
COUNTY OF KANE, UT  
COUNTY OF IRON, UT  
COUNTY OF WASHINGTON, UT

**OTHER AGENCIES INCLUDING ASSOCIATIONS,  
BOARDS, DISTRICTS, COMMISSIONS, COUNCILS,  
PUBLIC CORPORATIONS, PUBLIC DEVELOPMENT  
AUTHORITIES, RESERVATIONS AND UTILITIES  
INCLUDING BUT NOT LIMITED TO:**

BANKS FIRE DISTRICT, OR  
BATON ROUGE WATER COMPANY  
BEND METRO PARK AND RECREATION DISTRICT  
BIENVILLE PARISH FIRE PROTECTION DISTRICT 6,  
LA  
BOARDMAN PARK AND RECREATION DISTRICT  
CENTRAL CITY ECONOMIC OPPORTUNITY CORP, LA  
CENTRAL OREGON INTERGOVERNMENTAL  
COUNCIL  
CITY OF BOGALUSA SCHOOL BOARD, LA  
CLACKAMAS RIVER WATER  
CLATSKANIE PEOPLE'S UTILITY DISTRICT  
CLEAN WATER SERVICES  
CONFEDERATED TRIBES OF THE UMATILLA INDIAN  
RESERVATION  
COOS FOREST PROTECTIVE ASSOCIATION  
CHEHALEM PARK AND RECREATION DISTRICT  
DAVID CROCKETT STEAM FIRE COMPANY #1, LA  
EUGENE WATER AND ELECTRIC BOARD  
HONOLULU INTERNATIONAL AIRPORT  
HOODLAND FIRE DISTRICT #74  
HOUSING AUTHORITY OF PORTLAND  
ILLINOIS VALLEY FIRE DISTRICT  
LAFAYETTE AIRPORT COMMISSION, LA  
LAFOURCHE PARISH HEALTH UNIT – DHH-OPH  
REGION 3  
LOUISIANA PUBLIC SERVICE COMMISSION, LA  
LOUISIANA WATER WORKS

MEDFORD WATER COMMISSION  
MELHEUR COUNTY JAIL, OR  
METRO REGIONAL GOVERNMENT  
METRO REGIONAL PARKS  
METROPOLITAN EXPOSITION RECREATION  
COMMISSION  
METROPOLITAN SERVICE DISTRICT (METRO)  
MULTNOMAH EDUCATION SERVICE DISTRICT  
NEW ORLEANS REDEVELOPMENT AUTHORITY, LA  
NORTHEAST OREGON HOUSING AUTHORITY, OR  
PORT OF BRANDON, OR  
PORT OF MORGAN CITY, LA  
PORTLAND DEVELOPMENT COMMISSION, OR  
PORTLAND FIRE AND RESCUE  
PORTLAND HOUSING CENTER, OR  
OREGON COAST COMMUNITY ACTION  
OREGON HOUSING AND COMMUNITY SERVICES  
OREGON LEGISLATIVE ADMINISTRATION  
ROGUE VALLEY SEWER, OR  
SAINT LANDRY PARISH TOURIST COMMISSION  
SAINT MARY PARISH REC DISTRICT 2  
SAINT MARY PARISH REC DISTRICT 3  
SAINT TAMMANY FIRE DISTRICT 4, LA  
SALEM MASS TRANSIT DISTRICT  
SEWERAGE AND WATER BOARD OF NEW ORLEANS,  
LA  
SOUTH LAFORCHE LEVEE DISTRICT, LA  
TRI-COUNTY METROPOLITAN TRANSPORTATION  
DISTRICT OF OREGON  
TUALATIN HILLS PARK & RECREATION DISTRICT  
TUALATIN VALLEY FIRE & RESCUE  
TUALATIN VALLEY WATER DISTRICT  
WILLAMALANE PARK AND RECREATION DISTRICT  
WILLAMETTE HUMANE SOCIETY

**K-12 INCLUDING BUT NOT LIMITED TO:**

ACADIA PARISH SCHOOL BOARD  
BEAVERTON SCHOOL DISTRICT  
BEND-LA PINE SCHOOL DISTRICT  
BOGALUSA HIGH SCHOOL, LA  
BOSSIER PARISH SCHOOL BOARD  
BROOKING HARBOR SCHOOL DISTRICT  
CADDO PARISH SCHOOL DISTRICT  
CALCASIEU PARISH SCHOOL DISTRICT  
CANBY SCHOOL DISTRICT  
CANYONVILLE CHRISTIAN ACADEMY  
CASCADE SCHOOL DISTRICT  
CASCADES ACADEMY OF CENTRAL OREGON  
CENTENNIAL SCHOOL DISTRICT  
CENTRAL CATHOLIC HIGH SCHOOL  
CENTRAL POINT SCHOOL DISTRICT NO.6  
CENTRAL SCHOOL DISTRICT 13J  
COOS BAY SCHOOL DISTRICT NO.9  
CORVALLIS SCHOOL DISTRICT 509J  
COUNTY OF YAMHILL SCHOOL DISTRICT 29  
CULVER SCHOOL DISTRICT  
DALLAS SCHOOL DISTRICT NO.2  
DAVID DOUGLAS SCHOOL DISTRICT  
DAYTON SCHOOL DISTRICT NO.8 DE  
LA SALLE N CATHOLIC HS  
DESCHUTES COUNTY SCHOOL DISTRICT NO.6  
DOUGLAS EDUCATIONAL DISTRICT SERVICE  
DUFUR SCHOOL DISTRICT NO.29  
EAST BATON ROUGE PARISH SCHOOL DISTRICT  
ESTACADA SCHOOL DISTRICT NO.10B

FOREST GROVE SCHOOL DISTRICT  
GEORGE MIDDLE SCHOOL  
GLADSTONE SCHOOL DISTRICT  
GRANTS PASS SCHOOL DISTRICT 7  
GREATER ALBANY PUBLIC SCHOOL DISTRICT  
GRESHAM BARLOW JOINT SCHOOL DISTRICT  
HEAD START OF LANE COUNTY  
HIGH DESERT EDUCATION SERVICE DISTRICT  
HILLSBORO SCHOOL DISTRICT  
HOOD RIVER COUNTY SCHOOL DISTRICT  
JACKSON CO SCHOOL DIST NO.9  
JEFFERSON COUNTY SCHOOL DISTRICT 509-J  
JEFFERSON PARISH SCHOOL DISTRICT  
JEFFERSON SCHOOL DISTRICT  
JUNCTION CITY SCHOOLS, OR  
KLAMATH COUNTY SCHOOL DISTRICT  
KLAMATH FALLS CITY SCHOOLS  
LAFAYETTE PARISH SCHOOL DISTRICT  
LAKE OSWEGO SCHOOL DISTRICT 7J  
LANE COUNTY SCHOOL DISTRICT 4J  
LINCOLN COUNTY SCHOOL DISTRICT  
LINN CO. SCHOOL DIST. 95C  
LIVINGSTON PARISH SCHOOL DISTRICT  
LOST RIVER JR/SR HIGH SCHOOL  
LOWELL SCHOOL DISTRICT NO.71  
MARION COUNTY SCHOOL DISTRICT  
MARION COUNTY SCHOOL DISTRICT 103  
MARIST HIGH SCHOOL, OR  
MCMINNVILLE SCHOOL DISTRICT NOAO  
MEDFORD SCHOOL DISTRICT 549C  
MITCH CHARTER SCHOOL  
MONROE SCHOOL DISTRICT NO.1J  
MORROW COUNTY SCHOOL DIST, OR  
MULTNOMAH EDUCATION SERVICE DISTRICT  
MULTISENSORY LEARNING ACADEMY  
MYRTLE PINT SCHOOL DISTRICT 41  
NEAH-KAH-NIE DISTRICT NO.56  
NEWBERG PUBLIC SCHOOLS  
NESTUCCA VALLEY SCHOOL DISTRICT NO.101  
NOBEL LEARNING COMMUNITIES  
NORTH BEND SCHOOL DISTRICT 13  
NORTH CLACKAMAS SCHOOL DISTRICT  
NORTH DOUGLAS SCHOOL DISTRICT  
NORTH WASCO CITY SCHOOL DISTRICT 21  
NORTHWEST REGIONAL EDUCATION SERVICE  
DISTRICT  
ONTARIO MIDDLE SCHOOL  
OREGON TRAIL SCHOOL DISTRICT NOA6  
ORLEANS PARISH SCHOOL DISTRICT  
PHOENIX-TALENT SCHOOL DISTRICT NOA  
PLEASANT HILL SCHOOL DISTRICT  
PORTLAND JEWISH ACADEMY  
PORTLAND PUBLIC SCHOOLS  
RAPIDES PARISH SCHOOL DISTRICT  
REDMOND SCHOOL DISTRICT  
REYNOLDS SCHOOL DISTRICT  
ROGUE RIVER SCHOOL DISTRICT  
ROSEBURG PUBLIC SCHOOLS  
SCAPPOOSE SCHOOL DISTRICT 1J  
SAINT TAMMANY PARISH SCHOOL BOARD, LA  
SEASIDE SCHOOL DISTRICT 10  
SHERWOOD SCHOOL DISTRICT 88J  
SILVER FALLS SCHOOL DISTRICT 4J  
SOUTH LANE SCHOOL DISTRICT 45J3  
SOUTHERN OREGON EDUCATION SERVICE  
DISTRICT

SPRINGFIELD PUBLIC SCHOOLS  
SUTHERLIN SCHOOL DISTRICT  
SWEET HOME SCHOOL DISTRICT NO.55  
TERREBONNE PARISH SCHOOL DISTRICT  
THE CATLIN GABEL SCHOOL  
TIGARD-TUALATIN SCHOOL DISTRICT  
UMATILLA MORROW ESD  
WEST LINN WILSONVILLE SCHOOL DISTRICT  
WILLAMETTE EDUCATION SERVICE DISTRICT  
WOODBURN SCHOOL DISTRICT  
YONCALLA SCHOOL DISTRICT  
ACADEMY FOR MATH ENGINEERING & SCIENCE  
(AMES), UT  
ALIANZA ACADEMY , UT  
ALPINE DISTRICT , UT  
AMERICAN LEADERSHIP ACADEMY , UT  
AMERICAN PREPARATORY ACADEMY , UT  
BAER CANYON HIGH SCHOOL FOR SPORTS &  
MEDICAL SCIENCES , UT  
BEAR RIVER CHARTER SCHOOL , UT  
BEAVER SCHOOL DISTRICT , UT  
BEEHIVE SCIENCE & TECHNOLOGY ACADEMY  
(BSTA) , UT  
BOX ELDER SCHOOL DISTRICT , UT  
CBA CENTER , UT  
CACHE SCHOOL DISTRICT , UT  
CANYON RIM ACADEMY , UT  
CANYONS DISTRICT , UT  
CARBON SCHOOL DISTRICT , UT  
CHANNING HALL , UT  
CHARTER SCHOOL LEWIS ACADEMY , UT  
CITY ACADEMY , UT  
DAGGETT SCHOOL DISTRICT , UT  
DAVINCI ACADEMY , UT  
DAVIS DISTRICT , UT  
DUAL IMMERSION ACADEMY , UT  
DUCHESNE SCHOOL DISTRICT , UT  
EARLY LIGHT ACADEMY AT DAYBREAK , UT  
EAST HOLLYWOOD HIGH , UT  
EDITH BOWEN LABORATORY SCHOOL , UT  
EMERSON ALCOTT ACADEMY , UT  
EMERY SCHOOL DISTRICT , UT  
ENTHEOS ACADEMY , UT  
EXCELSIOR ACADEMY , UT  
FAST FORWARD HIGH , UT  
FREEDOM ACADEMY , UT  
GARFIELD SCHOOL DISTRICT , UT  
GATEWAY PREPARATORY ACADEMY , UT  
GEORGE WASHINGTON ACADEMY , UT  
GOOD FOUNDATION ACADEMY , UT  
GRAND SCHOOL DISTRICT , UT  
GRANITE DISTRICT , UT  
GUADALUPE SCHOOL , UT  
HAWTHORN ACADEMY , UT  
INTECH COLLEGIATE HIGH SCHOOL , UT  
IRON SCHOOL DISTRICT , UT  
ITINERIS EARLY COLLEGE HIGH , UT  
JOHN HANCOCK CHARTER SCHOOL , UT  
JORDAN DISTRICT , UT  
JUAB SCHOOL DISTRICT , UT  
KANE SCHOOL DISTRICT , UT  
KARL G MAESER PREPARATORY ACADEMY , UT  
LAKEVIEW ACADEMY , UT  
LEGACY PREPARATORY ACADEMY , UT  
LIBERTY ACADEMY , UT  
LINCOLN ACADEMY , UT

LOGAN SCHOOL DISTRICT , UT  
MARIA MONTESSORI ACADEMY , UT  
MERIT COLLEGE PREPARATORY ACADEMY , UT  
MILLARD SCHOOL DISTRICT , UT  
MOAB CHARTER SCHOOL , UT  
MONTICELLO ACADEMY , UT  
MORGAN SCHOOL DISTRICT , UT  
MOUNTAINVILLE ACADEMY , UT  
MURRAY SCHOOL DISTRICT , UT  
NAVIGATOR POINTE ACADEMY , UT  
NEBO SCHOOL DISTRICT , UT  
NO UT ACAD FOR MATH ENGINEERING & SCIENCE  
(NUAMES) , UT  
NOAH WEBSTER ACADEMY , UT  
NORTH DAVIS PREPARATORY ACADEMY , UT  
NORTH SANPETE SCHOOL DISTRICT , UT  
NORTH STAR ACADEMY , UT  
NORTH SUMMIT SCHOOL DISTRICT , UT  
ODYSSEY CHARTER SCHOOL , UT  
OGDEN PREPARATORY ACADEMY , UT  
OGDEN SCHOOL DISTRICT , UT  
OPEN CLASSROOM , UT  
OPEN HIGH SCHOOL OF UTAH , UT  
OQUIRRH MOUNTAIN CHARTER SCHOOL , UT  
PARADIGM HIGH SCHOOL , UT  
PARK CITY SCHOOL DISTRICT , UT  
PINNACLE CANYON ACADEMY , UT  
PIUTE SCHOOL DISTRICT , UT  
PROVIDENCE HALL , UT  
PROVO SCHOOL DISTRICT , UT  
QUAIL RUN PRIMARY SCHOOL , UT  
QUEST ACADEMY , UT  
RANCHES ACADEMY , UT  
REAGAN ACADEMY , UT  
RENAISSANCE ACADEMY , UT  
RICH SCHOOL DISTRICT , UT  
ROCKWELL CHARTER HIGH SCHOOL , UT  
SALT LAKE ARTS ACADEMY , UT  
SALT LAKE CENTER FOR SCIENCE EDUCATION, UT  
SALT LAKE SCHOOL DISTRICT , UT  
SALT LAKE SCHOOL FOR THE PERFORMING ARTS,  
UT  
SAN JUAN SCHOOL DISTRICT , UT  
SEVIER SCHOOL DISTRICT , UT  
SOLDIER HOLLOW CHARTER SCHOOL , UT  
SOUTH SANPETE SCHOOL DISTRICT , UT  
SOUTH SUMMIT SCHOOL DISTRICT , UT  
SPECTRUM ACADEMY , UT  
SUCCESS ACADEMY , UT  
SUCCESS SCHOOL , UT  
SUMMIT ACADEMY , UT  
SUMMIT ACADEMY HIGH SCHOOL , UT  
SYRACUSE ARTS ACADEMY , UT  
THOMAS EDISON - NORTH , UT  
TIMPANOGOS ACADEMY , UT  
TINTIC SCHOOL DISTRICT , UT  
TOOELE SCHOOL DISTRICT , UT  
TUACAHN HIGH SCHOOL FOR THE PERFORMING  
ARTS , UT  
UINTAH RIVER HIGH , UT  
UINTAH SCHOOL DISTRICT , UT  
UTAH CONNECTIONS ACADEMY , UT  
UTAH COUNTY ACADEMY OF SCIENCE , UT  
UTAH ELECTRONIC HIGH SCHOOL , UT  
UTAH SCHOOLS FOR DEAF & BLIND , UT  
UTAH STATE OFFICE OF EDUCATION , UT

UTAH VIRTUAL ACADEMY , UT  
VENTURE ACADEMY , UT  
VISTA AT ENTRADA SCHOOL OF PERFORMING  
ARTS AND TECHNOLOGY , UT  
WALDEN SCHOOL OF LIBERAL ARTS , UT  
WASATCH PEAK ACADEMY , UT  
WASATCH SCHOOL DISTRICT , UT  
WASHINGTON SCHOOL DISTRICT , UT  
WAYNE SCHOOL DISTRICT , UT  
WEBER SCHOOL DISTRICT , UT  
WEILENMANN SCHOOL OF DISCOVERY , UT

**HIGHER EDUCATION**

ARGOSY UNIVERSITY  
BATON ROUGE COMMUNITY COLLEGE, LA  
BIRTHINGWAY COLLEGE OF MIDWIFERY  
BLUE MOUNTAIN COMMUNITY COLLEGE  
BRIGHAM YOUNG UNIVERSITY - HAWAII  
CENTRAL OREGON COMMUNITY COLLEGE  
CENTENARY COLLEGE OF LOUISIANA  
CHEMEKETA COMMUNITY COLLEGE  
CLACKAMAS COMMUNITY COLLEGE  
COLLEGE OF THE MARSHALL ISLANDS  
COLUMBIA GORGE COMMUNITY COLLEGE  
CONCORDIA UNIVERSITY  
GEORGE FOX UNIVERSITY  
KLAMATH COMMUNITY COLLEGE DISTRICT  
LANE COMMUNITY COLLEGE  
LEWIS AND CLARK COLLEGE  
LINFIELD COLLEGE  
LINN-BENTON COMMUNITY COLLEGE  
LOUISIANA COLLEGE, LA  
LOUISIANA STATE UNIVERSITY  
LOUISIANA STATE UNIVERSITY HEALTH SERVICES  
MARYLHURST UNIVERSITY  
MT. HOOD COMMUNITY COLLEGE  
MULTNOMAH BIBLE COLLEGE  
NATIONAL COLLEGE OF NATURAL MEDICINE  
NORTHWEST CHRISTIAN COLLEGE  
OREGON HEALTH AND SCIENCE UNIVERSITY  
OREGON INSTITUTE OF TECHNOLOGY  
OREGON STATE UNIVERSITY  
OREGON UNIVERSITY SYSTEM  
PACIFIC UNIVERSITY  
PIONEER PACIFIC COLLEGE  
PORTLAND COMMUNITY COLLEGE  
PORTLAND STATE UNIVERSITY  
REED COLLEGE  
RESEARCH CORPORATION OF THE UNIVERSITY OF  
HAWAII  
ROGUE COMMUNITY COLLEGE  
SOUTHEASTERN LOUISIANA UNIVERSITY  
SOUTHERN OREGON UNIVERSITY (OREGON  
UNIVERSITY SYSTEM)  
SOUTHWESTERN OREGON COMMUNITY COLLEGE  
TULANE UNIVERSITY  
TILLAMOOK BAY COMMUNITY COLLEGE  
UMPQUA COMMUNITY COLLEGE  
UNIVERSITY OF HAWAII BOARD OF REGENTS  
UNIVERSITY OF HAWAII-HONOLULU COMMUNITY  
COLLEGE  
UNIVERSITY OF OREGON-GRADUATE SCHOOL  
UNIVERSITY OF PORTLAND  
UNIVERSITY OF NEW ORLEANS  
WESTERN OREGON UNIVERSITY  
WESTERN STATES CHIROPRACTIC COLLEGE

WILLAMETTE UNIVERSITY  
XAVIER UNIVERSITY  
UTAH SYSTEM OF HIGHER EDUCATION, UT  
UNIVERSITY OF UTAH, UT  
UTAH STATE UNIVERSITY, UT  
WEBER STATE UNIVERSITY, UT  
SOUTHERN UTAH UNIVERSITY, UT  
SNOW COLLEGE, UT  
DIXIE STATE COLLEGE, UT  
COLLEGE OF EASTERN UTAH, UT  
UTAH VALLEY UNIVERSITY, UT  
SALT LAKE COMMUNITY COLLEGE, UT  
UTAH COLLEGE OF APPLIED TECHNOLOGY, UT

**STATE AGENCIES**

ADMIN. SERVICES OFFICE  
BOARD OF MEDICAL EXAMINERS  
HAWAII CHILD SUPPORT ENFORCEMENT AGENCY  
HAWAII DEPARTMENT OF TRANSPORTATION  
HAWAII HEALTH SYSTEMS CORPORATION  
OFFICE OF MEDICAL ASSISTANCE PROGRAMS  
OFFICE OF THE STATE TREASURER  
OREGON BOARD OF ARCHITECTS  
OREGON CHILD DEVELOPMENT COALITION  
OREGON DEPARTMENT OF EDUCATION  
OREGON DEPARTMENT OF FORESTRY  
OREGON DEPT OF TRANSPORTATION  
OREGON DEPT. OF EDUCATION  
OREGON LOTTERY  
OREGON OFFICE OF ENERGY  
OREGON STATE BOARD OF NURSING  
OREGON STATE DEPT OF CORRECTIONS  
OREGON STATE POLICE  
OREGON TOURISM COMMISSION  
OREGON TRAVEL INFORMATION COUNCIL  
SANTIAM CANYON COMMUNICATION CENTER  
SEIU LOCAL 503, OPEU  
SOH- JUDICIARY CONTRACTS AND PURCH  
STATE DEPARTMENT OF DEFENSE, STATE OF  
HAWAII  
STATE OF HAWAII  
STATE OF HAWAII, DEPT. OF EDUCATION  
STATE OF LOUISIANA  
STATE OF LOUISIANA DEPT. OF EDUCATION  
STATE OF LOUISIANA, 26<sup>TH</sup> JUDICIAL DISTRICT  
ATTORNEY  
STATE OF UTAH



**Michigan Office:**  
78 Northpointe Drive  
Lake Orion, Michigan 48359  
Phone: (248) 370-0000  
Fax: (248) 370-0011

October 25, 2016

**Ohio Office:**  
850 Science Blvd.  
Gahanna, Ohio 43230  
Phone: (614) 655-0022  
Fax: (614) 655-0023

Ms. Lisa Cummins, CPPB  
Purchasing Manager  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

**RE: RFP- STREET SWEEPERS, PARTS, ACCESSORIES, SUPPLIES,  
RELATED SERVICES AND RELATED EQUIPMENT  
RFP-RH-16-045**

Dear Lisa,

Thank you for the opportunity to submit the attached proposal for the above referenced equipment, supplies and services.

As the sole authorized Elgin Sweeper Company distributor for the State of Michigan, our proposal is geographic in nature as it is limited to prospective and participating public agencies within the State of Michigan. We are however making this proposal available to the entire Elgin Sweeper US distributor network to utilize via the National Intergovernmental Purchasing Alliance Company (National IPA) contract at the distributor's sole discretion. Please note that this proposal will bind Bell Equipment Company exclusively for the State of Michigan only. Participation by the other thirty five domestic Elgin Sweeper dealers will be of their own choosing.

**PRODUCT OFFERING**



Elgin Sweeper Company was founded in 1914 with its first sweeper being sold to the City of Boise, Idaho. Elgin's ISO 9001 certified manufacturing facility is located in Elgin, Illinois just west of Chicago and currently employs 350 individuals. Elgin is a wholly owned subsidiary of

Federal Signal Corporation (NYSE: FSS) and is a member of Federal Signal's Environmental Solutions Group which includes other leading environmental equipment manufacturers Vactor, Guzzler and Jetstream. Elgin Sweeper has a large domestic (US) dealer network consisting of thirty five dealers and is the North American market leader in street sweeper production.



As the oldest sweeper manufacturer in the United States, we are pleased to submit proposals on the Elgin Crosswind Regenerative Air Street Sweeper and the Elgin Eagle Mechanical Street Sweeper per your specifications. Any deviation from your published specifications are duly noted in the attached RFP documents.

In addition to the specified regenerative and mechanical sweepers, we are submitting the entire Elgin Sweeper product offering as part of this proposal. The product breakdown is as follows.

***Elgin Mechanical Sweepers***

- |                         |  |
|-------------------------|--|
| Elgin Eagle             | Truck Mounted, Dual Engine, Mechanical Sweeper           |
| Elgin Broom Bear        | Truck Mounted, Single Engine, Mechanical Sweeper         |
| Elgin Road Wizard       | Truck Mounted, Dual Engine, Mechanical Sweeper           |
| Elgin Broom Badger      | Truck Mounted, Non CDL, Mechanical Sweeper               |
| Elgin Pelican           | Three Wheel Mechanical Sweeper                           |
| Elgin Waterless Eagle   | Truck Mounted, Dual Engine, Waterless Mechanical Sweeper |
| Elgin Waterless Pelican | Three Wheel, Waterless, Mechanical Sweeper               |

### *Elgin Air Sweepers*

Elgin Crosswind	Truck Mounted Regenerative Air Sweeper
Elgin Whirlwind	Truck Mounted Vacuum Sweeper
Elgin Megawind	Truck Mounted Vacuum Sweeper

Elgin offers the most comprehensive street sweeper product offering compared to any other sweeper manufacturer in North America. Since every sweeping application is different, Elgin offers the proper product and the proper solution for each customer's unique street sweeping application.

A comprehensive street sweeping program is recognized as a Best Management Practice (BMP) for National Storm Water Management and MS4 guidelines and compliances. In addition, all Elgin products can be ordered with PM10 compliant water systems as desired.

Complete individual model descriptive literature, specifications and price lists are included with our proposal.

### *Options & Accessories*

With each price list, you will notice a plethora of options and accessories which will optimize performance, efficiency, productivity and safety. Some of these items, such as a wandering hose (catch basin cleaner) will allow the machine to become a dual purpose piece of equipment allowing both street sweeping and catch basin cleaning thus providing for further and more efficient use of the asset while reducing capital outlay. Additional examples are as follows:

- High Pressure Washdown Systems
- Automatic Lubrication Systems
- Glycol Recovery Options
- Custom Lighting Packages (Strobes, Beacons, Arrows, Floods, Etc.)
- Hopper Liners with Lifetime Warranties

A complete list of all available options, descriptions and corresponding pricing is included with each submitted model price list.

### ***Truck Chassis***

Elgin Sweeper Company has partnered with the manufacturing leaders in the Class 7 vocational truck market. These chassis' are ordered to Elgin's strict specifications and are held in stock at Elgin's manufacturing facility in Elgin, Illinois thus allowing expedited delivery on purpose specified street sweeping chassis'. Our proposal offering includes the following truck chassis'.

Freightliner M2 Conventional Cab  
International 4300 ISB Conventional Cab  
Autocar Xpert Cab-Over  
Peterbilt 220 Cab-Over  
Isuzu NPR

All of these trucks are diesel powered and are equipped with dual (RH & LH) steering and controls, with the exception of the Isuzu NPR chassis which is single LH steer as standard (optional dualization is available). Single steer options are available upon request. Complete specifications and pricing are included, by sweeper model, with our proposal.

### ***Alternative Fuels***

Compressed Natural Gas (CNG) power is available on the Elgin Crosswind Regenerative Air and Elgin Broom Bear Mechanical sweepers. Pricing is included with our proposal.

We can also offer assistance in locating local CNG fuel sources if the participating agency does not have their own CNG fueling station. In addition, we have relationships with several CNG fueling station providers should the agency be interested in pursuing their own CNG infrastructure.

### ***Warranty***

Elgin sweepers come standard with a one year parts and labor warranty. Additional extended warranties can be purchased in one year increments up to five years in duration. The buyer has the option to purchase a "parts only" extended warranty or a "parts and labor" extended warranty. Pricing for these extended warranties is included with each individual Elgin product price list submitted with this proposal and are subject to the 3% discount offered on the Elgin product. A detailed Elgin warranty certificate is also included for your review. All warranty issues and claims are coordinated, administered and processed by Bell Equipment Company.

The optional Elgin Lifeliner hopper liner includes a lifetime hopper and liner warranty for the life of the sweeper. This warranty is for the original sweeper owner and is not transferable.

Truck chassis warranty information, coverage details and documentation is included with our proposal for the following chassis manufacturers.

Freightliner  
International/Navistar  
Autocar  
Petebilt  
Isuzu

In addition, warranty information for Cummins, Allison and John Deere is also included in our proposal package.

### ***Operator and Service Technician Training***

As is our standard protocol on all new and used sweeper deliveries, we provide extensive operation and maintenance instruction per the customer's needs and requirements, hence, we comply with the delivery training aspect of your specification. Operator training is also provided, if needed, with all rental units.



In addition, Elgin Sweeper Company offers extensive technical training at its manufacturing facility in Elgin, Illinois on an ongoing basis throughout each year. This is a multi-day, hands-on training geared towards sweeper technicians and is offered on all Elgin products. A copy of the 2016 Federal Signal ESG (Elgin & Vactor) training seminar guide is included with our proposal

for your review. Per your specifications, the cost of attending this training for two individuals including transportation, food and lodging is included with each new sweeper purchase.

Bell Equipment Company offers additional local service training in the form of our annual "Sweeper Schools" which are held annually throughout Michigan. A copy of 2016's seminar invitation is included for review.

### ***Pricing, Discounts & Lead Times***

In our proposal binder, you will notice complete Elgin price lists by model. These are current Elgin list price lists as of October 3, 2016. We are offering a 3% discount on all base sweepers, sweeper options, chassis options, extended warranties and freight charges. The only exception to this discount is with truck chassis pricing (where applicable) as we are offering an 18% discount on all truck chassis' ordered through Elgin Sweeper Company. These discounts are also documented in Attachment B of the RFP response.

As a note of clarification, you will see Contact Inside Sales on four of our models, specifically, the Megawind, the Waterless Eagle, the CNG Broom Bear and the CNG Crosswind. This is due to the rather unique nature of these chassis'. Prices will be made available upon request and the 18% discount will apply.

Unless a stock unit is ordered, typical manufacturing lead times are 60-90 days after receipt of order. These lead times will vary at any given time based on factors such as machine order backlog, plant capacity, order content, custom orders and lead times from chassis and component suppliers.

### ***National IPA***

Per Attachment A, National IPA, Requirements for Cooperative Contract, we (Bell Equipment Company) agree to the terms and conditions set forth including the [REDACTED] payable to NIPA and the subsequent reporting information and schedules as defined for transactions with Michigan based agencies only. Additional participation and acceptance by other domestic US based Elgin distributors will be solely at their own discretion. [REDACTED]

[REDACTED]

[REDACTED]

This contract will be administered and maintained by our company President and Sales Manager, James Bell

**BELL EQUIPMENT COMPANY**



***Mission Statement***

*To provide our customers with superior equipment, service and support to maximize their efficiencies, productivity and profitability. We will do this while maintaining a respectable level of profit to allow for a safe and stable environment for our customers, employees and stakeholders, using fairness and integrity as our guiding principles.*

Bell Equipment Company was founded in 1951 by Dorman Bell as the sole authorized distributor for Elgin Sweeper Company covering the lower peninsula of Michigan. We are proud to celebrate our 65<sup>th</sup> year in business and are Elgin's second oldest distributor. We currently employ thirty five individuals, twenty seven of which are based out of Michigan, and are in our third generation of Bell family ownership.

We are a full service distributor providing new and used unit sales, parts, service, rentals and training. All of these functions will be explained in detail further on in our proposal. In addition to Elgin Sweeper, we also represent numerous other industry leading municipal and environmental equipment manufacturers including Heil Environmental (refuse and recycling vehicles), Epoke (salt and liquid spreaders), Envirosight (pipeline inspection equipment) and Trackless Vehicles (municipal tractors) to name a few.

Our 20,000 square foot headquarters is located in Lake Orion, Michigan. In addition, 10,000 square foot branch facility is located in Columbus, Ohio.

Bell Equipment currently holds, or is listed as a distributor, on several local and national purchasing contracts. A complete listing of these contracts is available upon request.

### ***Sales Volume History***

Our annualized sales volume for the past three fiscal years (January 1 – December 31) is as follows.



These numbers include new and used equipment sales, parts, service and rental revenue for both of our Michigan and Ohio operations.

### ***Federal EIN and Dunn & Bradstreet***

FEIN: 38-1941706

D&B: 01-683-0572

### ***New Unit Sales***

New equipment sales consist of the entire Elgin product line up. Stock unit orders are placed every fall to provide for timely and immediate delivery to coincide with the start of the sweeping season in the spring of the following year. Occasionally, factory demonstrator units become available for sale. These units are discounted off of new retail pricing based upon hours, mileage and usage.

### ***Used Unit Sales***

We also inventory a large amount of previously owned used street sweepers to accommodate various budget constraints and customer needs. Several of these machines have been refurbished and come with a limited warranty based upon the age and condition of the sweeper. Note that not all used units include warranty coverage. A complete listing of current sweeper inventory is available on the Used Equipment/Sweepers section of our web site [www.bellequip.com](http://www.bellequip.com). Inventory levels change daily and all units listed are subject to prior sale.

### ***Trade-Ins***

We actively pursue and encourage equipment trade-ins. A prospective trade-in is inspected and evaluated by Bell Equipment personnel and a trade value is established. The customer then has the option to accept the trade-in value which is typically applied as a deduction against the cost of a new unit.

### ***Guaranteed Buy-Backs***

Guaranteed buy-back programs are available upon request and are subject to approval by Bell Equipment Company. Under this program a value is established at the end of a specific term. The agency has the option of using this value as a trade-in allowance towards the purchase of a replacement unit or to sell the asset outright back to Bell Equipment Company.

Several strict guidelines apply to this program including, but not limited to, limited usage (mileage and engine hours), the exclusive use of OEM replacement parts and approval of sweeping application.

### ***Municipal Lease/Purchase***

In conjunction with TCF Equipment Finance of Indianapolis, IN, we offer a very popular municipal lease/purchase program. The customer determines the term, payment frequency and if the payments will be made in advance or in arrears. Lease quotations are then provided accordingly. This allows the participating agency to amortize the capital outlay over a period of time as opposed to a large one-time capital purchase. A sample TCF lease quotation and documentation is included for review.

### ***Sales Staff***

Our sales team includes four outside Sales Representatives, a Sales Manager (also the President of our company) and a Used Equipment Manager. A sales territory map is included with our proposal.

### ***Service***

Our 20,000 square foot facility in Lake Orion, MI serves as our service facility for the entire State of Michigan. This building was designed specifically for Bell Equipment Company and we took occupancy on January 1, 1996. It is owned by James Bell Sr. and Carole Bell. Features include eight drive-through service bays, a wash bay and a tool/machining area. Our parts

department is also in the same facility but is separated from the shop area. The entire parking and equipment storage area is paved in concrete, fenced and secured.

We also provide service at the customer's location or in the field as needed via our fleet of service vehicles.



In addition to providing service on the entire sweeper module, additional services include the following.

- Inspections & Diagnostics
- Hydraulics
- Pneumatics
- Electrical
- Water Systems
- Welding, Cutting and Fabrication
- Equipment Refurbishment

We do not provide any truck chassis and or drive-line repair services, however, we can (and do) facilitate these repairs through many of the local truck chassis dealers upon the request of the customer.

### *Service Staff*

Our service staff consists of seven full-time Service Technicians, four of whom are Elgin factory trained and certified. In addition we have two Service Managers and two drivers who pick-up and deliver equipment and parts throughout Michigan.

### *Service Hours & Rates*

We are open 7:00 AM – 5:00 PM. Monday through Friday. Arrangements can be made for after hours or weekend service as needed.

Our current shop labor rate is \$ 100.00 per hour. Road service labor is calculated from departure time to return time also at \$ 100.00 per hour. We do not charge for mileage.

### *Full Service Maintenance Agreements (Elgin Mile After Mile Program)*

Full service maintenance agreements are available for all new Elgin products. These agreements allow for full sweeper and truck chassis (where applicable) maintenance and service by Bell Equipment Company. The customer simply provides the fuel, tire maintenance and operator. The customer is also expected to keep the machine properly cleaned and lubricated where applicable. This agreement does not include the acquisition cost of the sweeper but can certainly be added to the upfront purchase cost of the sweeper if so desired.

The customer has the option of providing their own consumables which include brooms, wear shoes, curtains, fluids and filters or to have Bell Equipment supply them. Annual cost breakdowns are as follows.

Truck Mounted Sweeper with Consumables	\$ 19,000.00
Truck Mounted Sweeper without Consumables	\$ 16,500.00
Pelican Sweeper with Consumables	\$ 18,000.00
Pelican Sweeper without Consumables	\$ 15,500.00

Term of agreement is defined by the customer but is limited to a four year maximum. Examples of this agreement are included with our proposal.

### *Parts*

We consistently stock over \$ 1,000,000.00 in OEM replacement parts at our facility in Lake Orion, Michigan. Included in our proposal is a complete Elgin OEM parts price list (CD inside proposal front cover). As part of our proposal, we are offering all participating agencies a 5% discount off of Elgin list price.

Our Parts Department is open from 7:00 AM – 5:00 PM, Monday – Friday and is staffed by a Parts Manager and two assistants. Our Parts Manager, Steve Sauer, has been with Bell Equipment Company for 33 years and is an expert in the Elgin product line.

Parts are available for pick-up or delivery via common carrier. We also have two drivers on staff who provide free daily parts delivery throughout southeast Michigan. In the rare event we do not have the required part in stock, we can arrange the part to be drop shipped directly from Elgin Sweeper Company to the customer, usually overnight.

Parts returns will require prior approval from Bell Equipment Company. No re-stocking fees will be assessed.

We can be reached toll free at 866-597-0716, via email at [ssauer@bellequip.com](mailto:ssauer@bellequip.com) or through our web site [www.bellequip.com](http://www.bellequip.com). We are also launching a sweeper parts on-line purchasing pilot program later this fall allowing the customer to purchase popular Elgin OEM replacement parts on-line.

### ***Rentals***

Our street sweeper rental fleet consists of new and used mechanical and air sweepers. Most of our air sweepers are equipped with catch basin cleaning attachments to allow for further utilization of the machine. As of this writing, our rental fleet consisted of twenty sweepers.

Units are available for daily, weekly and monthly rentals. Rent to own programs are also available. Operator training is provided at time of machine delivery or pick-up. Delivery can also be arranged, additional charges apply. Rental rates are as follows:

Truck Mounted Mechanical Sweeper	\$ 3,750.00 Weekly	\$ 9,950.00 Monthly
Truck Mounted Air Sweeper	\$ 3,850.00 Weekly	\$ 10,225.00 Monthly
Three Wheel Mechanical Sweeper (Pelican)	\$ 3,150.00 Weekly	\$ 9,000.00 Monthly

A rental rate sheet and Bell Equipment rental agreement is included for your review.

### *References*

CUSTOMER	CONTACT	TITLE	PHONE
City of Detroit, MI	Ron Brundidge	Director DPW	313-224-3901
City of Grand Rapids, MI	James Hurt	Director DPS	616-456-3312
City of Battle Creek, MI	Steve Siemen	Fleet Services Manager	269-966-3355
City of Flint, MI	Mike Rule	Fleet Manager	810-766-7420
Saginaw County Road Commission	Rob Hudec	Director of Fleet & Facilities	989-399-3755

In addition, a complete Michigan based Elgin user's list with contact names and numbers is included with our proposal. We encourage you to contact any and all to gauge their satisfaction with their Elgin sweeper and the support they receive from Bell Equipment Company through the life of their machine.

The sheer number of Elgin street sweepers in operation in Michigan today, compared to all other sweeper competitors, speaks volumes as to why Elgin is the preferred choice in the street sweeping industry today.

### *Summary*

In summary, we feel that our proposal provides for the best overall *value* to all member agencies based upon the following criteria.

1. Largest sweeper product offering covering all sweeping applications.
2. Largest chassis offering including conventional and cab-over options.
3. History and experience.
  - A. Elgin Sweeper Company           102 Years
  - B. Bell Equipment Company       65 Years
4. Dominant sweeper market share compared to all other competitors, combined.
5. Comprehensive and detailed proposal offering.
  - A. New & Used Equipment Sales
  - B. Lease/Purchase Programs
  - C. Guaranteed Buy-Back Programs
  - D. Rental/Purchase Programs

- E. Trade-In Allowances
- F. Full Service Maintenance Programs
- G. Service Support including Road & On-Site Service Capabilities
- H. Parts Sales & Support
- I. Training, Nationally & Locally, Operation & Maintenance, Continuous
- J. Large Sweeper Rental Fleet
- K. Facilities
- L. Staff Experience, Longevity, Knowledge & Reputation
- M. National IPA Compliance & Participation, 2% Admin Fee
- N. Favorable & Competitive Pricing with Discount Structures

We thank you again for the opportunity to submit our proposal. We look forward to meeting with you soon.

Sincerely,



James Bell  
President – Bell Equipment Company



## Machine Pricing

Type of Machine:	Discount off of List Price*
Mechanical	3%
Regenerative Air	3%
<b>Additional Street Sweepers Offered:</b>	
Elgin Eagle Mechanical	3%
Elgin Waterless Eagle Mechanical	3%
Elgin Broom Bear Mechanical	3%
Elgin Broom Bear CNG Mechanical	3%
Elgin Road Wizard Mechanical	3%
Elgin Broom Badger Mechanical	3%
Elgin Pelican Mechanical	3%
Elgin Waterless Pelican Mechanical	3%
Elgin Crosswind (with Memory Sweep) Regenerative Air	3%
Elgin Crosswind (without Memory Sweep) Regenerative Air	3%
Elgin Crosswind CNG Regenerative Air	3%
Elgin Whirlwind Vacuum	3%
Elgin Megawind Vacuum	3%

Price List Used: \_\_\_\_\_

Elgin List Price Sheets

*\*Proposer to include a complete Price List including items and their List Price in their proposal*

### Chassis Pricing

Make and Model:	Discount off of List Price*
Freightliner M2 106	18%
International 4300	18%
Autocar Xpert	18%
Peterbilt 220	18%
Isuzu NPR	18%

Price List Used: \_\_\_\_\_ Elgin List Price

### Engine Pricing

Make and Model:	Discount off of List Price*
NA, included in base chassis pricing.	

Price List Used: \_\_\_\_\_

### Transmission Pricing

Make and Model:	Discount off of List Price*
NA, included in base chassis pricing.	

Price List Used: \_\_\_\_\_

*\*Proposer to include a complete Price List including items and their List Price in their proposal*





# PERRY JOHNSON REGISTRARS, INC.

## *Certificate of Registration*

*Perry Johnson Registrars, Inc., has audited the Quality Management System of:*

***Elgin Sweeper Co.***  
***1300 West Barlett Road, Elgin, IL 60121 United States***

*(Hereinafter called the Organization) and hereby declares that  
Organization is in conformance with:*

***ISO 9001:2008***

*This Registration is in respect to the following scope:*

***Design and Manufacture of Mechanical, Regenerative Air,  
Vacuum, Glycol Recovery Sweepers, and Water Jet Vehicles***

*This Registration is granted subject to the system rules governing the Registration referred to above, and the  
Organization hereby covenants with the Assessment body duty to observe and comply with the said rules.*



*Terry Boboige*

Terry Boboige, President

Perry Johnson Registrars, Inc. (PJR)  
755 West Big Beaver Road, Suite 1340  
Troy, Michigan 48084  
(248) 358-3388

*The use of the UKAS accreditation symbol is in respect to the activities  
covered by the Accreditation Certificate Number 0105.*

*The validity of this certificate is dependent upon ongoing surveillance.*

*Effective Date:*  
November 1, 2015

*Expiration Date:*  
September 14, 2018

*Certificate No.:*  
C2015-02713



## 2017 SWEEPER RENTAL RATES

**Does Your Municipality Need to Rent a Sweeper?**

Contact Your Local Authorized Elgin Dealer



*Bell* Since 1951  
Equipment Company

**Call - 248-370-0000**



**Pelican** – Weekly - \$3,150 / Monthly - \$9,000

**4 Wheel Mechanical** – Weekly - \$3,750 / Monthly - \$9,950

**Air Machine** – Weekly - \$3,850 / Monthly - \$10,225



# MICHIGAN

78 Northpointe Drive  
 Lake Orion, MI 48359  
 Phone: (248) 370-0000  
 Fax: (248) 370-0011  
 Toll Free: (866) 597-0716



# OHIO

850 Science Boulevard  
 Mansfield, OH 44903  
 Phone: (419) 589-2355  
 Fax: (419) 589-5525  
 Toll Free: (888) 666-7266

## RENTAL AGREEMENT

CUSTOMER			VEHICLE #		LICENSE #	
PHONE			YEAR MAKE		DESCRIPTION	
ADDRESS			VIN		MODEL GVW	
CITY	STATE	ZIP	ODOMETER OUT	FUEL OUT	HOURS OUT	DATE & TIME OUT
CREDIT CARD NUMBER			ODOMETER IN	FUEL IN	HOURS IN	DATE & TIME IN
EXP DATE		TYPE (CIRCLE) AM EX MC VISA		CHECKED OUT BY:		CHECKED IN BY:
DRIVER		BIRTH DATE		INSURANCE COMPANY		POLICY NUMBER
LICENSE #	STATE	EXP DATE	INSURANCE CERTIFICATE RECEIVED <input type="checkbox"/>			
<b>IMPORTANT</b> *CAREFULLY READ ALL TERMS AND CONDITIONS ON THE REVERSE SIDE *CUSTOMER IS RESPONSIBLE FOR ALL TRAFFIC VIOLATIONS AND MUST TURN IN ALL SUMMONSES UPON CHECK IN *ALL ACCIDENTS MUST BE REPORTED IMMEDIATELY *COLLISION WITH STATIONARY OBJECTS AND OVERHEAD DAMAGE IS CUSTOMER'S RESPONSIBILITY			ADDITIONAL COMMENTS			
CUSTOMER AGREES TO PAY FOR ALL FUELS USED, ALL DAMAGE TO TIRES AND TUBES CAUSED BY BLOWOUT, BRUISES, CUTS, ROAD HAZARDS, OR OTHER CAUSES INHERENT IN THE USE OF THE EQUIPMENT IS THE RESPONSIBILITY OF THE CUSTOMER.			<b>MINIMUM CHARGE OF \$300.00 IF EQUIPMENT IS RETURNED DIRTY</b>			
CUSTOMER AGREES THAT ALL OUTSTANDING BALANCES ARE DUE UPON RETURN OF VEHICLE. PAYMENT MUST ACCOMPANY THE VEHICLE RETURN. IF CUSTOMER FAILS TO PAY, CUSTOMER AUTHORIZES BELL TO CHARGE BALANCE DUE TO CUSTOMER CREDIT CARD LISTED ABOVE			<b>CUSTOMER'S SIGNATURE OR AUTHORIZED REPRESENTATIVE ACCEPTS ALL TERMS &amp; CONDITIONS</b>			
CUSTOMER HAS READ BOTH SIDES OF THIS AGREEMENT AND AGREES TO THE TERMS AND CONDITIONS THEREOF.			<b>X</b> _____ RELEASE _____ DATE _____			
CUSTOMER'S SIGNATURE  <b>X</b> _____			<b>X</b> _____ RETURN _____ DATE _____			

Bell Equipment Company ("Bell") rents to Customer, the vehicle described on Page 1 of this rental agreement.

1. **Drivers:** In no event shall the vehicle be used, operated or driven by an person other than the Customer or qualified licensed drivers at least 21years of age who have Customer's advance permission and whose names appear on Page 1 hereof. Drivers shall not leave the keys in or improperly lock up or secure the vehicle (excluding valet parking).

2. **Prohibited Use:** The vehicle must not be used:

- (a) for the transportation of persons for compensation.
- (b) in any race, test, or competitive event.
- (c) outside the United States without first obtaining Bell's written permission.
- (d) in violation of any federal, state, or local laws.
- (e) while driver is under the influence of intoxicants or drugs.
- (f) to push or tow any vehicle.
- (g) if further use of the vehicle would cause damage (ie: warning light on, flat tire, steam rising from engine).
- (h) to carry explosive substances.
- (i) to transport a total vehicle and payload weight in excess of the gross vehicle weight as specified on the vehicle.
- (j) to be driven in or through a structure where there is insufficient clearance, whether height or width.
- (k) transport cargo improperly loaded and/or secured.

3. **Return of Vehicle.** This agreement is one of rental only. The vehicle is the property of Bell and shall be returned to the Bell address or at a place designated by Bell and on the date shown on Page 1, or earlier if demanded, together with all tires, tools, accessories and equipment in the same condition as when received, ordinary wear and tear excepted.

4. **Amounts Due Bell:** Customer shall pay Bell on demand:

- (a) all time and mileage charges determined by reading the vehicle odometer. Customer shall NOT detach the odometer and shall pay for its repair or replacement if any seal has been broken, along with a mileage charge equivalent to the average charge developed from Bell's experience.
- (b) refueling charge if the vehicle is returned with less fuel than when rented if the rate does not include fuel.
- (c) all sales, use excise or other taxes charged by Bell as reimbursement for taxes paid.
- (d) all fines, penalties, forfeitures, courts costs and out of pocket expenses incurred by Bell with respect to Customer's use of the vehicle including parking, traffic or other violations assessed against Bell, the vehicle, or customer, unless due to Bell's fault.
- (e) Bell's costs and expenses, including reasonable attorney's fees, incurred in collecting.

If the Customer fails to pay any rental or other sum due hereunder, the Customer will pay to Bell a late fee on such delinquent payment at the rate of 18% per annum.

5. **Vehicle Insurance.** Customer agrees to provide and maintain a certificate of insurance on file with Bell and update said certificate as needed and upon expiration. Insurance requirements must be maintained with minimum limits of the following: General liability with \$1,000,000 per occurrence and \$2,000,000 aggregate; this must include premises/operations, personal injury and product/completed operations; auto liability with a combined single limit of not less than \$1,000,000 of comprehensive liability; employer's liability of not less than \$500,000/\$500,000/\$500,000 each accident, each employee, and policy limit; excess/umbrella liability with limits of at least \$2,000,000. Certificate must contain a 30 day cancellation provision and notice to Bell of cancellation. Customer must list Bell as additional insured on ALL lines of coverage. Primary insurance protection equal to or greater than the value of the designated vehicle must be maintained and listed on the certificate.

6. **Warranties and Remedies.** Bell makes no warranties with respect to the vehicle except that it is in running condition. If the vehicle breaks down during the rental period for reasons other than abuse or neglect by Customer, Bell will repair the vehicle, replace the vehicle or return all unearned rental fees, at Bell's sole option. In no event will Bell be liable for consequential or incidental damages which may be suffered by the Customer resulting from problem with the vehicle.

**SELLER DISCLAIMS ALL WARRANTIES IN CONNECTION WITH THE VEHICLE, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING WITHOUT LIMITATION DESCRIPTION, QUALITY, DESIGN, PERFORMANCE, SPECIFICATIONS, CONDITION, MERCHANTABILITY, AND FITNESS FOR ANY PARTICULAR PURPOSE, EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT**

7. **Indemnity.** Customer releases and holds Bell, its agents and employees, harmless from all claims for loss or damage to any property of customer or any other person in, on, or about the vehicle, either before or after its return to Bell, or on Bell's premises, without regard to any negligence by Bell, or any of its agents or employees. Customer shall defend, indemnify and hold harmless Bell from and against any and all losses, liabilities, damages, injuries, claims, demands, costs, and expenses arising out of the use or possession of the vehicle including, but not limited to any and all fines, penalties, and forfeitures imposed under any federal, state, municipal, or other statute, law, without regard to any negligence by Bell or any of its agents or employees. Customer shall defend, indemnify and hold harmless Bell from and against any and all losses, liabilities, damages by Customer or its drivers, agents or employees, or the confiscation of the vehicle by any governmental authority for illegal or improper use of the vehicle. Additionally, Customer shall indemnify and hold Bell harmless for all loss, liability and expense in excess of the limits of liability provided for herein as a result of bodily injury, death, or property damage arising out of the use or operation of vehicle.

8. **No Agency.** Neither Customer nor any other driver of the vehicle shall be or is deemed to be the agent, servant, or employee of Bell for any reason or for any purpose. During the term of the agreement, Customer shall completely assume full responsibility for the vehicle to the public and any regulatory body having jurisdiction.

9. **Maintenance & Repairs.** Customer shall perform and pay for all normal, periodic and other basic service, adjustments and lubrication of vehicles, including but not limited to: checking of vehicles before each shift; and supplying fuel, oil and water; and checking cooling system, tire pressures, battery fluid and charge levels at least weekly. If the vehicle fails to operate properly or needs repair, Customer shall immediately cease using and notify Bell forthwith. Customer shall not permit any repairs to the vehicle or any lien to be placed upon it without Bell's consent. Customer shall be liable for any such repairs. The Customer shall not make any alterations, additions, or improvements to the vehicle without the prior written consent of Bell. All alterations, additions and improvements made to the vehicle with the consent of Bell shall belong to and become the property of Bell. Upon return of vehicle if Bell determines that monthly maintenance was not performed, there will be an additional minimum \$350.00 charge.

10. **Accidents.** Customer shall immediately report any accident to Bell and deliver to Bell or its insurer if requested by Bell, every process, pleading, notice, or paper of any kind received by Customer or any driver of the vehicle relating to any claim, suite or proceeding connected with any accident or event involving the vehicle. Neither Customer nor any driver of the vehicle shall aid or abet the assertion of any such claim, suit or proceeding and shall cooperate fully with Bell and its insurer in investigating and defending any such claim.

11. **Credit Charges.** In the event Customer directs Bell to bill charges hereunder to any other person, or organization, such person or organization and Customer shall be jointly and severally liable for all such charges. Customer expressly authorizes Bell to process a credit card voucher, if any, in his name for charges made hereunder.

12. **Loss & Damage Provisions.** The Customer is responsible to Bell for any loss or damage to the vehicle and/or its return in the same condition in which received, except for ordinary wear and tear. Such responsibility is limited to the full value of the vehicle at the time it is lost or damaged, less its salvage value, plus an administrative fee and Bell's related expense, including loss of use, appraisal fees, recovery costs and reasonable attorney's fee. In the event the vehicle is damaged in a manner for which the Customer is responsible, the vehicle may be repaired by Bell or a repairer of Bell's choice at then prevailing hourly rates for labor posted at Bell's branch where the vehicle is being repaired, or the repairer's hourly rate for the labor charged by repairer for such repairs, as the case may be. Parts will be charged at Bell's list price. Customer is also responsible for the expense relating to such loss or damage to the vehicle as specified in the agreement.

13. **Miscellaneous.** This agreement will be construed under the laws of the State of Michigan and may not be assigned by the Customer without written consent of Bell. The exclusive jurisdiction for claims and disputes under this agreement will be the state courts located in Oakland County, Michigan.



## **FULL SERVICE MAINTENANCE AGREEMENT**

The intent of this agreement is to describe special terms and conditions for the CUSTOMER with vendor maintenance, for the Elgin MODEL street sweeper. The proposal is written to insure that equipment operated by you will provide the lowest total cost during its useful life.

### **COST:**

Full Service Package    \$ 19,000.00 per year.    \$ 57,000.00 for contract term (3 year).

Includes all service, repairs, maintenance, parts and consumable items (brooms, wear shoes, curtains, fluids and filters). Does not include any repair or parts caused by operator misuse or abuse.

### **DEFINITIONS:**

- The term "you" shall mean the CUSTOMER.
- The term "Bell" shall mean Bell Equipment Company, the OEM dealer who represents the manufacturer of the equipment being proposed.
- The term "Fleet Management" shall mean CUSTOMER or their designated representative, wherein the equipment will be operated and maintained.
- The term "Bell Principal" shall mean the principal person or his/her designated representative of Bell, whom this contract shall apply.
- The term "normal work day" shall mean a day which falls on or between Monday and Friday of the calendar week, 52 weeks a year, excluding identified holidays. A list of all Levy holidays shall be supplied to Bell from you upon award of this contract.
- The term "normal working hours" shall mean the time period of a normal workday when the CUSTOMER main equipment shop and/or maintenance facility is normally open for operation. You shall supply Bell with this information upon award of this contract.

- The term "in-service date" shall mean the date the CUSTOMER places the unit in operation. The company will notify the Bell Principal of the in-service date.
  - The term "downtime" shall mean the period of time measured in normal work days that the unit is unable or unsafe to perform those operations for which the unit was designed.
1. The maintenance period shall be for a three (3) year term.
  2. The training will require a minimum of one (1) day for operating and one (1) day for daily maintenance.
  3. The CUSTOMER is responsible for providing fuel, tires, and an operator for the street sweeper.
  4. The CUSTOMER is responsible for the daily maintenance of the street sweeper in accordance with instructions from Bell and/or the manufacturer. This includes keeping the machine clean and lubricated.
  5. All specified service, maintenance and repairs will be done by Bell service personnel at CUSTOMER's designated Michigan location. Bell shall be fully responsible for transporting to and from your facility, at no cost to you for any repairs or maintenance required, if said repairs or maintenance cannot be completed at Levy's site.
  6. Bell is responsible for the cost and labor of the following:
    - a) All consumable items including brooms, dirt shoes, skirting, fluids and filters.
    - b) Any needed replacement part needed to due to component failure or wear. The CUSTOMER will be responsible for any part or component and labor caused by neglect, accident or damage to sweeper.
    - c) Street sweeper and related components
    - d) Truck chassis, drive train and related components
    - e) All weekly, monthly, semi-annual and annual maintenance requirements
  7. This proposal is based on maximum average annual usage of the street sweeper equipment of 1,500 engine hours per year. An hourly charge of \$ 12.00 will be invoiced for hours exceeding 1,500 average annual engine hours per year.
  8. Bell shall guarantee that the equipment purchased under this contract will be available for operation at least 90% of normal workdays. Bell shall guarantee that the equipment purchased under this contract will not be out of service for more than five (5) consecutive, in any 100 consecutive, normal work day period.
  9. Equipment availability shall apply to equipment put out of service due to faulty parts, components, or equipment design, which render the unit unable or unsafe to perform those operations for which the unit is designed. CUSTOMER's supervising personnel, after inspection will determine in conjunction with a Bell Principal, if the unit was

inoperable or unsafe. Equipment availability shall not apply to equipment during routine maintenance or equipment put out of service due to theft, vandalism, accident, the CUSTOMER's personnel negligence or act of God.

10. The unit will be considered out of service starting the first normal work day, following Bell notification by the CUSTOMER that the unit is inoperable or unsafe and requires repair. Therefore, the downtime clock will start at the beginning of the first normal work day, following such notification. The CUSTOMER Fleet Manager will notify the Bell Principal during normal working hours of a unit that is out of service and requires repair. The unit will be considered in service (operational) starting the first normal work day following the completion of the repair and/or return of the repaired unit. Therefore, the downtime clock will stop at the beginning of the first normal day following the repair completion or return of the repaired unit.
  11. Equipment availability or in-service percentage (uptime) will be computed by Levy at the end of each 100 consecutive, normal work day period, beginning from the in-service date, using downtime increments of normal work days. The CUSTOMER will use the following formula to compute equipment availability at the end of each 100 consecutive, normal work day period:  $Equipment\ Availability = [(100\ Days - Downtime)/100\ Days] \times 100\%$
- NOTE: The term "Days" refers to normal workdays. The term "Downtime" refers to the total downtime accumulated during the 100 consecutive, normal workday period.
12. Bell will credit the CUSTOMER a daily amount of \$100.00 for each normal workday required to provide 90% availability in the event a replacement unit is not available.
  13. Bell will provide a relief unit should repair downtime be more than five (5) consecutive normal workdays. All costs associated with securing and delivering the relief unit shall be at Bell's expense, with no cost to the CUSTOMER. The relief unit must be functionally equivalent to its replacement.
  14. This guarantee shall be in effect for a period of three (3) years. Time will be measured in calendar years from the in-service date and engine hours will be recorded on the electric, solid state hour meter provided with the unit.

CUSTOMER

Bell Equipment Company

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

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

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



City of Rochester Hills  
Request for Proposals Street Sweepers, Parts,  
Accessories, Supplies and Related Services  
and Related Equipment  
RFP-RH-16-045  
Addendum #3

October 7, 2016

This document and its attachments are considered Addendum #3 to the Request for Proposals For Street Sweepers, Parts, Accessories, Supplies and Related Services and Related Equipment –RFP-RH-16-045

Attached and made part of this addendum are:

- Pre-Proposal Meeting Notes
- Sign-In Sheet

Lisa Cummins, CPPB  
Purchasing Manager

**City of Rochester Hills**  
**PRE-PROPOSAL VOLUNTARY MEETING NOTES**  
**Wednesday, September 28, 2016 at 10:00 a.m.**

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**REQUEST FOR PROPOSALS**  
**FOR STREET SWEEPERS, PARTS, ACCESSORIES,**  
**SUPPLIES, RELATED SERVICES AND EQUIPMENT**  
**RFP-RH-16-045**

The pre-proposal meeting was held on September 28, 2016 at 10:00 a.m. at the City of Rochester Hills Department of Public Services Building, located at 511 East Auburn Road, Rochester Hills, MI 48307.

In attendance Amy Smith, Group Director, Central Region for National IPA; Michael Lasley, Director of Contracting for National IPA; Al Piper, Contract Manager for National IPA (Phone); Sarah Vavra, VP, National Contracts for National IPA (Phone); Bruce Halliday, Fleet Manager, City of Rochester Hills; Lisa Cummins, Supervisor of Procurement, City of Rochester Hills; Debbie Scully, Senior Purchasing Analyst, City of Rochester Hills; Jerry Brock, Fleet Supervisor, Farmington Hills; Kevin McCarthy, DPW Superintendent, Farmington Hills; Terry McGran, Motor Pool Supervisor and interested contractors were in attendance.

All contractors present were encouraged to complete the “sign-in” sheet. Attendees were encouraged to register as a vendor on the Michigan Intergovernmental Trade Network (MITN) in order to receive addenda and award information relative to the proposal. Attendance at the pre-proposal meeting is mandatory in order to submit a proposal. Contractors were instructed that pre-proposal meeting notes will be issued as an addendum on the MITN procurement site.

Proposals will be received in the Purchasing Division, City of Rochester Hills, 1000 Rochester Hills Drive, Lower Level, Rochester Hills, Michigan 48309 in a **Sealed Envelope marked “RFP –STREET SWEEPERS, PARTS, ACCESSORIES, SUPPLIES, RELATED SERVICES AND RELATED EQUIPMENT”** no later than the due date of **Wednesday, October 26, 2016 @ EXACTLY 3:00 p.m.** Faxed, emailed or late proposals will not be accepted.

The deadline for questions is **Wednesday, October 12, 2016 at 3:00 pm.** Please indicate page and section number the question is referencing. Once the deadline for questions has passed a final addendum will be posted at the MITN site. Contractors were reminded that all questions must be submitted to the attention of: Lisa Cummins. **Vendors cannot contact any entity or employee with their questions.** Questions received by National IPA will be forwarded to Lisa Cummins for response.

The City of Rochester Hills is acting as Principal Procurement Agency on behalf of the National Intergovernmental Purchasing Alliance to create a nationwide master agreement

## Pre-Proposal Meeting Notes Continued

for the purchase of street sweepers, parts, accessories, supplies, related services and related equipment.

Insurance requirements must also be met by the awarded contractor.

Submittal must include one (1) original, six (6) copies and two (2) electronic copies.

Lisa Cummins began with a general overview of the project. There are three Cities participating in this solicitation; the City of Rochester Hills is the principal procurement agency. This contract is being solicited on behalf of the three Cities, and National Intergovernmental Purchasing Alliance Company (National IPA) to create an agreement for other agencies across the nation.

The Contract being solicited is broad in scope and is done so to meet the different needs of agencies across the country. Dealers are encouraged to reach out to the manufacturers and determine partnerships. Proposers are encouraged to provide a comprehensive offering that would provide agencies national savings while allowing them to procure the equipment they need without having to conduct their own solicitation.

Lisa explained this solicitation is NOT a bid but a Request for Proposals (RFP). Not all aspects of the equipment could be identified as the City is not the expert. The format is a RFP as the City is seeking solutions from vendors. Exceptions **MAY** be taken. Note section and page number of the specifications where an exception is being taken. Vendor must submit as comprehensive of a response as they can to be considered for evaluation.

Copy of sign-in sheet will be posted on MITN with meeting notes. MITN is best resource.

No late proposals will be accepted.

Question: Do you want all copies at the due date and time?

Answer: Yes, please submit all copies by the due date and time.

Electronic copies are for National IPA. USB drive or CD. Hard copy should be legible and understandable. This is key.

Amy Smith spoke about National IPA. National IPA is a national cooperative partner which aggregates volumes of agencies around the country to provide savings. There is a marketing staff to make agencies aware of National IPA's contracts. National IPA language is included in the proposal. For more information on National IPA you can visit the website at [www.NationalIPA.org](http://www.NationalIPA.org).

Potential term of five (5) years. Initial period of three (3) years with two (2) one (1) year options.

All communication is to Lisa's attention. Vendor may be disqualified if RFP is discussed with other City staff or National IPA. Lisa's contact information is listed on page 2 of the RFP and business cards are on table.

The goal with pricing is to submit pricing that is verifiable and auditable. Sample truck configuration listed is not necessarily the truck that will be purchased. This piece of

## Pre-Proposal Meeting Notes Continued

equipment is for evaluation purposes. The vendor is being asked to hold pricing for a twelve (12) month period. It is understood that price increases occur. Cost increases should be identified if not firm for a twelve (12) month period so that it can be discussed. A freight matrix indicating freight charges nationwide, if applicable, should be addressed in the proposal.

Question: Can the City be flexible with the freight matrix?

Answer: Identify formula that is being used to calculate freight. Sarah Vavra from National IPA recommended looking at the City of Tucson's Caterpillar contract available on the National IPA website. This contract has a freight formula that can be referenced as an example.

Lisa reviewed the proposer qualifications that are listed on page 6 of solicitation. Proposers should offer **best value**. Vendor should note estimated time of arrival for equipment in proposals.

Question: Vendor offers a spray patcher for potholes – can this be included in proposal?

Answer: Sarah Vavra from National IPA provided response and stated yes if that is something that you want to offer as a value added offer, National IPA will decide if product is good fit. City of Rochester Hills and participating agencies will not evaluate, score or make recommendations on equipment offered outside of the scope of the project.

Question: Can model changes be addressed?

Answer: Yes, the City will look at pricing and justification.

Lisa explained the Scope of Work listed on page 8. Include all costs with proposal.

Question: Bottom of page 8 equipment is listed as “Mechanical Air Sweeper”. Is this correct?

Answer: No. It should be listed as “Mechanical Sweeper”.

Lisa reiterated that it is acceptable to take exceptions or mark “no” to a specification. List alternatives. This will not disqualify a proposer.

Product requirements were reviewed. The goal of this RFP is to establish a national contract. If a vendor is unable to meet national distribution it will not preclude the vendor's response. The City is willing to work through regional proposals.

Looking for complete product offering. Include any additional warranty matrix. Title required. A certificate of origin will not be accepted.

Pricing will be made available on National IPA website.

Trade-ins can be negotiated. Note if rental equipment is available. Lisa noted that cooperative contracts are usually the first source for agencies in a disaster situation.

Proposal Evaluation Requirements are stated beginning on the bottom of page 11 and conclude at the top of page 15. National IPA participates in the selection process but as a non-voting member. Note any exceptions as they can be negotiated. Based on criteria a short list of vendors may

Pre-Proposal Meeting Notes Continued

be interviewed with a possible site visit. Lisa stated that the requirements listed on pages 13 – 15 will satisfy evaluation criteria.

Question: Rentals on a national basis may not be available. How do I address this in my response?

Answer: Identify those who are willing to participate in rental program.

Question: What is the time frame for demos? Will they be in the spring?

Answer: If the weather does not permit demonstrations outdoors, the demo can possibly be done in the City's warm storage area as it is a large building that can accommodate the equipment.

Explanation of insurance requirements was presented.

RFP specifications are what was used for the sample truck on the pricing pages 31 and 32. Think of these pages as comparing "apples to apples".

Question: Can we do our own format for pricing?

Answer: The "Sample Truck Configuration for Comparison Purposes Only" on pages 31 and 32 must be filled out. Attachment B "Discount Pricing Structures" can be a separate listing. This is the vendor's offerings above and beyond. Sarah stated "think outside of the box" presenting value adds.

Question: Attachment B references "Sewer" not "Sweeper"?

Answer: Addendum #1 addresses error in wording.

Proposers should focus on pages 31 and 32. List other equipment offerings in the supplemental pricing section. Primary focus of the RFP is street sweepers. May or may not include additional equipment in award.

Lisa informed those in attendance that vendors can schedule appointments to look at trade-ins but NO discussion of RFP at the time of inspection.

Proposer should note any exceptions to National IPA requirements.

Question: Is it correct that 2% goes to National IPA and National IPA will then handle any other distributions?

Answer: Yes, that is correct.

Al Piper stated that Exhibit A and B is what vendor should focus on. Proposer should have their legal review Exhibit B Administration Agreement prior to their proposal submission.

Question: Will National IPA partner with the vendor at shows?

Answer: Sarah Vavra from National IPA responded – Yes.

Question: At the top of page 3 the RFP states "The City reserves right to award multiple contracts." Please explain.

Answer: Award is based on best value. May award mechanical sweeper to one vendor and regenerative sweeper to another vendor.

Pre-Proposal Meeting Notes Continued

Question: Is a split award a trend for National IPA?

Answer: Not necessarily. National IPA looks to lead agency for award and supports lead agency's award.

Question: Does National IPA have any connections in Canada?

Answer: A strategic initiative is coming soon to expand to Canada.

Sample National IPA promotional material is available on table along with Amy Smith's business cards.

Reminder that all questions are to be directed to Lisa Cummins even if they pertain to National IPA.

Meeting concluded at 11:05.



**RFP-RH-16-045**  
**Street Sweepers, Parts, Accessories, Supplies,**  
**Related Services and Related Equipment**  
**Voluntary Pre-Proposal Meeting**  
**Wednesday, September 27, 2016 @ 10:00 a.m.**

**DPS Maintenance Facility**  
**511 East Auburn Road, Rochester Hills, MI**

PLEASE SIGN IN:

COMPANY NAME	CONTACT NAME	ADDRESS, CITY, STATE, ZIP	PHONE #	FAX #	EMAIL ADDRESS
CITY OF FARM. HILLS	KEVIN MCCARTHY	27245 HALSTED FARMINGTON HILLS	248 871 2850		
Bell Equipment	Dan Bell	78 Northpointe Drive Lake Orion, MI 48359	248-227-4018		
City of Hudson Heights	Terry McGraw	300 West 13 mile Madison Hts. 48071	248-589-2294		
MTECH COMPANY	Don Huck	7401 7st Place Cleveland OH 44146	330 580 6543		Dhuck@mtechcompany.com
MTECH COMPANY	DAN SOUKUP	" " "	330.968.9162		dsoukup@mtechcompany.com
Bell Equip	CLARK BUSHMAN	78 Northpointe	248-705-1353		
Steve Clelland	SE. Equipment	48854 G. Kinn Ave NOVI	248 207-6011		
Ray Milkie	Schwarze	Huntsville, AL	256-701-5818		rmilkie@schwarze.com
K South Eastern Equip	Ken Edward	NOVI MI	740-260-1584		Kedwards@SoutheasternEquip.com
Bloomfield Twp	Noart Melalski	4000 Telegraph Rd	248/433/7739		Nmelalski@bloomfieldtwp.org





September 12, 2016

TO ALL FIRMS IN RECEIPT OF  
REQUEST FOR PROPOSAL FOR  
STREET SWEEPERS, PARTS, ACCESSORIES, SUPPLIES  
AND RELATED SERVICES AND RELATED EQUIPMENT  
RFP-RH-16-045

ADDENDUM #2

This document is considered Addendum #2 to the Request for Proposal for Street Sweepers, Parts, Accessories, Supplies and Related Services and Related Equipment

- Revised Pre-Proposal Meeting Location

***PLEASE NOTE: The LOCATION for the pre-proposal meeting has been CHANGED. Please note NEW location.***

A non-mandatory pre-proposal conference for the purpose of reviewing the RFP and answering questions regarding the project will be held on **WEDNESDAY, SEPTEMBER 28, 2016 at 10:00 a.m. EST, at the City of Rochester Hills, ~~City Hall Auditorium (Lower Level), 1000 Rochester Hills Drive, Rochester Hills, Michigan 48309~~ DPS Maintenance Facility, 511 East Auburn Road, Rochester Hills, MI 48307.**

Lisa Cummins  
Purchasing Manager  
City of Rochester Hills-Purchasing Division  
1000 Rochester Hills Drive  
Rochester Hills MI 48309  
248-841-2537  
[cumminsl@rochesterhills.org](mailto:cumminsl@rochesterhills.org)



September 6, 2016

TO ALL FIRMS IN RECEIPT OF  
REQUEST FOR PROPOSAL FOR  
STREET SWEEPERS, PARTS, ACCESSORIES, SUPPLIES  
AND RELATED SERVICES AND RELATED EQUIPMENT  
RFP-RH-16-045

ADDENDUM #1

This document is considered Addendum #1 to the Request for Proposal for Street Sweepers, Parts, Accessories, Supplies and Related Services and Related Equipment

Attachment B – Discount Pricing Structure – Machine Pricing Worksheet has had the following error corrected:

The wording on the Machine Pricing has been corrected as follows:

ADDITIONAL ~~COMBINATION SEWER~~ TRUCKS OFFERED  
Corrected to  
ADDITIONAL STREET SWEEPERS OFFERED.

Lisa Cummins  
Purchasing Manager  
City of Rochester Hills-Purchasing Division  
1000 Rochester Hills Drive  
Rochester Hills MI 48309  
248-841-2537  
[cumminsl@rochesterhills.org](mailto:cumminsl@rochesterhills.org)



**Chassis Pricing**

<b>Make and Model:</b>	<b>Discount off of List Price*</b>

Price List Used: \_\_\_\_\_

**Engine Pricing**

<b>Make and Model:</b>	<b>Discount off of List Price*</b>

Price List Used: \_\_\_\_\_

**Transmission Pricing**

<b>Make and Model:</b>	<b>Discount off of List Price*</b>

Price List Used: \_\_\_\_\_

*\*Proposer to include a complete Price List including items and their List Price in their proposal*



## Supplemental Services

\*If there are other supplemental services that the proposer may want to offer, please list and detail the charge per labor hour for the service.

Service	Fee
---------	-----

On-site training at delivery

/per hour

Provide a Description of Financing and Leasing options available, include a sample agreement:

Provide a Description of Rental options available, include a sample agreement:

Do you accept trade-ins?

Warranty (indicate components covered and length):

Extended Warranties available:

Delivery Charges:

Discounts for other ordering methods (electronic ordering, pCard, etc):

Discounts for large individual purchases (identify thresholds and discounts):

*Any service provided at a discount off of list price must have the list identified and List Price included in the proposal*



City of Rochester Hills  
Request for Proposals  
Street Sweepers, Parts, Accessories,  
Supplies, Related Services and Related Equipment  
RFP-RH-16-045

Dated: Thursday, September 1, 2016: The City of Rochester Hills is accepting proposals from qualified and experienced vendors to provide **STREET SWEEPERS, PARTS, ACCESSORIES, SUPPLIES, RELATED SERVICES, AND RELATED EQUIPMENT**. Sealed proposals will be received by the City of Rochester Hills, at the **Purchasing Division/Fiscal Team, 1000 Rochester Hills Drive, Rochester Hills, MI 48309 until EXACTLY 3:00 p.m. local time, on WEDNESDAY, OCTOBER 26, 2016** at which time and place the names of proposers will be publicly read aloud.

A non-mandatory pre-proposal conference for the purpose of reviewing the RFP and answering questions regarding the project will be held on **WEDNESDAY, SEPTEMBER 28, 2016 at 10:00 a.m. EST, at the City of Rochester Hills, City Hall Auditorium (Lower Level), 1000 Rochester Hills Drive, Rochester Hills, Michigan 48309.**

The City of Rochester Hills officially distributes Request for Proposal (RFP) documents from the Purchasing Division or through the Michigan Intergovernmental Trade Network (MITN). Vendors are encouraged to register as a vendor at the MITN website to ensure they receive addendum information, if such information is issued. To do business with the City and become a registered vendor visit the City's website at [www.rochesterhills.org](http://www.rochesterhills.org), click on City Government, Departments, Purchasing, Bid Opportunities and link to MITN website.

**THE CITY OF ROCHESTER HILLS RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS.**

Any deviation from the specifications must be noted on the proposal.

Please submit proposal on or before the date and time given above to:

Lisa Cummins, CPPB  
Purchasing Manager  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, Michigan 48309

All proposals **SEVEN TOTAL COPIES** (one (1) original, six (6) copies and two (2) electronic copies) must be submitted in a Sealed Envelope marked **"RFP –STREET SWEEPERS, PARTS, ACCESSORIES, SUPPLIES, RELATED SERVICES AND RELATED EQUIPMENT"**.

## INTRODUCTION/BACKGROUND

### 1. OVERVIEW

The City of Rochester Hills (on behalf of themselves and the, City of Farmington Hills, City of Madison Heights, and Bloomfield Township collectively known as the “City” or “Cities” or “Entities”) is requesting proposals from qualified and experienced firms to provide **STREET SWEEPERS, PARTS, ACCESSORIES, SUPPLIES, RELATED SERVICES AND RELATED EQUIPMENT**. The Entities require a contractor who provides a diverse and extensive supply of equipment for purchase and/or rental. The City of Rochester Hills is acting as the Principal Procurement Agency, on behalf of the National Intergovernmental Purchasing Alliance Company (National IPA) (see Attachment A for National Contract requirements), to create a nationwide Master Agreement for the purchase of street sweeper equipment with related parts, accessories, and supplies. The term of the agreement will be for a three (3) year period with two (2) one (1) year options to renew.

Requirements and qualifications are defined in detail in the specifications and scope of work sections in this Request for Proposal. The Entities seek a firm that can provide the specified equipment (on a nationwide basis), parts and warranty services (on a regional or national basis).

To respond to this RFP, interested proposers must include a response to all criteria that are listed in the Proposal Evaluation Requirements section: Price and Resources, Qualifications, Method of Approach. Failure to include a response to all the evaluation criteria may be cause for rejection.

Attendance at the Pre-Proposal Conference is highly encouraged. The conference will explain the RFP process and clarify the contents of this solicitation. Any doubt as to the requirements of this Request for Proposal or any apparent omission or discrepancy should be presented to the Entities at this conference. The Entities will then determine the appropriate action necessary, if any, and may issue a written addendum/amendment to the Request for Proposal. If a proposer is unable to attend the Pre-Proposal Conference, questions should be directed to:

Lisa Cummins, CPPB  
Purchasing Manager  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309  
(248) 841-2537  
[cumminsl@rochesterhills.org](mailto:cumminsl@rochesterhills.org)

Please carefully review this document. This document is a Request for Proposal. It differs from a Request for Bid/Quotation in that the Entities are seeking a solution as described herein, not a bid/quotation meeting firm specifications for the lowest price. Proposers are to provide their proposed solution based on their professional knowledge and developed around the general requirements defined within this proposal. As such, the lowest price proposed will not guarantee an award. Competitive sealed proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposed evaluation criteria should be viewed as standards, which measure how well a proposer’s approach meets the desired requirements and needs of the Entities. The criteria that will be used and considered in evaluation for

award are set forth in this document. The City reserves the right to award multiple contracts for the same or similar item(s).

## 2. SUBMITTAL GUIDELINES

- a. Submit one (1) original, six (6) copies and two (2) electronic copies;
- b. It is the proposer's responsibility to clearly identify and to describe the products/equipment and services being offered in response to this solicitation;
- c. The solicitation forms must be completed legibly and in their entirety;
- d. All required information must be furnished and presented in an organized, comprehensive and easy to follow manner;
- e. Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal is not desired; and
- f. Elaborate artwork; expensive paper, bindings, visual and other presentation aids are not required.
- g. Faxed and or emailed proposals WILL NOT be accepted.

## 3. NATIONAL CONTRACT REQUIREMENTS

The City of Rochester Hills, as the Principal Procurement Agency, as defined in Attachment A, has partnered with the National Intergovernmental Purchasing Alliance Company ("National IPA") to make the resultant contract (also known as the "Master Agreement" in materials distributed by National IPA) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through National IPA's cooperative purchasing program. The City is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with National IPA as a Participating Public Agency in National IPA's cooperative purchasing program. Attachment A contains additional information on National IPA and the cooperative purchasing agreement.

National IPA is the public sector arm of Provista, a multi-industry supply chain improvement company providing group organization and business solutions in various markets nationwide. We partner with sister company, Vizient (formally Novation), to leverage over \$100 billion in annual supply spend to command the best prices on products and services. With corporate, pricing and sales commitments from the Supplier, National IPA provides marketing and administrative support for the Supplier that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis. Public Agencies benefit from pricing based on aggregate spend and the convenience of a contract that has already been advertised and competed. The Supplier benefits from a contract that allows Participating Public Agencies to directly purchase goods and services without the Supplier's need to respond to additional competitive solicitations. As such, the Supplier must be able to accommodate a nationwide demand for services and to fulfill obligations as a nationwide Supplier and respond to the National IPA documents (Attachment A).

While no minimum volume is guaranteed to the Supplier, the estimated annual volume of Street Sweepers, Parts, Accessories, Supplies and Related Services purchased under the Master Agreement through National IPA is approximately \$25 million. This projection is based on the current annual volumes among the City of Rochester Hills, City of Farmington Hills, City of Madison Heights, Bloomfield Township and other Participating Public Agencies that are anticipated to utilize the resulting

Master Agreement to be made available to them through National IPA, and volume growth into other Public Agencies through a coordinated marketing approach between the Supplier and National IPA.

4. **TERM**

The term of the agreement will be for a three (3) year period with two (2) one (1) year options to renew. Orders for products and services, including maintenance agreements executed against this Master Agreement during the effective term may survive beyond the expiration of the Master Agreement as established and agree to by both parties.

5. **ADDENDA TO REQUEST FOR PROPOSALS DOCUMENTS**

No interpretation or clarification of the meaning of any part of this RFP will be made orally to any vendor with the exception of questions posed at the pre-proposal conference. Otherwise, vendors must request such interpretations or clarification in writing from the City. Request for information or clarification of this RFP must be made in writing and addressed to Lisa Cummins, CPPB at the address, fax, or email address listed below, with email being the preferred method of communication. Questions should reference the RFP page and section number.

Lisa Cummins, CPPB  
City of Rochester Hills  
Purchasing Division  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309  
Telephone: (248) 841-2537  
Fax: (248) 608-8178  
Email: [cumminsl@rochesterhills.org](mailto:cumminsl@rochesterhills.org)

Questions relative to this solicitation must be submitted to Lisa Cummins, CPPB, Senior Purchasing Analyst, City of Rochester Hills Purchasing Division, 1000 Rochester Hills Drive, Rochester Hills, Michigan 48309, in writing prior to **WEDNESDAY, OCTOBER 12, 2016 at 12:00 (noon)**. No negotiations, decision or actions shall be initiated by any firm as a result of any verbal discussion with any individual Cities employee prior to the due date or during the evaluation process. All communications shall be conducted through the City of Rochester Hills Purchasing Division, unless specific written documentation is provided to the vendor.

The Entities reserves the right to change or amend the RFP documents, prior to the proposal due date by the issuance of Addendum posted on the MITN website. It shall be the vendor's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become a part of the contract and all vendors shall be bound by such changes or addenda. The authorized version of this Request for Proposals document shall be that document appearing on the MITN with amendments, addendums and updates.

The City reserves the right to disqualify any proposer who contacts any City employee, representatives, or agent concerning this RFP other than in accordance with this section. Nothing in this section shall prohibit the Cities from conducting discussions with proposers after the proposal opening.

**6. PRICING**

The subsequent contract will require a minimum discount from the verifiable price index identified in submittal. Prices/discounts will remain firm and will include all charges that may be incurred in fulfilling requirement(s) for the twelve-month period following contract award. Upon written receipt from the awarded contractor to the Principal Procurement Agency of documented materials and/or labor price increases impacting contractor's cost for such items, the City may approve an escalation in the price for a current or revised specific contract term. If the proposer is submitting an escalation clause in their proposal, it shall be so indicated with specifics of the clause with the proposer's submittal.

Award will be determined in part by applying proposer's minimum discount to the prices listed on their manufacturer's price lists or retail price sheets. Proposers must clearly mark the item and column to which the discount is applied for each item proposed. The evaluation team must be able to verify each proposer's price by applying the discount to manufacturer's list price.

For price comparison purposes to determine which proposer(s) has the best pricing, sample truck configuration(s) will be used to determine the actual net price that a Participating Public Agency will pay. Specifications of actual trucks ordered by Participating Public Agencies will vary.

**7. PRICES AND PRICE ADJUSTMENT**

Prices/discounts shall be F.O.B. destination freight pre-paid and shall include all charges that may be imposed in fulfilling the terms of this contract. Proposers are encouraged to provide a freight matrix indicating freight charges nationwide, if applicable. Prices/discounts shall remain firm for the twelve (12) month period following contract award.

For renewal purposes, or, contract continuation purposes, the awarded contractor may submit a new price list no less than ninety days prior to the contract anniversary date (every twelve (12) months) for consideration by the Principal Procurement Agency. Pricing shall remain firm for the subsequent twelve (12) month period. The Principal Procurement Agency reserves the right to cancel this agreement with a thirty (30) day written notice should changes in price be unacceptable.

It is the vendor's responsibility to provide all Participating Public Agencies with an up-to-date price list for the duration of this contract.

Prices will be discounted from the manufacturer's most current price list on file with the Principal Procurement Agency. Copies of relevant pricing lists must be included in the proposal. Failure to do so may be cause for disqualification of the proposal.

**8. VOLUME PURCHASE DISCOUNTS**

Participating Public Agencies may from time to time have the need for a large individual purchase, warranting special pricing. Proposals should identify thresholds for large individual purchases where additional discounts may apply.

**9. OBJECTIVE**

This RFP has been developed with the intent of achieving the following objectives:

- a. Procure Street Sweepers meeting the specifications, conditions and general requirements presented in this document and provide the most cost effective acquisition based on proposals provided.
- b. A comprehensive offering of equipment (National basis), parts, accessories and related services for Street Sweepers (Regional and National basis).
- c. Procure said vehicles with the best proven “track-record” of services.
- d. Aggregate volume of agencies to achieve best value and increase market share for awarded supplier(s).

## **SCOPE OF SERVICES**

### **GENERAL REQUIREMENTS**

#### **1. PROPOSER QUALIFICATIONS**

All vendors interested in participating in the selection process should meet, or exceed when applicable, the following requirements and provide verification and/or validity of compliance in the proposal response. The Cities reserves the right to require any verification deemed appropriate to ensure the proposer’s qualifications to deliver a street sweeper as described herein.

- a. Be an authorized distributor or manufacturer.
- b. Have a strong national presence in the street sweeper equipment industry.
- c. Have a distribution model capable of delivering products nationwide.
- d. Have a demonstrated sales presence.
- e. Be able to meet the minimum requirements of the cooperative purchasing program detailed herein.
- f. Be able to provide the full comprehensive range of equipment and services/balance of line for street sweeper trucks (e.g., air, regenerative, etc.), parts, accessories, supplies, related services and related equipment. The Entities reserves the right to accept or reject any or all balance of line items offered.

#### **2. WAREHOUSING, DISTRIBUTION, AND SALES FACILITY**

The product specified in this solicitation is dependent upon an extensive manufacturer-to-customer supply chain distribution system. In order to be considered for award, each proposer is required to provide proof of an extensive distribution system.

#### **3. DELIVERY/TRAINING**

To insure proper break-in of all components while still under warranty, street sweeper shall be delivered under its own power – rail or freight truck is not acceptable. A qualified delivery engineer, employed by the manufacturer shall deliver (FOB as stated herein) the truck and remain at the City(s) for a minimum of two (2) working days where he/she shall instruct DPS and Fleet personnel in proper use, safety, operation, care and maintenance of the equipment delivered for a minimum of sixteen (16) working hours at no expense to the Cities.

#### **4. DELIVERY SCHEDULE**

Since delivery schedules proposed are important in the award, the delivery schedules that are submitted by the proposers shall automatically become binding upon the successful proposer. Delivery delays due

to component supply problems or chassis delivery problems to the manufacturer shall not penalize either the dealer or the manufacturer. Delivery must be within a maximum of six [6] months from the date of the order.

**5. VEHICLE INSPECTION**

Each vehicle delivered shall be subject to a complete inspection by the Entities' Department of Public Services prior to acceptance. Inspection criteria shall include, but not be limited to, conformity to the specifications, mechanical integrity, quality, workmanship and materials. If delivered vehicle is returned to the Contractor prior to acceptance for any reason, all corrections shall be made without any inconvenience to the City.

**6. MANUALS**

For each order, the awarded contractor shall furnish the following manuals during delivery of the vehicles in the following quantity and formats. On-line or compact disc (CD) format preferred.

1. Chassis owners/operators manual(s).
2. Chassis "line (build) sheet".
3. Chassis factory shop service manual(s).
4. Chassis engine shop repair manuals(s).
5. Auxiliary engine shop service manual(s), if equipped.
6. Module and street sweeper equipment owners/operators manual(s).
7. Module electrical schematic NEMA 4 module wiring diagram(s).
8. Street Sweeper equipment factory parts manual(s).
9. Two (2) complete operational manuals and parts manuals for the finished street sweeper truck including chassis, cab, wiring and piping will be provided to each community.
10. One (1) complete set of shop repair manuals to provide Entities mechanics adequate information to perform major and minor repairs (one manual for each major component i.e., engine, transmission, rear axle, transfer case, hydraulic, electrical wiring diagram) shall be provided to each community.

**6. CONTRACT INFORMATION**

All proposers are held to proposal prices for 180 days or award, whichever comes first, except for the successful proposer whose discounts and prices are to remain firm for a one (1) year period from date of award. Payment shall be made upon inspection and acceptance of the vehicle(s) and equipment specified under these specifications.

**7. TESTING AND PRODUCT DEMONSTRATION**

This information is only provided to assist vendors in understanding the nature, scope and procedures of testing, if required by the City's.

City DPS personnel and fleet technicians may test/review the proposed equipment to determine:

1. Ease of repair
2. Accessibility of key components
3. Type of components used
4. Quality of components used
5. Compatibility with existing tooling and equipment
6. Normal field operations

## 9. CATALOGS

Contractor shall provide, at no cost, copies of catalogs and/or price lists to Participating Public Agencies.

## 10. SCOPE OF WORK

It is the intent of these specifications to cover the furnishing, delivery, training, warranty, and related services of a complete line offering of street sweeper cleaning equipment with related parts, accessories, and supplies. The intent is for each Proposer to submit their complete product line so that participating agencies may order a wide array of products and services as appropriate to meet their needs.

With a view to obtaining the best results and the most acceptable equipment for service in the Entities' Department of Public Service, these specifications only cover the general requirements as to the type of equipment with which the successful proposer must conform. Recommendations from proposers are encouraged and will be reviewed and evaluated based on the best interests of the Entities.

The purpose of this document is to provide minimum specifications and test parameters for the manufacture of the street sweeper that meets the needs and desires of the participating entities. It establishes essential criteria for design, performance, equipment and appearance of the vehicle. The objective is to provide a street sweeper that is in accordance with nationally recognized guidelines. All vendors and manufacturers must meet all state and local regulations regarding the manufacturing, licensing, and sale of street sweeper trucks within the state.

The participating entities are seeking proposals for both mechanical air and regenerative air sweepers. The individual entities reserve the right to select or remove items identified within these general requirements to properly equip the individual entities street sweeper.

The equipment being offered by the vendor shall be the most recent model available. Any optional components, which are required in accordance with the contract specifications, shall be considered standard equipment for the purposes of this solicitation. Omission of any essential detail from these specifications does not relieve the awarded vendor from furnishing a complete unit. The engineering, materials and workmanship associated with the effort performed hereunder shall exhibit a high level of quality and appearance consistent with or exceeding industry standards.

Proposers shall supply the Entities with comprehensive repair and parts manuals which identify the component parts and which describe the appropriate process for repairing the equipment purchased by the Entities in conjunction with this solicitation. The manuals shall be supplied prior to, or upon, delivery of the equipment.

Proposer is encouraged but is not required to respond to all possible categories. The proposer should not necessarily limit the proposal to the performance of the services in accordance with this document but should outline any additional services and their costs if Proposer deems them necessary to accomplish the needs of creating a Master Agreement for additional agencies to participate in.

The following is a summary of the anticipated units to be initially purchased from this contract within the first 6-12 months:

- City of Rochester Hills and City of Madison Heights – Regenerative Air Sweeper
- City of Farmington Hills and Bloomfield Township – Mechanical Air Sweeper

## 11. COMPLIANCE/RESPONSE WITH GENERAL REQUIRMENTS

This section provides specific general requirements necessary to assist interested proposers in understanding the scope of the project and thus provide a thorough response to this document. Proposers must show in detail their ability to provide equipment which meets and/or exceeds the listed criteria. All specifications and requirements listed must be furnished at the time of delivery by the successful proposer.

Each proposal shall be accompanied by a standard set of “Contractor Specifications” consisting of detailed description of the street sweeper(s) proposed and to which the street sweeper furnished under this contract must conform. Computer run-off sheets are not acceptable as descriptive literature. These specifications shall indicate size, type, model and make of all component parts and equipment. Factory engineering drawings representing the truck proposed shall be supplied with proposals. Failure to submit these drawings with proposal could result in rejection of the proposal.

Proposers must carry adequate insurance (as required herein) to cover any damage to the unit which may occur prior to delivery and acceptance of the street sweeper by the Cities.

All proposers shall consent to submission to the jurisdiction of the State of Michigan courts for purpose of any litigation arising from the specifications and contract documents, including but not limited to claims for property damage, warranty and breach of contract. The specifications, proposals and contract documents shall be construed under Michigan laws.

## 12. ALTERNATIVES TO SPECIFICATIONS

All proposers will provide on a separate page titled “ALTERNATIVES TO SPECIFICATIONS” any exceptions to specifications they propose for the City’s approval. These alternatives will be clearly worded and supported by sufficient literature, engineering data, photos and other reference information as required for the City’s full review of alternative requested. All alternatives will identify the paragraph and page number of these specifications that these said alternatives pertains.

Alternatives to the specifications will be allowed if they are equal to or superior to that specified and provided they are listed and fully explained on a separate page entitled “ALTERNATIVES TO SPECIFICATIONS”. Alternatives list will refer to specification page number and paragraph. Proposals taking exception will be reviewed and evaluated based on the best interest of the Cities. Failure to list any alternative means the proposer is complying 100% to the specifications.

## PRODUCT REQUIREMENTS

### 1. PRODUCTS

The products to be included in this solicitation are as follows:

- a. **Street Sweeper Trucks (National Basis)** – A complete and comprehensive line of Street Sweeper truck(s) and equipment.

The categories may include, but are not limited to new and used street sweepers, equipment and related parts and accessories such as mechanical sweepers, air and regenerative air sweepers, pure vacuum sweepers, and any other related equipment.

- b. **Related Equipment Parts (Regional and National Basis)** – A complete and comprehensive line of Original Equipment Manufacturer (OEM) Repair and Maintenance Parts, excluding OEM parts for the cab and chassis.
- c. **Related Support Services (Regional and National Basis)** – A complete range of services such as, but not limited to, maintenance agreements, warranty service, on-site training, instruction, and technical services. Include information regarding leasing and financing options.
- d. **Related Equipment (Regional and National Basis)** - A complete and comprehensive line of related equipment (if applicable).

## 2. GENERAL CONSTRUCTION

It is the intent of these specifications to secure a street sweeper truck built to withstand the rigorous service and continuous use encountered in DPS operations. Completed street sweeper truck is intended for use by the Entities' DPS department as a machine that will be capable of removing material, debris, leaves, etc. off the ground into an enclosed hopper from streets, sidewalks, parking lots by vacuum and air action of high-pressure vacuum system.

Proposers shall submit with their proposal descriptive information and specifications on the proposed street sweeper truck. Proposers shall provide a list of manuals that will be included with proposal. Manuals on compact disc are preferred.

In order to facilitate the evaluation of each proposal, each manufacturer shall provide a detailed description of each specified item to include, where applicable, manufacturer and model, dimensions, capacities, operating limits and ranges, control locations and methods of operation.

These specifications shall be construed as minimum. All parts or components not specifically mentioned herein, but which are necessary to furnish a complete street sweeper, shall be included. All street sweeper components considered standard, but not specifically mentioned herein shall also be included. All warranty problems shall be corrected by the awarded contractor.

The completed street sweeper truck will be inspected and tested upon delivery by the Entities' fleet supervisor and DPS representatives and, after testing and inspection; the fleet supervisor will provide in writing any items needing correction prior to acceptance of the street sweeper. Payment will not be issued until items identified are corrected. Vendor has ten (10) days to correct all items identified.

## 3. TITLE

The awarded contractor must deliver with the vehicle the Title stating "The City of Rochester Hills," or respective Participating Public Agency as the sole owner of the vehicle. A Certificate of Origin is not acceptable. No payment will be made to the awarded contractor until the title has been issued.

## 4. WARRANTY

Proposals must include warranty coverage being provided. Proposer shall include all standard and any and all available extended warranties and service contracts available for proposed street sweeper.

## 6. PARTS AND SERVICE

The Contractor will maintain a factory authorized parts and service facility for normal and warranty service. The Contractor must supply requested parts within 24 hours of notification. Any required parts not in stock must be ordered next day delivery and any and all costs for next day delivery shall be borne by the contractor. In the event of a delay in receiving parts, the contractor must provide the Cities with explanation or written documentation from the manufacturer or parts supplier as to the reason of the delay and an estimated time of when parts will be shipped. All facilities are subject to inspection by the Cities to determine ability to supply the Cities with parts and warranty services.

Contractor shall provide warranty service within 24 hours of notification request. Repairs (or delays in obtaining required parts) that will take longer than 48 hours will require the contractor to provide, deliver and retrieve a “loaner” vehicle until the City’s vehicle is restored to service. The “loaner” vehicle must be of similar quality and size to the street sweeper being repaired and free of charge.

## 7. PRICING

Proposers are to provide a discount from a verifiable price index. Discounts shall remain firm and will include all charges that may be incurred in fulfilling requirement(s) for the twelve-month period following contract award. Pricing shall be determined by applying Contractor discounts to the prices listed on their manufacturer’s price lists or retail price sheets. Price lists/schedules shall include all available equipment and options available to entities in order to build a truck to their respective entities needs and requirements. Discounts shall be supplied in the attached Excel format identified as Attachment B – Discount Pricing Structure.

For price comparison purposes, a sample list of specially configured street sweeper trucks will be used to determine the actual net price to the City (Price Page). Contractors will be required to submit pricing for the sample truck configurations by applying the discounts offered and indicating pricing on the Price Pages. The Evaluation Committee must be able to verify each contractor’s price by applying the discount offered.

## 8. TRADE-INS

When appropriate, the value in US Dollars, of trade-ins can be negotiated between a Participating Public Agency and the successful contractor. Participating Public Agencies reserve the right to accept or reject trade-in offers or advertise the equipment through auction and accept the offer that is most beneficial to the Participating Public Agency after proposals are received.

## 9. RENTAL

Proposer to provide information on rental options through manufacturer or dealer.

# PROPOSAL EVALUATION REQUIREMENTS

## 1. SELECTION PROCESS

The selection committee will review proposals. The final selection process will be determined by the responses to this document and any required interviews, demonstrations or site visits. Prior experiences with the Cities and entities that evaluation committee members represent and that are not specifically mentioned in the solicitation response may be taken into consideration when evaluating offers. Final award may be made to the proposer deemed most advantageous to the Cities. The committee will judge each firm’s responses as defined below:

1. Proposal Completeness/Method of Approach. Meets all Requests for Proposals conditions and miscellaneous instructions. Provide a response to the national program.
  - a. Includes a detailed response to Attachment A, Exhibit A, National IPA Response for National Cooperative contract. Responses should highlight experience, demonstrate a strong national presence, describe how offeror will educate its national sales force about the contract, describe how products and services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and reported to National IPA.
  - b. The successful offeror will be required to sign Attachment A, Exhibit B, National IPA Administration Agreement. Offerors should have any reviews required to sign the document prior to submitting a response. Offeror's response should include any proposed exceptions to the National IPA Administration Agreement.
2. Functionality of Vehicle. Ability to provide high quality workmanship meeting the scope of work and mandatory requirements as outlined. General system functions, ease of use, durability, serviceability, warranty, performance and equipment meeting industry-standards.
3. Comparable Projects/References. Ability to provide a high quality product and exemplary service levels will be determined by:
  - a. References verifying high quality product and exemplary service levels for similar projects.
4. Experience/Qualifications. Demonstration of competence, experience, capacity and financial capability to carry out the terms of this contract. Proposer shall have personnel who have experience with similar projects as described herein. Experience of the manufacturer and proposer will be considered, as well as technical training and education of staff assigned to this project.
  - a. Experience in providing proposed vehicles similar to those described in this document for Public Agencies nationally.
  - b. Meeting or exceeding all proposer qualification requirements.
  - c. Size of firm, ability to provide all required services, use of subcontractors, warranties and parts availability, including fill rate percentage.
  - d. Description of training to be provided.
  - e. Ability to timely deliver. Provide timeline with number of days to delivery date.
5. Warranty and Maintenance Services. Warranty period proposed. Warranty services proposed. Include a copy of all Warranty Agreements. Provide information on support for warranted items including contact names and numbers, loaner options, parts availability and timeframe for repairs.
6. Cost Proposal.

The selection committee will select the proposals, which appear most beneficial to the Cities. These proposers will be asked to provide a marketing presentation including an interview and demonstration of the proposed street sweeper to the committee during the evaluation period. The Cities' Department of Public Services, Fleet and Purchasing department staff may visit the proposer's site in an effort to reach

a decision relative to the selection of the vendor. The Cities' reserve the right to request best and final offers.

## 2. REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA

The narrative portion and the materials presented in response to this Request for Proposal should be submitted in the same order as requested and must contain, at a minimum, the following:

### A. Product and Service

- a. Provide a detailed written response illustrating how the products and services offered will meet the requirements of the solicitation. Proposers shall provide the proposed product lines that will meet the requirements of this solicitation. For each proposed vehicle model, describe the following:
  1. Submit complete manufacturer's descriptive literature regarding the equipment they propose to furnish. Literature shall have sufficient detail in order to allow a complete evaluation of the proposal submitted.
  2. Describe the street sweeper physical attributes.
  3. Describe how your street sweeper meets MS4 requirements.
  4. Describe the construction materials comprising the body and chassis. Detail the quality of materials and its resistance to the conditions it will endure with Normal Street sweeping service operations.
  5. Provide the written recommended PM schedules, identify each maintenance part, its cost and labor hours required to complete the PM.
  6. Provide the current replacement parts list and their discounts. Identify the list for which the discount shall be deducted.
  7. Provide a list of optional equipment and their discounts. Identify the list for which the discount shall be deducted.
  8. Provide details of and propose additional discounts for volume orders, special manufacturer's offers, minimum order quantity, free goods program, total annual spend, etc.
  9. Describe any rebates available from the Contractor to agencies purchasing products and services via the City's contract.
  10. Submit warranty documentation. Detail any extended warranty programs available for both equipment and parts. If warranty agreements are required, please submit with proposal, subject to negotiation by the Cities.
  11. Provide a detailed list of authorized distributors and service center(s) for manufacturer equipment nationwide.
  12. Proposers shall submit all information that will aid the Cities in evaluating your proposal: available options, product spec sheets, product brochures, product website addresses, etc.
- b. Describe any used equipment programs the proposer may offer.
- c. Describe what other products and equipment and/or services you offer that would be applicable to this contract.
- d. Describe the type of training, educational services, and technical support provided with each purchase. Also state any other training and educational services that will be available during the length of this contract. Discuss qualifications of individuals that provide training.

- e. Specify locations and availability of replacement parts, and state the maximum time required to provide and install replacement parts. Also state the estimated dollar value of your parts inventory.
- f. Indicate if any of the equipment you are offering has received any awards or nominations for excellence.
- g. Describe how the innovation and technology of your equipment differs from other equipment in the industry.
- h. Describe any special programs that your company offers that will improve the Cities' access to products and ability to stay current with changes and improvements.
- i. Describe how your firm will notify the Cities of new equipment and services.
- j. Describe how product recalls are handled for products and equipment.

**B. Orders, Invoices and Delivery**

- a. Describe your ordering capacity (telephone, fax, internet, etc.)
- b. Describe your invoicing process. Is electronic invoicing available? Are there other options on how an agency receives an invoice?
- c. Describe your delivery commitment:
  - 1. What are your standard delivery days?
  - 2. Describe how problems, such as a customer ordering a wrong product; a customer receiving a defective or wrong product, etc. are resolved.

**C. Other**

- a. Describe ongoing or planned cost savings measures the company is undertaking to maintain a competitive advantage in the market place.

**D. Price Proposal**

- a. Provide a discount pricing structure as requested in Attachment B – Discount Pricing Structures in Excel format. Identify the objective verifiable pricing index to be used. This must be submitted with the proposal. Pricing Indexes for both equipment and available parts must be submitted.
- b. Provide pricing as requested on the Price Sheets attached. Proposers shall offer a fixed percentage discount from the index (or established discounted pricing) to provide pricing for all equipment offered.
- c. Propose a plan to adjust pricing as market conditions change. The plan must be verifiable and auditable. Identify calculation, formula, components, index, etc.
- d. Provide information on any ordering methods, such as electronic ordering or payment via pCard, or other criteria which entitles the using agency to additional discounts off of a manufacturer's price list. If so, please provide the percentage discount.
- e. Provide your payment terms. Indicate if payment will be accepted via credit card (p-card). State any Convenience Fee.

**E. Qualifications and Experience**

- a. Provide a brief summary of your experience in providing product and services similar to that outlined in the Scope of Work. Provide a minimum of five (5) references for which you have provided similar products and services. References from other public agencies, is preferred. Please include company name, address, phone, email and contact person.

- b. Provide a listing of key personnel who may be assigned to the City's contract. Include their title within your organization and the description of the type of work they may perform.
- c. Describe the qualifications of your sales personnel and technicians. Include information on professional certifications obtained and the number staff currently certified.
- d. Please submit any additional information that you feel is applicable to your qualifications and experience.

## **GENERAL TERMS AND CONDITIONS**

All proposals will be evaluated and ranked. The Cities reserve the right to reject any and all proposals or to make an award based directly on the proposals. The Cities reserve the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection or a counter-offer on the part of the Cities. The firm(s) selected for the award will be chosen on the basis of the apparent greatest benefit to the Cities.

The Cities reserves the right to interview and request demonstrations and product from any number of qualifying providers as part of the evaluation process. The decision of which provider to contact (if any) will be based on the most qualified, cost effective and experienced provider(s) determined in the evaluation process. The City reserves the right to select, and subsequently recommend for award, the proposed products/services which best meets its required needs, quality levels and budget constraints.

The City reserves the right to make additional investigations as it deems necessary to establish the competence and financial stability of any offeror submitting a proposal.

The City is not required to award and/or to accept the lowest proposal in all or in part. The proposal award will not be based solely upon cost, but will be evaluated based upon criteria formulated around the most important features of the product/services, of which product design, ease of use, operability, references, or warranty/maintenance, may be overriding factors. The proposal evaluation criteria should be viewed as standards, which measure how well a proposer's approach meets the desired requirements and needs of the Cities.

All proposers names shall be read publicly at the date and time specified. All proposals shall be in accordance with the City of Rochester Hill Purchasing Ordinance and the requirements of this notice in order to be deemed "responsive".

The Cities are not liable for costs incurred by any prospective proposer prior to the awarding of a contract.

No proposal will be accepted from any person, firm or corporation who is in arrears upon any obligation to the Cities or who otherwise may be deemed irresponsible or unreliable by the Cities.

No proposal will be allowed to be withdrawn after it has been deposited with the City of Rochester Hills, except as provided by law. All proposers are held to proposed pricing and discounts for 180 days or award, whichever comes first, except the successful proposer whose pricing and discount shall remain firm through contract expiration.

Any deviation from the scope of work must be noted in the proposal.

The Request for Proposal document together with its addenda, amendments, attachments and modifications, when executed, becomes the contract or part of the contract between the parties.

Any proposal submitted which requires a down payment or prepayment of any kind prior to work completion and full acceptance as being in conformance with specifications will not be considered for award.

All costs incurred in the preparation and presentation of this proposal, in any way whatsoever, shall be wholly absorbed by the prospective firm. All supporting documentation shall become the property of the City of Rochester Hills unless requested otherwise at time of submission. The confidentiality or disclosure of any information submitted is governed by the Michigan FOIA. The City cannot promise, warrant or guarantee confidentiality nor that the information presented will be exempt from disclosure under FOIA. The City may honor requests for confidentiality only to the extent that FOIA permits.

The City reserves the right to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the Cities.

Any deviation from the specifications must be noted in the proposals.

Municipalities in Michigan are exempt from Michigan State Sales and Federal Excise Taxes. Prices quoted shall not include Federal or State taxes. The City will furnish the successful proposer with tax exemption certificates when requested.

All correspondence or inquiries from interested firms regarding this proposal shall be directed to the attention of: Lisa Cummins, CPPB, City of Rochester Hills Purchasing Division, 1000 Rochester Hills Drive, Rochester Hills, MI, 48309, 248-841-2537, [cumminsl@rochesterhills.org](mailto:cumminsl@rochesterhills.org).

Only those persons designated above are authorized to seek additional information from prospective firms regarding their proposals. Correspondence or inquiries made directly to firms regarding their proposals from all other persons are to be directed to those city employees designated above for appropriate review and response.

Contracts for work under this proposal will obligate the firm to not discriminate on the grounds of race, color, creed, religion or national origin in their employment practices.

If the awarded Contractor should neglect to perform the work properly or fail to perform any provision of this contract, the City, ten (10) days after providing written notice to the Contractor may without prejudice to any other remedy, make good such deficiencies and may deduct the cost thereof from the payment due to the Contractor plus twenty (20%) percent for failure to perform.

No contract may be assigned, sublet or transferred without the written consent of the City. Any subcontractor, so approved, shall be bound by the terms and conditions of this contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City for such acts or omissions.

In the event of bankruptcy proceedings are commenced by or against the Contractor or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party. The City shall be entitled to terminate without further cost or liability. The City may cancel the agreement/contract or affirm the contract and hold the Contractor responsible for damages.

It shall be the proposers' responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become a part of the contract and all proposers shall be bound by such changes or addenda. Proposers are advised that the RFP is considered to be under evaluation from the opening date until contract award. The Purchasing Division and Cities' staff are restricted from giving any information relative to the "progress" of the evaluation during this time, except as described in this RFP and as required to administer the evaluation process. Proposers will be notified when an award is made and a notice posted on the MITN website.

As this Request for Proposals is being made available by electronic means, the proposer accepts full responsibility to insure that no changes are made to the Request for Proposals documents. In the event of conflict between a version of the Request for Proposals submitted by proposer and the version maintained by the City of Rochester Hills Purchasing Division, the version maintained by the City of Rochester Hills Purchasing Division shall govern.

#### **DEFAULT**

In the case of default by the Contractor, the Cities may procure the product or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.

#### **TERMINATION OF CONTRACT**

The City reserves the right to terminate the contract without penalty upon 30 days written notice due to poor performance or for reasons deemed to be in its best interest. A designated representative of the City will be solely responsible for determining acceptable performance levels. His/her decision will be deemed in the City best interest and will be final. The City reserves the right to re-award the contract to the second most qualified proposal, re-bid the contract or do whatever is deemed to be in its best interest.

#### **MODIFICATION OF TERMS**

Participating Agencies commonly require a modification to a term of the Contract (e.g. governing law). The awarded Supplier and Participating Agencies may agree to modify terms on any specific purchase by a Participating Agency without being in conflict with the Contract.

#### **AVAILABILITY OF FUNDS**

In the event sufficient budgeted funds are not available for a new fiscal period, the City shall notify the vendor of such occurrence and the contract shall terminate on the last day of the current fiscal period without penalty or expense to the City.

#### **INSURANCE REGULATIONS**

The vendor shall not commence work until he has obtained and delivered to the City of Rochester Hills the certificate of insurance required under this paragraph. All insurance carriers must be acceptable to the City and licensed and admitted to do business in the State of Michigan. Certificate of Insurance and required endorsements shall be sent electronically to the City of Rochester Hills to the attention of the purchasing division at the following email address: [purchasing@rochesterhills.org](mailto:purchasing@rochesterhills.org).

A new certificate of insurance shall be provided to the City each year at the time of policy renewal. Failure of the Vendor to maintain the required insurance shall be grounds for contract cancellation.

1. **Commercial General Liability Insurance:** The Vendor shall procure and maintain during the life of the blanket purchase order/contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury,

Bodily Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

2. **Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
3. **Workers' Compensation Insurance:** The contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including employers' liability coverage, in accordance with all applicable statutes of the State of Michigan.
4. **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating: *"It is understood and agreed that the following shall be Additional Insureds: the City of Rochester Hills, City of Farmington Hills, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing or excess."*
5. **Cancellation Notice:** Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Sixty (60) days Advanced Written Notice of Cancellation, Non-Renewal, Reduction and / or Material Change shall be sent to the City of Rochester Hills, 1000 Rochester Hills, Michigan 48309."
6. **Proof of Insurance Coverage:** The Contractor shall provide the City of Rochester Hills, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Rochester Hills at least ten (10) days prior to the expiration date.

### **Hold Harmless**

To the fullest extent permitted by law, Vendor agrees to defend, pay in behalf of, indemnify and hold harmless the City of Rochester Hills, City of Farmington Hills, City of Madison Heights, Bloomfield Township its elected and appointed officials, employees and volunteers and others working in behalf of the City of Rochester Hills, City of Farmington Hills, City of Madison Heights, Bloomfield Township against any and all claims, demands, suits, or loss, including all costs and attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Rochester Hills, City of Farmington Hills, City of Madison Heights, Bloomfield Township its elected and appointed officials, employees, volunteers or others working in behalf of the City of Rochester Hills, City of Farmington Hills, City of Madison Heights, Bloomfield Township by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

**SPECIFICATIONS**

The specifications listed below are for a recirculating air street sweeper and mechanical broom sweeper. These specifications are identified to meet the needs of the agencies participating in this solicitation process. These specifications should not be construed as an all inclusive list of specifications/requirements, but as general requirements the entities are seeking for the equipment to meet. The Cities are seeking best value, proposer should note any exceptions to the specifications listed below for the cities to consider and evaluate best value offerings.

Vendors are not required to limit their proposal submissions to only the equipment listed below, but are able to offer additional related equipment not specifically listed within the Request for Proposals to meet the needs of various entities.

<b>GENERAL REQUIREMENTS</b>		
<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	At time of delivery vehicles shall conform to all applicable U.S. Department of Transportation, State Department of Transportation, M.I.O.S.H.A and O.S.H.A regulations	
2.	Specification covers the furnishing, delivery, and demonstration of one new, current model, street sweeper as specified below.	
3.	Vehicle shall be capable of legal travel on public roads with respect to itself, its cargo and not less than two persons.	
4.	Truck cab shall be painted with truck manufacturer’s standard bright white paint, or as specified by ordering entity.	
5.	Sweeper unit shall match truck cab color and have powder coat finish or be painted with polyurethane paint applied over suitable primer.	
6.	Freight of units, and all associated items (spare tires, manuals, etc.) shall be F.O.B. Destination: City of Rochester Hills Fleet Services Garage 511 East Auburn Road Rochester Hills, MI 48309  City of Farmington Hills Department of Public Works 27245 Halsted Farmington Hills, MI 48335  City of Madison Heights Department of Public Works 801 Ajax Drive Madison Heights, MI 48640  Bloomfield Township Public Services Department 4200 Telegraph Road Bloomfield Hills, MI 48302	

<b>CHASSIS AND CAB – Applicable to both Regenerative Air Sweeper and Mechanical Sweeper</b>		
<b>Truck</b>		
<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	Shall be a Freightliner M2-106, or approved equal PLEASE IDENTIFY THE FOLLOWING INFORMATION FOR CHASSIS PROPOSED: Make: Model: Model Year:	
2.	31,000 # gross vehicle weight rating	
3.	Minimum 10,000# front suspension, 10,000# front axle	
4.	Heavy duty front and rear shock absorbers	
5.	Front stabilizer bar	
6.	23,000# air suspension	
7.	21,000# rear axle	
8.	Rear axle unitized wheel grease seals for optimum dirt exclusion	
9.	All vehicle components such as springs, brakes, etc. shall meet or exceed requirements of gross vehicle weight rating.	
<b>Diesel Engine</b>		
1.	Engine must be Cummins or approved alternate	
2.	200 HP Minimum	
3.	520 ft-lbs torque @ 1,600 rpm minimum	
4.	-30 degrees Fahrenheit antifreeze protection	
5.	Engine shall have lubrication oil cooler	
6.	Air cleaner restriction indicator shall be visible from operator position	
<b>Automatic Transmission</b>		
1.	Allison 2500RDS-P Automatic Transmission or approved alternate	
2.	External spin-on filter transmission oil filter	
3.	Transmission temperature gauge	
4.	Transynd synthetic transmission fluid or approved alternate	
5.	12 volt “smart” back up Alarm, Ecco model SA 901, or approved equal.	
<b>S-Cam Air Brakes</b>		
1.	Bendix AD-IS heated air dryer mounted so cartridge is easily replaceable	
2.	Automatic slack adjusters front and rear axles	
3.	Q-Plus brakes all wheel ends	
4.	Pull cord style drain valves on all air tanks with pull cords accessible from side of vehicle	
5.	Parking brake shall be spring set	
6.	Brake dust shields all wheels	
<b>Frame</b>		
1.	Frame shall be minimum 80,000 PSI yield strength	
<b>Wheels and Tires</b>		
1.	Wheels shall be 22.5 x 8.25 heavy duty steel hub piloted disc, one piece	

Item	Description	Specification Met (Yes/No)
2.	All tires shall be tubeless, first line quality radial 14 ply, 11R x 22.5	
3.	Dual tires on rear axle	
4.	Tire and wheel capacity shall be meet or exceed axle and suspension capacity	
5.	Integral power steering with steering columns and linkages street side and curb side	
<b>Exhaust System</b>		
1.	Left hand outboard frame mounted vertical after-treatment device with topstack	
2.	Ambient noise at sweeping R.P.M. shall be no more than 85 db at 25 feet, and 70.5 db in cab	
<b>Fuel System</b>		
1.	Non-metallic tank should be easily accessible and supply fuel to both engines. Auxiliary engine fuel pick-up shall be configured to run out of fuel 50 odometer miles before the chassis engine runs out	
2.	Minimum fuel capacity of 50 gallons	
3.	Fuel System shall be equipped with an easily replaceable fuel filter(s), and a heated fuel/water separator.  State Make and Model of Separator:	
4.	Dash mounted electric fuel gauge	
<b>Electrical System</b>		
1.	12 volt negative ground system	
2.	Minimum of 1,600 total cold cranking amp battery rating (2@750 each)	
3.	Minimum 140 amp alternator	
<b>Cab Equipment</b>		
1.	Power left and right west coast style heated stainless steel rear view mirrors each Measuring not less than 6" x 16"	
2.	Left and right side cab mounted stainless steel parabolic sweeping mirrors measuring not less than 10 inches in diameter	
3.	Intermittent, two speed electric windshield wipers with washers (each side)	
4.	Street side and curbside high back air suspension operator seats	
5.	Heater and defroster	
6.	Factory air conditioning	
7.	All air entering cab through HVAC system shall be filtered through an easily replaceable cab air filter	
8.	Dual air horns, roof mounted	
9.	Factory installed Am/Fm stereo radio	
10.	Continuous duty self-cancelling turn signal switch and 4-way flasher	
11.	Warning lights with audible alarm indicating low oil pressure, high coolant temperature, low coolant level	
12.	Separate truck engine and sweeper engine hour meters	
13.	All cab glass shall be solar tinted	
14.	All hardware such as steps, grab handles, etc. necessary to allow D.O.T. approved method of entry and exit of both cab doors	

Item	Description	Specification Met (Yes/No)
15.	Two front tow hooks, one each side of bumper	
16.	Three full sets of vehicle keys	
17.	Dash mounted cigar lighter type 12-volt power supply	
18.	Power windows and door locks with switches located for use from L or R seat.	

**SWEEPER MODULE – REGENERATIVE AIR SWEEPER**

Item	Description	Specification Met (Yes/No)
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**Power Unit**

1.	Sweeper power unit shall be turbocharged, water-cooled, industrial diesel engine  State Make & Model:	
2.	95 horsepower minimum	
3.	Engine shall automatically shut down whenever coolant level is low or temperature exceeds a predetermined level, or oil pressure falls below a predetermined level	
4.	Engine shall have a dual replaceable element, heavy-duty dry type air cleaner with pre-cleaner and a restriction indicator visible from operators position	
5.	Engine shall share fuel tank and batteries with chassis engine	

**Hydraulic System**

1.	The hydraulic system shall be adequate for use within the design requirements of the sweeper	
2.	25 gallon minimum hydraulic oil reservoir with sight and temperature gauge	
3.	Hydraulic pump, cylinders, motors, control and relief valves shall be rebuildable	
4.	System shall have a hydraulic oil cooler, minimum 10,000 BTU	
5.	Hydraulic pump shall be directly gear driven by the auxiliary engine	
6.	Auxiliary electric/hydraulic system that will operate hydraulics when the sweeper engine is not running	
7.	All hydraulic hoses shall be JIC or O-ring type, barb fittings with radiator clamps are not acceptable	
8.	All oil returning to tank should be filtered via an easily replaceable return oil filter	

**Hopper/Dust Separator**

1.	Hopper shall have a minimum operating load capacity of 6 cubic yards Please address in the proposal response how the proposed equipment distributes the debris throughout the hopper to allow for optimal performance from both and equipment and employee standpoint	
2.	Hopper door shall have positive hydraulic lock mechanism	
3.	Inspection doors shall be provided on both left and right side of hopper	
4.	Hopper shall be maintained airtight through use of rubber seals on all doors and openings	

Item	Description	Specification Met (Yes/No)
5.	Hopper, blower wheel, blower housing, separator and all other high wear areas shall include manufacturer's premium anti-abrasion package	
6.	High volume nozzle shall be provided inside rear of hopper door, with hose to connect to fire hydrant, to flush hopper of debris	
7.	In cab hopper dump controls must also be included in addition to standard outside controls	
<b>Blower</b>		
1.	Heavy duty turbine shall create pressure and suction	
2.	Blower balanced within four grams	
3.	Blower wheel should be covered by rubber like wear resistant material for long life.	
<b>Pick-Up Head</b>		
1.	Spring balanced all steel fabricated pick-up head 87" x 30" ID	
2.	Head shall be hydraulically lowered and raised by a single switch on the control panel	
3.	Minimum 14" diameter pressure and suction hoses	
4.	Pressure inlet ring shall be equipped with an adjustable pressure relief system for optimum leaf and light debris sweeping	
5.	All wear parts shall be bolted to head for easy replacement	
6.	Head shall permit for air adjustments to be made without removing it from the sweeper	
7.	Side mounted 2" wide adjustable alloy steel and carbide runners. Skid runners shall be warranted for 2 years/2,000 hours prorated	
<b>Gutter Brooms</b>		
1.	2 hydraulically driven 42 inch minimum diameter brooms, one street side, one curbside	
2.	Each broom shall be positioned laterally and vertically by a single hydraulic cylinder	
3.	Each broom shall have adjustment for bristle contact pattern	
4.	Each broom shall be controlled from inside cab by a single toggle switch	
5.	Right and left brooms shall have hydraulic tilt capability controlled from Operator's position	
6.	Brooms shall be equipped with provisions to drop down & scrub in front of pick up head	
7.	Gutter broom down pressure shall be automatically adjusted to load by a pressure sensing sequence valve inline with broom motor	
8.	Broom extension cylinders shall be supplied with relief valves designed to relieve extension circuit pressure when broom contacts an immovable object such as a curb	
<b>Dust Control Water System</b>		
1.	Water tank(s) shall be 400 gallon minimum capacity	
2.	Water tank shall be all aluminum or plastic construction	
3.	Water from tank shall be filtered by an 80 mesh cleanable filter located between tank and pump	
4.	Flexible 2 ½" water fill hose with 2 ½" coupling (Detroit standard thread), minimum length 20'	
5.	5gpm electric diaphragm type water pump	
6.	Automatic low water-pump shutoff & dash mounted low water indicator light	
7.	Water control valves shall be cab controlled electric solenoid type	

Item	Description	Specification Met (Yes/No)
8.	Maximum number of available water spray nozzles shall be supplied for pickup head, hopper, and each gutter broom	
9.	Additional nozzles (6 minimum) shall be supplied between front bumper and pickup head to control airborne dust created by gutter broom action	
<b>Operator Controls</b>		
1.	Sweeper shall have 2 complete sets of operator controls - steering system, accelerator pedal, brake pedal, turn signal switch, instruments, and all other controls necessary to safely and effectively operate sweeper from street side or curbside	
2.	All operating controls for sweeper shall be mounted inside truck cab readily accessible to operator in either right or left driving position	
3.	Operator shall have full view of dumping area while emptying hopper	
4.	Auxiliary engine controls and gauges shall be mounted on console panel and consist of, but not limited to: <ul style="list-style-type: none"> <li>a. Ignition switch</li> <li>b. Electric throttle</li> <li>c. Oil pressure gauge</li> <li>d. Water temperature gauge</li> <li>e. Voltmeter</li> <li>f. Tachometer</li> <li>g. Engine hour meter</li> </ul>	
5.	All main electrical circuits shall be individually protected with circuit breakers (i.e. ignition, lights, hydraulic, water, etc.)	
6.	Sweeper controls shall consist of, but not limited to: <ul style="list-style-type: none"> <li>a. Right gutter broom-left gutter broom toggle switch.</li> <li>b. Pick-up head toggle switch.</li> <li>c. Strobe light-lightstick toggle switch.</li> <li>d. Water system toggle switches.</li> <li>e. Work light toggle switches.</li> <li>f. Low water light.</li> <li>g. Pick up head inlet ring pressure relief control</li> </ul>	
7.	Machine shall be capable of sweeping in reverse gear, or controls shall include automatic sweep interrupt that will automatically shut down and or retract systems or components to allow the machine to back up. When forward gear is then selected, sweeper shall automatically return to pre-set sweep mode	

<b>SWEEPER MODULE – MECHANICAL SWEEPER</b>		
Item	Description	Specification Met (Yes/No)
<b>Power Unit</b>		
1.	4 cylinder, turbo charged, diesel engine	
2.	Horsepower rating should not be less than 49 HP @ 2800 RPM, torque 127lb-ft@1680 RPM	

Item	Description	Specification Met (Yes/No)
3.	Engine shall be equipped with a full flow oil filter, heavy duty two stage dry element air cleaner with safety element, fuel filter, and fuel/water separator	
4.	Engine, radiator and all auxiliary engine drive devices shall be isolation mounted through a dedicated engine frame.	
5.	Engine shall be equipped with a cab mounted filter restriction indicator.	
6.	Rear engine compartment to minimize vandalism and build up of litter in engine compartment. Doors available to access engine compartment must be lockable. Doors shall cover entire engine compartment.	
7.	Cool system shall be protected to 35.	
<b>Side Brooms</b>		
1.	Hydraulic motor directly mounted to broom disc plate shall drive each side broom. Should be vertical digger type, tailing arm design.	
2.	Side brooms should be 42-inch diameter minimum, protruding not less than 13 inches beyond outside of tire of the chassis while sweeping.	
3.	To hold broom pattern regardless of up and down motion, arm suspension design shall be the parallelogram type.	
4.	Broom down pressure shall be adjustable by operator from cab while moving or stationary	
5.	Broom should consist of plastic segments, filled with 26 inch long tempered steel wire.	
6.	Each broom shall have work light for night operation.	
7.	Broom rotation shall stop/rise automatically when transmission is placed into reverse.	
8.	Tilting of both gutter brooms shall be variable from the cab.	
9.	In-cab control shall be supplied that allows the operator to change the outward position of the brooms up to 10" beyond its standard sweeping position.	
<b>Main Broom</b>		
1.	Main broom should be not less than 60 inches long, not less than 35" in diameter and be the removable strip type.	
2.	Hydraulic motor directly mounted to the broom core should drive broom.	
3.	Main broom down pressure shall be adjustable by the operator from cab while moving.	
4.	Sweeping path shall be not less than 10' wide with both gutter brooms activated.	
5.	For safety, main broom shall automatically stop and raise when transmission is placed in reverse.	
6.	Equipped with a main broom hood to prevent material from being over thrown into following traffic and also be capable channeling over throw back into dirt chamber.	
7.	Shall have work light.	
8.	Should be pneumatically raised and lowered.	
9.	Should have a cab mounted air pressure gauge mounted in center sweeper consol if pneumatically operated.	
<b>Conveyor</b>		
1.	Shall be able to load hopper to 100% of rated useable capacity	
2.	Rotation, forward or reverse, shall be selectable rotation without leaving the cab.	
3.	Conveyor should be high strength belt type with molded in full width cleats. Elevator with rubber squeegee type flights is acceptable.	

Item	Description	Specification Met (Yes/No)
4.	Shall be reversible in direction without stopping or reversing any broom.	
5.	Shall be capable of effectively sweeping debris of varying sizes (from large bulky trash 9" inches in height to fine sand) without need to make any adjustments to conveyor system.	
6.	To provide proper clearance, the lower portion of the conveyor should be capable of raising 9" while sweeping.	
7.	For safety, conveyor shall automatically stop and raise when the transmission is placed in reverse.	
8.	An audible conveyor stall alarm is to be provided as a warning to the operator.	
<b>Hopper</b>		
1.	For safety, hopper shall be right side dumping, allowing an operator to observe the dump target and surrounding area at all times from the cab, without use of mirrors.	
2.	Hopper should be constructed of 7 gauge steel floor and 11 gauge steel door, top and sides.	
3.	Hopper volumetric capacity shall be not less than 4.5 cubic yards. Please address in the proposal response how the proposed equipment distributes the debris throughout the hopper to allow for optimal performance from both and equipment and employee standpoint	
4.	Hopper shall dump at varying heights ranging from 38 inches through a height of 10 feet as measured at the lowest point under the open hopper chute. Fixed height dump systems are not acceptable.	
5.	Hopper shall be able to tilt (dump) to an angle not less than 50 degrees to ensure complete removal of all debris.	
6.	Lift mechanism should be double stage; scissors lift system utilizing two hydraulic cylinders with a bore of not less than 3.5 inches and a stroke of not less than 33.5 inches.	
7.	Lift capacity should be not less than 11,000 lbs.	
8.	Hopper dump mechanism should utilize two hydraulic cylinders with a bore of not less than 3.5 inches and a stroke of not less than 19.8 inches.	
9.	Maximum time for full height lift and dump cycle shall not exceed 70 seconds.	
10.	Hopper should hydraulically side shift toward hopper receptacle not less than 11 inches for dumping efficiency. When dumping hopper, the minimum clearance required between sweeper and receptacle shall not be less than 28 inches.	
11.	Hopper load should be visible at all times from the cab through a front facing hopper window and an upward facing skylight.	
12.	To prevent over-loading beyond Manufacturer's GVW rating, cab should have a full load warning indicator light activated by hopper weight.	
13.	To extend wear life, all scissors lift joints should be self-lubricating bronze bearings.	
14.	For safety, apparatus shall have an interlock to prevent dumping of the hopper without the parking brake being applied.	
15.	For safety, cab should have an "UNLEVEL GRADE" indicator.	
16.	Sweeper shall not require jack stands and/or outriggers to stabilize chassis during dumping cycle. Units requiring this stabilization are not acceptable.	

Item	Description	Specification Met (Yes/No)
17.	The hopper system should have an anti-corrosion and abrasion protection package to protect the hopper against corrosion and wear and to facilitate the removal of the debris when dumping. This linter system shall provide protection such that the hopper will be warranted for the life of the sweeper. Bare steels including stainless steels may not be acceptable as they do not provide sufficient protection for the long term wear as well as the assistance of debris removal.	
<b>Spray Water System</b>		
1.	Tank capacity should not be less than 280 U.S. gallons.	
2.	Tank shall be constructed of non-rusting material.	
3.	Pump shall be centrifugal type capable of running dry indefinitely without damage.	
4.	Water system should be equipped with 3 spray nozzles on each side broom; three spray nozzles on a rear spray bar. Rear spray bars shall be constructed of non-ferrous components to prevent contamination.	
5.	Water to each area, side broom left or right or rear spray bar shall be controlled in the cab by electrical activation switches. Water flow control valves shall be non-ferrous heavy duty “agricultural” type.	
6.	Low water indicator light located in the cab.	
7.	Sweeper shall be equipped with an automatic internal hopper conveyer flush and wash down system. System shall divert hydrant water onto the conveyer after water tanks are full.	
8.	Water fill hose shall not be less than 16 feet in length, equipped with 1 ½ inch NST hydrant coupler.	
9.	A 25 foot wash down house shall be provided.	
10.	An in-line water filter shall be provided with the fill hose to prevent contaminants from entering the water tank.	
11.	To prevent contamination of water supply, tank shall be equipped with an anti-siphon device compliant to American National Standard Air gaps in plumbing systems ASME A-112.12-1991.	
12.	Front mounted spray bar shall be provided for increased water supply during extreme sweeping conditions.	
<b>Hydraulic System</b>		
1.	Reservoir capacity should be no less than 21 gallons with outside indicator.	
2.	Pump should be three sections, directly driven.	
3.	To prevent contamination of the reservoir during the dump cycle, the reservoir vent shall be equipped with 10 micron, spin on filter.	
4.	To prevent possibility of contamination and the resulting damage to the hydraulic system, return lines for drive shall have a 10-micron full flow filter with bypass. Cab mounted restriction indicator shall light before bypass begins.	
5.	To prevent contamination when adding hydraulic fluid, all oil added should pass through a 10-micron filter located within the fill spout.	
6.	For ease and accuracy of testing, all circuits shall have quick-disconnect check ports.	
7.	To minimize environmental damage caused by leaking fittings all high pressure fittings should be flat-face “O” ring type. Others will not be accepted.	

Item	Description	Specification Met (Yes/No)
8.	A magnet shall be added to they hydraulic tank to collect any ferrous particles in the hydraulic oil.	
<b>Pneumatic System (If equipped)</b>		
1.	The pneumatic system shall have DOT fittings.	
2.	There should be a PR4 type pressure protector for the chassis air system to protect the chassis air system.	
3.	A separate air tank for all sweeper air components shall be provided.	
4.	All pneumatic cylinders should be rated to 150 PSI and have a separate rod seal and wiper to prevent contamination entering the cylinder.	
<b>Electrical System</b>		
1.	Sweeper electrical system should be independent from the chassis electrical system.	
2.	Sweeper shall have an electronic back-up alarm for additional warning and safety when the chassis is in reverse.	
3.	Sweeper lighting shall include rear identification lights, side broom and have rear clearance lights.	
4.	Sweeper wiring harnesses shall be color-coded and should have hot stamped with appropriate word designation labeled every four inches, i.e. "Ignition", "Side Broom", on each wire.	
5.	For safety, circuit breakers or fuses must protect all electrical currents.	
6.	Sweeper engine should have (1) 925 CCA, 12 volt battery.	
7.	Sweeper engine should have a 120 amp alternator.	
8.	A multi-light 4-ft arrow shaped indicator shall be mounted on rear of sweeper for safety reasons. Lights are to be controlled by in-cab switch to indicate left, right or both directions of travel.	
9.	A strobe light shall be provided rear of unit. Provide Manufacturer:	
10.	A metal protection cage bolted on shall be supplied to protect the rear beacon or strobe light.	
<b>Controls</b>		
1.	All sweeper controls shall be mounted on a fixed central console located between the left and right operators position.	
2.	The controls shall include all sweep, hopper, elevator, and lighting functions and shall be located on the fixed operator control console.	
3.	The controls for sweep spray water and lighting functions shall be conventional rocker switches. 'Membrane' or touch pad switches are not acceptable.	
<b>Paint</b>		
1.	All visible exterior surfaces should be coated prior to assembly with polyester powder coat. The pain should be a minimum of 2 mils thick. The uses of acrylic enamels and/or polyurethane may not be accepted.	
2.	Color shall be provided by agencies at time of order placement.	

**ADDITIONAL EQUIPMENT APPLICABLE TO BOTH MECHANICAL AND REGENERATIVE AIR SWEEPER UNITS**

<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
<b>Warning Devices</b>		
1.	Sweeper shall include manufacturer's maximum available number and quality of super-LED amber warning lights. All warning lights shall be manufactured by SoundOff signal or Whelan Engineering	
2.	One Super-LED amber warning light with 360 degree visibility, center mounted on truck cab roof with limb guard	
3.	Two (2) Super-LED amber warning lights mounted to rear of body corners, one each side, with limb guards	
4.	Directional arrow lightstick with multiple flash patterns, mounting location facing rear of unit TBD	
5.	LED work lights (one each side) shall illuminate gutter broom area	
6.	Spare tire and rim, assembled and identical to tires/ wheels on sweeper	
7.	Rear vision camera with color monitor mounted convenient to both operator positions State make & model numbers:	
8.	<b>Complete</b> set of spare filters for both truck and sweeper	
9.	Ten spare replacement gutter brooms	
10.	Two (2) (1 set) spare pick up head carbide runners	

**Manuals**

<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	Cab and chassis owners/operators manual	
2.	Cab and chassis factory shop service manual(s)	
3.	Chassis engine shop repair manual	
4.	Sweeper operator's manual(s) (two sets)	
5.	Sweeper parts and service manual(s)	
6.	Sweeper power unit engine shop repair manual	
7.	Interface manual identifying where chassis and module systems are connected (e.g. electrical, fuel, air, hydraulics, mounting points, etc.)	

**Operating Training, Safety, Maintenance Information**

<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	Bidder shall provide operator instruction, safety, and maintenance procedures on DVD with unit	
2.	Bidder shall have available certifiable training course for complete maintenance and operation of sweeper	

<b>Training</b>		
<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	Minimum of twenty-four (24) hours training (three days) conducted by factory trained personnel covering every aspect of operation and routine maintenance	

<b>Advertising</b>		
<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	<b><u>NO DEALER ADVERTISING</u></b> SHALL BE DISPLAYED <b><u>ANYWHERE</u></b> ON THE UNIT	

<b>Demonstration</b>		
<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	Bidder shall be prepared to provide a minimum of 24 engine hours (three 8 hour days) of demonstration with the model being proposed. (Necessity of demonstration will be at the discretion of the City. Time and location of demonstration shall be agreed upon by bidder and City)	

<b>Mechanic Training</b>		
<b>Item</b>	<b>Description</b>	<b>Specification Met (Yes/No)</b>
1.	The bidder shall provide training for two mechanics at the factory, including transportation, food, and lodging. The training shall consist of regularly scheduled maintenance, trouble-shooting and diagnostic and repair procedures. The manufacturer shall provide necessary literature and manuals that the attendees may keep for future reference. Scheduling of training shall be at the city's discretion. Proposer is requested to include with their proposal response cost for training future operators and mechanics and listing/description of any and all available training opportunities.	

**SAMPLE TRUCK CONFIGURATION PRICING FOR COMPARISON PURPOSES ONLY**  
**(Items with No-Charge Enter “\$0”)**

This Price Page is for the sample equipment listed under the specifications section of the Request for Proposals document and the equipment that will likely be purchased under the contract. Provide the Unit Price as indicated below and show the individual unit prices and discounts off of list price used to calculate the Unit Price. This list is not all-inclusive. In addition to this Price Page, proposers must submit discounts off of list price and or firm fixed pricing as indicated in Attachment B. This list is not all-inclusive.

<b>REGENERATIVE AIR SWEEPER AS PER SPECIFICATIONS LISTED ON PAGES 19-24 and 29-30</b>	
Identify Manufacturer and Model Number of Proposed Unit:	
Identify Chassis Make and Model of Proposed Unit:	
Identify Engine Make and Model of Proposed Unit:	
Identify Transmission Make and Model of Proposed Unit:	
Identify Turning Radius of Proposed Unit:	
<b>Description/Module</b>	<b>Unit Price</b>
Base Unit Price – Identify Base Unit Components included in the base unit price.	\$
Identify additional costs for modules as described below and per specifications listed on pages 19-24 and 29-30 in the Request for Proposals document	
Power Unit	\$
Hydraulic System	\$
Hopper/Dust Separator	\$
Blower	\$
Pick-Up Head	\$
Gutter Brooms	\$
Dust Control Water System	\$
Operator Controls	\$
Warning Devices	\$
Manuals	\$
Operating Training, Safety, Maintenance	\$
Training	\$
Demonstration	\$
Mechanic Training	\$
<b>ADDITIONAL/OPTIONAL EQUIPMENT</b>	
Provide unit pricing for the additional/optional equipment for the Cities consideration to allow each entity the opportunity to build a complete unit according to their needs outside of the General Specifications.	
<b>Chassis</b>	
Add: Cab Over	\$
<b>Sweeper</b>	
Add: High Dump	\$

<b>MECHANICAL SWEEPER AS PER SPECIFICATIONS LISTED ON PAGES 19-22 and 29-30</b>	
Identify Manufacturer and Model Number of Proposed Unit:	
Identify Chassis Make and Model of Proposed Unit:	
Identify Engine Make and Model of Proposed Unit:	
Identify Transmission Make and Model of Proposed Unit:	
Identify Turning Radius of Proposed Unit:	
<b>Description/Module</b>	<b>Unit Price</b>
Base Unit Price – Identify Base Unit Components included in the base unit price.	\$
Identify additional costs for modules as described below and per specifications listed on pages 19-22 and 29-30 in the Request for Proposals document	
Power Unit	\$
Side Brooms	\$
Main Broom	\$
Conveyor	\$
Hopper	\$
Spray Water System	\$
Hydraulic System	\$
Pneumatic System (if equipped)	\$
Electrical System	\$
Controls	\$
Warning Devices	\$
Manuals	\$
Operating Training, Safety and Maintenance Information	\$
Demonstration	\$
Mechanic Training	
<b>ADDITIONAL/OPTIONAL EQUIPMENT</b>	
Provide unit pricing for the additional/optional equipment for the Cities consideration to allow each entity the opportunity to build a complete unit according to their needs outside of the General Specifications.	
<b>Chassis</b>	
Add: Cab Over	\$
<b>Sweeper</b>	
Add: High Dump	\$

<b>TRADE-IN</b>	
<b>Trade-in Allowance</b>	
<p>The agencies may, at their option, provide one street sweeper for trade-in. The units for consideration are identified below. Participating Public Agencies reserve the right to accept or reject trade-in offers or advertise the equipment through auction and accept the offer that is most beneficial to the Participating Public Agency after proposals are received.</p> <p>Please provide trade-in costs for units as described below:</p>	
<b>City of Rochester Hills</b>	<b>Trade-In Allowance</b>
<p>This unit is identified as City unit 39-29, a 2008 Tymco 600 VIN#1GBM7F1B28F407301. 3,150 Aux. engine hours as of 4/15/2016. This unit is available for inspection at 511 E. Auburn Rd. Rochester Hills, MI. Contact Bruce Halliday at (248)852-5456 to arrange appointment for inspection</p>	\$
<b>City of Madison Heights</b>	<b>Trade-In Allowance</b>
<p>This unit is identified as a 2003 Elgin Cross Wind on a Sterling Cab Over SC800 Chassis VIN# 49HAADB23DK83563 with 49,000 miles and 8,000 hours. This unit is available for inspection at 801 Ajax Drive, Madison Heights, MI. Contact Terry McGran at (248)589-2294 to arrange appointment for inspection.</p>	\$
<b>City of Farmington Hills</b>	<b>Trade-In Allowance</b>
<p>Vehicle #244 2006 Elgin Eagle Vin 49HAADB23DK83563 3377 HOURS AND 29365 MILES at the last fueling. The vehicle can be inspected at 27245 Halsted Rd. Farmington Hills MI 48331. Contact Jerry Brock, <a href="mailto:JBrock@fhgov.com">JBrock@fhgov.com</a> to arrange the visit.</p>	\$
<b>Bloomfield Township</b>	<b>Trade-In Allowance</b>
<p>This unit is identified as Township unit 300032, a 2009 GMC Elgin Eagle VIN#1GDM7F1B39F403816. 37600 Miles on front Isuzu 6HK1X Engine and 2759 engine hours on the rear John Deere 2.4liter engine as of 07/20/2016. This unit is available for inspection at 4200 Telegraph Road, Bloomfield Hills, MI. Contact Noah Mehalski at (248)433-7739 to arrange appointment for inspection.</p>	\$

The undersigned hereby declares that he/she has carefully examined the general conditions and specifications and will provide a street sweeper as described herein for the price set forth in this proposal. Any changes to the specifications will be presented in writing and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the services.

The undersigned further declares that the language contained in the City's Request for Proposal document has not been changed or altered in any way in the vendor's submitted proposal, inclusive of the Vendor Questionnaire, Pricing Forms, Vendor Reference Forms and Signature Page. Any alteration(s) of any kind are grounds for disqualification.

It is understood that all proposed prices shall remain in effect for at least one hundred eighty (180) days from the date of the proposal opening to allow for the award and that, if chosen the successful vendor, the prices will remain firm through invoice.

This proposal is genuine and not collusive or sham and that the proposer has not in any manner, directly or indirectly, agreed or colluded with any other firm or association to submit a sham proposal or to refrain from

proposing or in any way fix this proposal or that of any other proposer or to secure any advantage against the City.

The undersigned certifies on behalf of the Proposer that the Proposer is not an “Iran Linked Business,” as defined in the Iran Economic Sanctions Act of the State of Michigan, 2012 PA 517.

**SIGNATURE PAGE**

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City      State      Zip
_____ Telephone #	_____ Fax #
_____ Email Address	
_____ Federal Tax ID #	<u>CHECK ONE</u> Partnership _____ Non Profit Corp. _____ Profit Corp. _____ Other _____



City of Rochester Hills  
Request for Proposals  
Street Sweepers, Parts, Accessories,  
Supplies, Related Services and Related Equipment  
RFP-RH-16-045

**ATTACHMENTS**

**Attachment A – National IPA – Requirements for Cooperative Contract**

**Attachment B – Discount Pricing Structures**



City of Rochester Hills  
Request for Proposals  
Street Sweepers, Parts, Accessories,  
Supplies, Related Services and Related Equipment  
RFP-RH-16-045

Attachment A



**Requirements for National Cooperative Contract  
To be Administered by  
National Intergovernmental Purchasing Alliance Company**

The following documents are used in evaluating and administering national cooperative contracts and are included for Supplier's review and response.

National IPA Exhibit A – NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

National IPA Exhibit B – NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE

National IPA Exhibit C – NATIONAL IPA MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT, EXAMPLE

National IPA Exhibit D – NATIONAL IPA PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE

National IPA Exhibit E – NATIONAL IPA CONTRACT SALES REPORTING TEMPLATE

National IPA Exhibit F – NATIONAL IPA ADVERTISING COMPLIANCE REQUIREMENT

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

**1.0 Scope of National Cooperative Contract**

**1.1 Requirement**

The City OF Rochester Hills (hereinafter defined and referred to as “Principal Procurement Agency”), on behalf of itself and the National Intergovernmental Purchasing Alliance Company (“National IPA”), is requesting proposals for Street Sweepers, Parts, Accessories, Supplies, Related Services and Related Equipment. The intent of this Request for Proposal is that any contract between Principal Procurement Agency and Supplier resulting from this Request for Proposal (hereinafter defined and referred to as the “Master Agreement”) be made available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through National IPA’s cooperative purchasing program. The Principal Procurement Agency has executed a Principal Procurement Agency Certificate with National IPA (an example of which is included as Exhibit D) and has agreed to pursue the Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with National IPA as a Participating Public Agency in National IPA’s cooperative purchasing program. Registration with National IPA as a Participating Public Agency is accomplished by Public Agencies entering into a Master Intergovernmental Cooperative Purchasing Agreement, an example of which is attached as Exhibit C. The terms and pricing established in the resulting Master Agreement between the Supplier and the Principal Procurement Agency will be the same as that available to Participating Public Agencies through National IPA.

All transactions, purchase orders, invoices, payments etc., will occur directly between the Supplier and each Participating Public Agency individually, and neither National IPA, any Principal Procurement Agency nor any Participating Public Agency, including their respective agents, directors, employees or representatives, shall be liable to Supplier for any acts, liabilities, damages, etc., incurred by any other Participating Public Agency.

This Exhibit A defines the expectations for qualifying Suppliers based on National IPA’s requirements to market the resulting Master Agreement nationally to Public Agencies. Each section in this Exhibit A refers to the capabilities, requirements, obligations, and prohibitions of competing Suppliers on a national level in order to serve Participating Public Agencies through National IPA.

These requirements are incorporated into and are considered an integral part of this RFP. National IPA reserves the right to determine whether or not to make the Master Agreement awarded by the Principal Procurement Agency available to Participating Public Agencies.

**1.2 Marketing, Sales and Administrative Support**

During the term of the Master Agreement National IPA intends to provide marketing, sales and administrative support for Supplier pursuant to this section 1.2 that directly promotes the Supplier’s products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis.

The National IPA marketing team will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Marketing collateral (print, electronic, email, presentations)
- B. Website development and support
- C. Trade shows/conferences/meetings
- D. Advertising
- E. Social Media
- F. Sales Team Support

The National IPA sales teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Individual sales calls
- B. Joint sales calls

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

- C. Communications/customer service
- D. Training sessions for Public Agency teams
- E. Training sessions for Supplier teams

The National IPA contracting teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies prospective Public Agencies through:

- A. Serving as the subject matter expert for questions regarding joint powers authority and state statutes and regulations for cooperative purchasing
- B. Training sessions for Public Agency teams
- C. Training sessions for Supplier teams
- D. Regular business reviews to monitor program success
- E. General contract administration

Suppliers are required to pay an administrative fee of 2% of the greater of the Contract Sales under the Master Agreement and Guaranteed Contract Sales under this Request for Proposal. Supplier will be required to execute the National IPA Administration Agreement (refer to Exhibit B).

Capitalized terms not otherwise defined herein shall have the meanings given to them in the Master Agreement or in the National Intergovernmental Purchasing Alliance Company Administration Agreement between Supplier and National IPA (the "National IPA Administration Agreement")

**1.3 Estimated Volume**

The dollar volume purchased under the Master Agreement is estimated to be approximately 25 million annually. While no minimum volume is guaranteed to Supplier, the estimated annual volume is projected based on the current annual volumes among the Principal Procurement Agency, other Participating Public Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through National IPA, and volume growth into other Public Agencies through a coordinated marketing approach between Supplier and National IPA.

**1.4 Award Basis**

The basis of any contract award resulting from this RFP made by Principal Procurement Agency will be the basis of award on a national level through National IPA. If multiple suppliers are awarded by Principal Procurement Agency under the Master Agreement, those same suppliers will be required to extend the Master Agreement to Participating Public Agencies through National IPA. Utilization of the Master Agreement by Participating Public Agencies will be at the discretion of the individual Participating Public Agency. Certain terms of the Master Agreement specifically applicable to the Principal Procurement Agency are subject to modification for each Participating Public Agency as Supplier, such Participating Public Agency and National IPA shall agree. Participating Agencies may request to enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in the Master Agreement (i.e. invoice requirements, order requirements, specialized delivery, diversity requirements such as minority and woman owned businesses, historically underutilized business, governing law, etc.). Any supplemental agreement developed as a result of the Master Agreement is exclusively between the Participating Agency and the Supplier (Contract Sales are reported to National IPA).

**1.5 Objectives of Cooperative Program**

This RFP is intended to achieve the following objectives regarding availability through National IPA's cooperative program:

- A. Provide a comprehensive competitively solicited and awarded national agreement offering the Products covered by this solicitation to Participating Public Agencies;
- B. Establish the Master Agreement as the Supplier's primary go to market strategy to Public Agencies nationwide;
- C. Achieve cost savings for Supplier and Public Agencies through a single solicitation process that will reduce the Supplier's need to respond to multiple solicitations and Public Agencies need to conduct their own solicitation process;
- D. Combine the aggregate purchasing volumes of Participating Public Agencies to achieve cost effective pricing.

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

**2.0 REPRESENTATIONS AND COVENANTS**

As a condition to Supplier entering into the Master Agreement, which would be available to all Public Agencies, Supplier must make certain representations, warranties and covenants to both the Principal Procurement Agency and National IPA designed to ensure the success of the Master Agreement for all Participating Public Agencies as well as the Supplier.

**2.1 Corporate Commitment**

Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is Supplier's primary "go to market" strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with National IPA and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP response that will be responsible for the overall management of the Master Agreement.

**2.2 Pricing Commitment**

Supplier commits the not-to-exceed pricing provided under the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies nationwide and further commits that if a Participating Public Agency is eligible for lower pricing through a national, state, regional or local or cooperative contract, that the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement.

**2.3 Sales Commitment**

Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through National IPA nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to National IPA in accordance with the National IPA Administration Agreement. Supplier also commits that its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.

**3.0 SUPPLIER QUALIFICATIONS**

Supplier must supply the following information in order for the Principal Procurement Agency to determine Supplier's qualifications to extend the resulting Master Agreement to Participating Public Agencies through National IPA.

**3.1 Company**

- A. Brief history and description of your company.
- B. Total number and location of sales persons employed by your company.
- C. Number and location of support centers (if applicable).
- D. Annual sales for the three previous fiscal years.
- E. Submit your FEIN and Dunn & Bradstreet report.

**3.2 Distribution, Logistics**

- A. Describe how your company proposes to distribute the products/service nationwide.
- B. Identify all other companies that will be involved in processing, handling or shipping the products/service to the end user.
- C. Provide the number, size and location of your company's distribution facilities, warehouses and retail network as applicable.
- D. State any return and restocking policy and fees, if applicable, associated with returns.
- E. Describe the full line of products and services offered by your company.

**3.3 Marketing and Sales**

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

- A. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as your company's primary go to market strategy for Public Agencies to your teams nationwide, to include, but not limited to:
- a. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days
  - b. Training and education of your national sales force with participation from the executive leadership of your company, along with the National IPA team within first 90 days
- B. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies nationwide immediately upon award, to include, but not limited to:
- a. Creation and distribution of a co-branded press release to trade publications
  - b. Announcement, contract details and contact information published on the Supplier company website within first 90 days
  - c. Design, publication and distribution of co-branded marketing materials within first 90 days
  - d. Commitment to attendance and participation with National IPA at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e. Regional NIGP Chapter Meetings, etc.) and supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement
  - e. Commitment to attend, exhibit and participate at the NIGP Annual Forum in an area reserved by National IPA for partner suppliers. Booth space will be purchased and staffed by your company. In addition, you commit to provide reasonable assistance to the overall promotion and marketing efforts for the NIGP Annual Forum, as directed by National IPA.
  - f. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement
  - g. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, promotions, etc.)
  - h. Dedicated National IPA internet web-based homepage on Supplier website with:
    - National IPA standard logo;
    - Copy of original Request for Proposal;
    - Copy of contract and amendments between Principal Procurement Agency and Supplier;
    - Summary of Products and pricing;
    - Marketing Materials
    - Electronic link to National IPA's website including the online registration page;
    - A dedicated toll free number and email address for National IPA
- C. Describe how your company will transition any existing Public Agency customers' accounts to the Master Agreement available nationally through National IPA. Include a list of current cooperative contracts (regional and national) your company holds and describe how the Master Agreement will be positioned among the other cooperative agreements.
- D. Acknowledge that your company agrees to provide its company/corporate logo(s) to National IPA and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of National IPA logo will require permission for reproduction, as well.
- E. Supplier is responsible for proactive direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by National IPA. All sales materials are to use the National IPA logo. At a minimum, the Supplier's sales initiatives should communicate:
- i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency
  - ii. Best government pricing
  - iii. No cost to participate
  - iv. Non-exclusive contract
- F. Supplier is responsible for the training of its national sales force on the Master Agreement. At a minimum, sales training should include:

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT A- NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

- i. Key features of Master Agreement
  - ii. Working knowledge of the solicitation process
  - iii. Awareness of the range of Public Agencies that can utilize the Master Agreement through National IPA
  - iv. Knowledge of benefits of the use of cooperative contracts
- G. Provide contact information for the person(s), who will be responsible for:
- a. Marketing
  - b. Sales
  - c. Sales Support
  - d. Financial Reporting
  - e. Contracts
- H. Describe in detail how your company's national sales force is structured, including contact information for the highest-level executive in charge of the sales team.
- I. Explain in detail how the sales teams will work with the National IPA team to implement, grow and service the national program.
- J. Explain in detail how your organization will manage the overall national program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, etc.
- K. State the amount of your company's Public Agency sales for the previous fiscal year. Provide a list of your top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.
- L. Describe your company's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.
- M. Provide the Contract Sales (as defined in Section 10 of the National Intergovernmental Purchasing Alliance Company Administration Agreement) that your company will guarantee each year under the Master Agreement for the initial three years of the Master Agreement ("Guaranteed Contract Sales").

\$\_\_\_\_\_.00 in year one  
\$\_\_\_\_\_.00 in year two  
\$\_\_\_\_\_.00 in year three

To the extent Supplier guarantees minimum Contract Sales, the administration fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.

- N. Even though it is anticipated that many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.
- i. Respond with Master Agreement pricing (Contract Sales reported to National IPA).
  - ii. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to National IPA under the Master Agreement.
  - iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to National IPA).
  - iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.

Detail your strategies under these options when responding to a solicitation.

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT B- NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE**

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY  
ADMINISTRATION AGREEMENT**

This ADMINISTRATION AGREEMENT (the "Agreement") is made this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, between National Intergovernmental Purchasing Alliance Company ("National IPA"), and \_\_\_\_\_ (herein "Supplier").

**RECITALS**

**WHEREAS**, the \_\_\_\_\_ (herein "Principal Procurement Agency") has entered into a Master Agreement effective \_\_\_\_\_, Agreement No \_\_\_\_\_, by and between the Principal Procurement Agency and Supplier, (as may be amended from time to time in accordance with the terms thereof, the "Master Agreement"), as attached hereto as Exhibit A and incorporated herein by reference as though fully set forth herein, for the purchase of \_\_\_\_\_ (herein "Product");

**WHEREAS**, said Master Agreement provides that any or all public agencies, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), that register (either via registration on the National IPA website or execution of a Master Intergovernmental Cooperative Purchasing Agreement, attached hereto as Exhibit B) (hereinafter referred to as a "Participating Public Agency") may purchase Product at prices stated in the Master Agreement;

**WHEREAS**, Participating Public Agencies may access the Master Agreement which is offered through National IPA to Public Agencies;

**WHEREAS**, National IPA serves as the contract administrator of the Master Agreement on behalf of Principal Procurement Agency;

**WHEREAS**, Principal Procurement Agency desires National IPA to proceed with administration of the Master Agreement; and

**WHEREAS**, National IPA and Supplier desire to enter into this Agreement to make available the Master Agreement to Participating Public Agencies and to set forth certain terms and conditions governing the relationship between National IPA and Supplier.

**NOW, THEREFORE**, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, National IPA and Supplier hereby agree as follows:

**DEFINITIONS**

1. Capitalized terms used in this Agreement and not otherwise defined herein shall have the meanings given to them in the Master Agreement.

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT B- NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE**

**TERMS AND CONDITIONS**

2. The Master Agreement and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement. Supplier acknowledges and agrees that the covenants and agreements of Supplier set forth in the solicitation and Supplier's response thereto resulting in the Master Agreement are incorporated herein and are an integral part hereof.

3. National IPA shall be afforded all of the rights, privileges and indemnifications afforded to Principal Procurement Agency by or from Supplier under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to National IPA, its agents, employees, directors, and representatives under this Agreement including, but not limited to, the Supplier's obligation to provide appropriate insurance.

4. National IPA shall perform all of its duties, responsibilities and obligations as contract administrator of the Master Agreement on behalf of Principal Procurement Agency as set forth herein, and Supplier hereby acknowledges and agrees that all duties, responsibilities and obligations will be undertaken by National IPA solely in its capacity as the contract administrator under the Master Agreement.

5. With respect to any purchases by Principal Procurement Agency or any Participating Public Agency pursuant to the Master Agreement, National IPA: (i) shall not be construed as a dealer, re-marketer, representative, partner or agent of any type of the Supplier, Principal Procurement Agency or any Participating Public Agency; (ii) shall not be obligated, liable or responsible for any order for Product made by Principal Procurement Agency or any Participating Public Agency or any employee thereof under the Master Agreement or for any payment required to be made with respect to such order for Product; and (iii) shall not be obligated, liable or responsible for any failure by Principal Procurement Agency or any Participating Public Agency to comply with procedures or requirements of applicable law or the Master Agreement or to obtain the due authorization and approval necessary to purchase under the Master Agreement. National IPA makes no representation or guaranty with respect to any minimum purchases by Principal Procurement Agency or any Participating Public Agency or any employee thereof under this Agreement or the Master Agreement.

**TERM OF AGREEMENT**

6. This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the provisions of paragraphs 3, 4 and 5 hereof and the indemnifications afforded by the Supplier to National IPA herein and in the Master Agreement, to the extent such provision survive the term of the Master Agreement, shall survive the term of this Agreement.

**NATIONAL PROMOTION**

7. National IPA and Supplier shall publicize and promote the availability of the Master Agreement's products and services to Public Agencies and such agencies' employees. Supplier's failure to maintain its covenants and commitments contained in this Agreement or any action of the Supplier which gives rise to a right by Principal Procurement Agency to terminate the Master Agreement shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of this Agreement at National IPA's sole discretion. Notwithstanding anything contained herein to the contrary, this Agreement shall terminate on the date of the termination or expiration of the Master Agreement.

8. Supplier shall require each Public Agency to register its participation in the National IPA program by either registering on the National IPA website, [www.nationalipa.org](http://www.nationalipa.org), or executing a Master Intergovernmental Cooperative Purchasing Agreement prior to processing the Participating Public Agency's first sales order.

9. Upon request, Supplier shall make available to interested Public Agencies a copy of the Master Agreement and such price lists or quotes as may be necessary for such Public Agencies to evaluate potential purchases. In addition, Supplier shall provide such marketing and administrative support as set forth in the solicitation resulting in the Master Agreement, including assisting in development of marketing materials as reasonably requested by Principal Procurement Agency and National IPA. Supplier and National IPA shall provide each respective party with its logo ("Logo") and the standard terms of use for its general use in marketing the Master Agreement. Both parties shall obtain written approval from the other party prior to use of such party's Logo. Notwithstanding, the parties understand and

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS**  
**EXHIBIT B- NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE**

agree that except as provided herein neither party shall have any right, title or interest in the other party's Logo. Upon termination of this Agreement, each party shall immediately cease use of the other party's Logo.

**MONTHLY REPORTING & FEES**

10. Supplier shall pay National IPA an administrative fee in the amount of \_\_\_% of the total purchase amount paid to Supplier, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Principal Procurement Agency and Participating Public Agencies pursuant to the Master Agreement (as amended from time to time and including any renewal thereof) ("Contract Sales"). Supplier shall provide National IPA with an electronic accounting report, in Microsoft Excel, in the format prescribed by National IPA, on a monthly basis summarizing all Contract Sales for the applicable month. A sample of the Contract Sales reporting format is provided as Exhibit C, attached hereto and incorporated herein by reference.

11. Reports of Contract Sales for Principal Procurement Agency and Participating Public Agencies in each calendar month shall be provided by Supplier to National IPA by the 10<sup>th</sup> day of the following month. Such reports shall be accompanied by an administrative fee payment in the amount indicated on the report as being due. Administrative fee payments are to be paid by the Supplier to National IPA via Automated Clearing House (ACH) to the National IPA designated financial institution identified in Exhibit D. Failure to provide a monthly report or payment of the administrative fees within the time and manner specified herein shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of the Master Agreement, at Principal Procurement Agency's sole discretion, and/or this Agreement, at National IPA's sole discretion. All administrative fees not paid when due shall bear interest at a rate equal to the lesser of 1 1/2% per month or the maximum rate permitted by law until paid in full.

12. Supplier shall maintain an accounting of all purchases made by Participating Public Agencies under the Master Agreement. National IPA, or its designee, in National IPA's sole discretion, reserves the right to compare Participating Public Agency records with monthly reports submitted by Supplier for a period of four (4) years from the date National IPA receives such monthly report. National IPA may engage a third party to conduct an independent audit of Supplier's monthly reports. In the event of such an audit, Supplier shall provide all materials reasonably requested relating to such audit by National IPA at the location designated by National IPA. In the event an underreporting of Contract Sales and a resulting underpayment of administrative fees is revealed, National IPA will notify the Supplier in writing. Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to National IPA's reasonable satisfaction, including payment of any administrative fees due and owing, together with interest thereon in accordance with Section 11, and reimbursement of National IPA's costs and expenses related to such audit.

**GENERAL PROVISIONS**

13. This Agreement, the Master Agreement and the exhibits referenced herein supersede any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereto and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained or incorporated herein shall be valid or binding. In the event of any conflict between the provisions of this Agreement and the Master Agreement, as between National IPA and Supplier, the provisions of this Agreement shall prevail.

14. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

15. This Agreement and National IPA's rights and obligations hereunder may be assigned at National IPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform National IPA's obligations hereunder. Supplier may not assign its obligations hereunder without the prior written consent of National IPA.

16. All written communications given hereunder shall be delivered by first-class mail, postage prepaid, or overnight delivery on receipt to the addresses as set forth below.

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT B- NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE**

A. National Intergovernmental Purchasing Alliance Company

National IPA  
Attn: President  
2555 Meridian Blvd.  
Suite 300  
Franklin, TN 37067

B. Supplier

17. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatever, and this Agreement will be construed by limiting or invalidating such provision to the minimum extent necessary to make such provision valid, legal and enforceable.

18. This Agreement may not be amended, changed, modified, or altered without the prior written consent of the parties hereto, and no provision of this Agreement may be discharged or waived, except by a writing signed by the parties. A waiver of any particular provision will not be deemed a waiver of any other provision, nor will a waiver given on one occasion be deemed to apply to any other occasion.

19. This Agreement shall inure to the benefit of and shall be binding upon National IPA, the Supplier and any respective successor and assign thereto; subject, however, to the limitations contained herein.

20. This Agreement will be construed under and governed by the laws of the state of Delaware, excluding its conflicts of law provisions.

Authorized Signature, Supplier

NATIONAL INTERGOVERNMENTAL  
PURCHASING ALLIANCE COMPANY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Ward H. Brown  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Chief Operating Officer  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT C – NATIONAL IPA MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING  
AGREEMENT, EXAMPLE**

**MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT**

This Master Intergovernmental Cooperative Purchasing Agreement (the “**Agreement**”) is entered into by and between those certain government agencies that execute a Principal Procurement Agency Certificate (“**Principal Procurement Agencies**”) with National Intergovernmental Purchasing Alliance Company (“**National IPA**”) to be appended and made a part hereof and such other public agencies (“**Participating Public Agencies**”) who register to participate in the cooperative purchasing programs administered by National IPA and its affiliates and subsidiaries (collectively the “**National IPA Parties**”) by either registering on a National IPA Party website (such as [www.nationalipa.org](http://www.nationalipa.org)), or by executing a copy of this Agreement.

**RECITALS**

**WHEREAS**, after a competitive solicitation and selection process by Principal Procurement Agencies, a number of suppliers have entered into “**Master Agreements**” (herein so called) to provide a variety of goods, products and services (“**Products**”) to the applicable Principal Procurement Agency and the Participating Public Agencies;

**WHEREAS**, Master Agreements are made available by Principal Procurement Agencies through the National IPA Parties and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase;

**WHEREAS**, in addition to Master Agreements, the National IPA Parties may from time to time offer Participating Public Agencies the opportunity to acquire Products through other group purchasing agreements;

**NOW, THEREFORE**, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties agree as follows:

1. That each party will facilitate the cooperative procurement of Products.
2. That the procurement of Products by Participating Public Agencies subject to this Agreement shall be conducted in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency’s procurement practices.
3. That the cooperative use of Master Agreements and other group purchasing agreements shall be in accordance with the terms and conditions of such agreements, except as modification of those terms and conditions is otherwise allowed or required by applicable federal, state or local law.
4. That the Principal Procurement Agencies will make available, upon reasonable request and subject to convenience, Master Agreement information which may assist in improving the procurement of Products by the Participating Public Agencies.
5. That the Participating Public Agency agrees that the National IPA Parties may provide access to group purchasing organization (“**GPO**”) agreements directly or indirectly by enrolling the Participating Public Agency in another GPO’s purchasing program, including but not limited to Vizient Supply, LLC, Provista, Inc. and other National IPA affiliates and subsidiaries; provided that the purchase of Products through a National IPA Party or any other GPO shall be at the Participating Public Agency’s sole discretion.
6. That the Participating Public Agencies (each a “**Procuring Party**”) that procure Products through any Master Agreement or GPO Product supply agreement (each a “**GPO Contract**”) will make timely payments to the distributor, manufacturer or other vendor (collectively, “**Supplier**”) for Products received in accordance with the terms and conditions of the Master Agreement or GPO Contract, as applicable. Payment for Products and inspections and acceptance of Products ordered by the Procuring Party shall be the exclusive obligation of such Procuring Party. Disputes between Procuring

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT C- NATIONAL IPA MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING  
AGREEMENT, EXAMPLE**

Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by the Procuring Party and Supplier.

7. The Procuring Party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for similar products or services.
8. The Procuring Party shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a Procuring Party, and the Procuring Party shall hold non-procuring party harmless from any liability that may arise from action or inaction of the Procuring Party. Without limiting the generality of the foregoing, the National IPA Parties make no representations or warranties regarding any Product, Master Agreement or GPO Contract, and shall have no liability for any act or omission by a Supplier or other party under a Master Agreement or GPO Contract.
9. This Agreement shall remain in effect until termination by a party giving 30 days written notice to the other party. The provisions of paragraphs 6, 7 and 8 hereof shall survive any such termination.
10. This Agreement shall take effect upon (i) execution of the Principal Procurement Agency Certificate or (ii) the registration on a National IPA Party website or the execution of this Agreement by a Participating Public Agency, as applicable.

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT D – NATIONAL IPA PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE**

**PRINCIPAL PROCUREMENT AGENCY CERTIFICATE**

In its capacity as Principal Procurement Agency for National IPA, NAME OF PPA agrees to pursue Master Agreements for Products as specified in the attached exhibits to this Principal Procurement Agency Certificate.

I hereby acknowledge, in my capacity as \_\_\_\_\_ of and on behalf of NAME OF PPA (“Principal Procurement Agency”), that I have read and hereby agree to the general terms and conditions set forth in the attached Master Intergovernmental Cooperative Purchasing Agreement regulating the use of the Master Agreements and purchase of Products that from time to time are made available by Principal Procurement Agencies to Participating Public Agencies nationwide through National Intergovernmental Purchasing Alliance Company (“National IPA”) pursuant to the terms of the Administrative Agreement by and between National IPA and the applicable supplier.

I understand that the purchase of one or more Products under the provisions of the Master Intergovernmental Cooperative Purchasing Agreement is at the sole and complete discretion of the Participating Public Agency.

Authorized Signature, Principal Procurement Agency

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS  
EXHIBIT F- NATIONAL IPA ADVERTISING COMPLIANCE REQUIREMENT**

Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.220, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with National IPA and access the Master Agreement contract award made pursuant to this solicitation, and are hereby given notice of the foregoing request for proposals for purposes of complying with the procedural requirements of said statutes:

Nationwide:

State of Alabama*	State of Hawaii	State of Massachusetts	State of New Mexico	State of South Dakota
State of Alaska	State of Idaho	State of Michigan	State of New York	State of Tennessee
State of Arizona	State of Illinois	State of Minnesota	State of North Carolina	State of Texas
State of Arkansas	State of Indiana	State of Mississippi	State of North Dakota	State of Utah
State of California	State of Iowa	State of Missouri	State of Ohio	State of Vermont
State of Colorado	State of Kansas	State of Montana	State of Oklahoma*	State of Virginia
State of Connecticut	State of Kentucky	State of Nebraska	State of Oregon	State of Washington
State of Delaware	State of Louisiana	State of Nevada	State of Pennsylvania	State of West Virginia
State of Florida	State of Maine	State of New Hampshire	State of Rhode Island	State of Wisconsin
State of Georgia	State of Maryland	State of New Jersey	State of South Carolina	State of Wyoming
District of Columbia				

Lists of political subdivisions and local governments in the above referenced states / districts may be found at [http://www.usa.gov/Agencies/State\\_and\\_Territories.shtml](http://www.usa.gov/Agencies/State_and_Territories.shtml) and <https://www.usa.gov/local-governments>.

\*Some public agencies and political subdivisions of these states may be restricted by state statutes that limit competition among cooperative purchasing organizations by only allowing use of purchasing cooperatives sponsored by certain National Associations.

Certain Public Agencies and Political Subdivisions:

**CITIES, TOWNS, VILLAGES AND BOROUGHES**

**INCLUDING BUT NOT LIMITED TO:**

BAKER CITY GOLF COURSE, OR  
 CITY OF ADAIR VILLAGE, OR  
 CITY OF ASHLAND, OR  
 CITY OF AUMSVILLE, OR  
 CITY OF AURORA, OR  
 CITY OF BAKER, OR  
 CITY OF BATON ROUGE, LA  
 CITY OF BEAVERTON, OR  
 CITY OF BEND, OR  
 CITY OF BOARDMAN, OR  
 CITY OF BONANAZA, OR  
 CITY OF BOSSIER CITY, LA  
 CITY OF BROOKINGS, OR  
 CITY OF BURNS, OR  
 CITY OF CANBY, OR  
 CITY OF CANYONVILLE, OR  
 CITY OF CLATSKANIE, OR  
 CITY OF COBURG, OR  
 CITY OF CONDON, OR  
 CITY OF COQUILLE, OR  
 CITY OF CORVALLI, OR  
 CITY OF CORVALLIS PARKS AND RECREATION DEPARTMENT, OR  
 CITY OF COTTAGE GROVE, OR  
 CITY OF DONALD, OR  
 CITY OF EUGENE, OR  
 CITY OF FOREST GROVE, OR  
 CITY OF GOLD HILL, OR  
 CITY OF GRANTS PASS, OR  
 CITY OF GRESHAM, OR  
 CITY OF HILLSBORO, OR  
 CITY OF INDEPENDENCE, OR

CITY AND COUNTY OF HONOLULU, HI  
 CITY OF KENNER, LA  
 CITY OF LA GRANDE, OR  
 CITY OF LAFAYETTE, LA  
 CITY OF LAKE CHARLES, OR  
 CITY OF LEBANON, OR  
 CITY OF MCMINNVILLE, OR  
 CITY OF MEDFORD, OR  
 CITY OF METAIRIE, LA  
 CITY OF MILL CITY, OR  
 CITY OF MILWAUKIE, OR  
 CITY OF MONROE, LA  
 CITY OF MOSIER, OR  
 CITY OF NEW ORLEANS, LA  
 CITY OF NORTH PLAINS, OR  
 CITY OF OREGON CITY, OR  
 CITY OF PILOT ROCK, OR  
 CITY OF PORTLAND, OR  
 CITY OF POWERS, OR  
 CITY OF PRINEVILLE, OR  
 CITY OF REDMOND, OR  
 CITY OF REEDSPORT, OR  
 CITY OF RIDDLE, OR  
 CITY OF ROGUE RIVER, OR  
 CITY OF ROSEBURG, OR  
 CITY OF SALEM, OR  
 CITY OF SANDY, OR  
 CITY OF SCAPPOOSE, OR  
 CITY OF SHADY COVE, OR  
 CITY OF SHERWOOD, OR  
 CITY OF SHREVEPORT, LA  
 CITY OF SILVERTON, OR  
 CITY OF SPRINGFIELD, OR  
 CITY OF ST. HELENS, OR

CITY OF ST. PAUL, OR  
CITY OF SULPHUR, LA  
CITY OF TIGARD, OR  
CITY OF TROUTDALE, OR  
CITY OF TUALATIN, OR  
CITY OF WALKER, LA  
CITY OF WARRENTON, OR  
CITY OF WEST LINN, OR  
CITY OF WILSONVILLE, OR  
CITY OF WINSTON, OR  
CITY OF WOODBURN, OR  
LEAGUE OF OREGON CITES  
THE CITY OF HAPPY VALLEY OREGON  
ALPINE, UT  
ALTA, UT  
ALTAMONT, UT  
ALTON, UT  
AMALGA, UT  
AMERICAN FORK CITY, UT  
ANNABELLA, UT  
ANTIMONY, UT  
APPLE VALLEY, UT  
AURORA, UT  
BALLARD, UT  
BEAR RIVER CITY, UT  
BEAVER, UT  
BICKNELL, UT  
BIG WATER, UT  
BLANDING, UT  
BLUFFDALE, UT  
BOULDER, UT  
CITY OF BOUNTIFUL, UT  
BRIAN HEAD, UT  
BRIGHAM CITY CORPORATION, UT  
BRYCE CANYON CITY, UT  
CANNONVILLE, UT  
CASTLE DALE, UT  
CASTLE VALLEY, UT  
CITY OF CEDAR CITY, UT  
CEDAR FORT, UT  
CITY OF CEDAR HILLS, UT  
CENTERFIELD, UT  
CENTERVILLE CITY CORPORATION, UT  
CENTRAL VALLEY, UT  
CHARLESTON, UT  
CIRCLEVILLE, UT  
CLARKSTON, UT  
CLAWSON, UT  
CLEARFIELD, UT  
CLEVELAND, UT  
CLINTON CITY CORPORATION, UT  
COALVILLE, UT  
CORINNE, UT  
CORNISH, UT  
COTTONWOOD HEIGHTS, UT  
DANIEL, UT  
DELTA, UT  
DEWEYVILLE, UT  
DRAPER CITY, UT  
DUCHESNE, UT  
EAGLE MOUNTAIN, UT  
EAST CARBON, UT  
ELK RIDGE, UT  
ELMO, UT  
ELSINORE, UT  
ELWOOD, UT

EMERY, UT  
ENOCH, UT  
ENTERPRISE, UT  
EPHRAIM, UT  
ESCALANTE, UT  
EUREKA, UT  
FAIRFIELD, UT  
FAIRVIEW, UT  
FARMINGTON, UT  
FARR WEST, UT  
FAYETTE, UT  
FERRON, UT  
FIELDING, UT  
FILLMORE, UT  
FOUNTAIN GREEN, UT  
FRANCIS, UT  
FRUIT HEIGHTS, UT  
GARDEN CITY, UT  
GARLAND, UT  
GENOLA, UT  
GLENDALE, UT  
GLENWOOD, UT  
GOSHEN, UT  
GRANTSVILLE, UT  
GREEN RIVER, UT  
GUNNISON, UT  
HANKSVILLE, UT  
HARRISVILLE, UT  
HATCH, UT  
HEBER CITY CORPORATION, UT  
HELPER, UT  
HENEFER, UT  
HENRIEVILLE, UT  
HERRIMAN, UT  
HIDEOUT, UT  
HIGHLAND, UT  
HILDALE, UT  
HINCKLEY, UT  
HOLDEN, UT  
HOLLADAY, UT  
HONEYVILLE, UT  
HOOPER, UT  
HOWELL, UT  
HUNTINGTON, UT  
HUNTSVILLE, UT  
CITY OF HURRICANE, UT  
HYDE PARK, UT  
HYRUM, UT  
INDEPENDENCE, UT  
IVINS, UT  
JOSEPH, UT  
JUNCTION, UT  
KAMAS, UT  
KANAB, UT  
KANARRAVILLE, UT  
KANOSH, UT  
KAYSVILLE, UT  
KINGSTON, UT  
KOOSHAREM, UT  
LAKETOWN, UT  
LA VERKIN, UT  
LAYTON, UT  
LEAMINGTON, UT  
LEEDS, UT  
LEHI CITY CORPORATION, UT  
LEVAN, UT

LEWISTON, UT  
LINDON, UT  
LOA, UT  
LOGAN CITY, UT  
LYMAN, UT  
LYNN DYLAN, UT  
MANILA, UT  
MANTI, UT  
MANTUA, UT  
MAPLETON, UT  
MARRIOTT-SLATERVILLE, UT  
MARYSVALE, UT  
MAYFIELD, UT  
MEADOW, UT  
MENDON, UT  
MIDVALE CITY INC., UT  
MIDWAY, UT  
MILFORD, UT  
MILLVILLE, UT  
MINERSVILLE, UT  
MOAB, UT  
MONA, UT  
MONROE, UT  
CITY OF MONTICELLO, UT  
MORGAN, UT  
MORONI, UT  
MOUNT PLEASANT, UT  
MURRAY CITY CORPORATION, UT  
MYTON, UT  
NAPLES, UT  
NEPHI, UT  
NEW HARMONY, UT  
NEWTON, UT  
NIBLEY, UT  
NORTH LOGAN, UT  
NORTH OGDEN, UT  
NORTH SALT LAKE CITY, UT  
OAK CITY, UT  
OAKLEY, UT  
OGDEN CITY CORPORATION, UT  
OPHIR, UT  
ORANGEVILLE, UT  
ORDERVILLE, UT  
OREM, UT  
PANGUITCH, UT  
PARADISE, UT  
PARAGONAH, UT  
PARK CITY, UT  
PAROWAN, UT  
PAYSON, UT  
PERRY, UT  
PLAIN CITY, UT  
PLEASANT GROVE CITY, UT  
PLEASANT VIEW, UT  
PLYMOUTH, UT  
PORTAGE, UT  
PRICE, UT  
PROVIDENCE, UT  
PROVO, UT  
RANDOLPH, UT  
REDMOND, UT  
RICHFIELD, UT  
RICHMOND, UT  
RIVERDALE, UT  
RIVER HEIGHTS, UT  
RIVERTON CITY, UT

ROCKVILLE, UT  
ROCKY RIDGE, UT  
ROOSEVELT CITY CORPORATION, UT  
ROY, UT  
RUSH VALLEY, UT  
CITY OF ST. GEORGE, UT  
SALEM, UT  
SALINA, UT  
SALT LAKE CITY CORPORATION, UT  
SANDY, UT  
SANTA CLARA, UT  
SANTAQUIN, UT  
SARATOGA SPRINGS, UT  
SCIPIO, UT  
SCOFIELD, UT  
SIGURD, UT  
SMITHFIELD, UT  
SNOWVILLE, UT  
CITY OF SOUTH JORDAN, UT  
SOUTH OGDEN, UT  
CITY OF SOUTH SALT LAKE, UT  
SOUTH WEBER, UT  
SPANISH FORK, UT  
SPRING CITY, UT  
SPRINGDALE, UT  
SPRINGVILLE, UT  
STERLING, UT  
STOCKTON, UT  
SUNNYSIDE, UT  
SUNSET CITY CORP, UT  
SYRACUSE, UT  
TABIONA, UT  
CITY OF TAYLORSVILLE, UT  
TOOELE CITY CORPORATION, UT  
TOQUERVILLE, UT  
TORREY, UT  
TREMONTON CITY, UT  
TRENTON, UT  
TROPIC, UT  
UINTAH, UT  
VERNAL CITY, UT  
VERNON, UT  
VINEYARD, UT  
VIRGIN, UT  
WALES, UT  
WALLSBURG, UT  
WASHINGTON CITY, UT  
WASHINGTON TERRACE, UT  
WELLINGTON, UT  
WELLSVILLE, UT  
WENDOVER, UT  
WEST BOUNTIFUL, UT  
WEST HAVEN, UT  
WEST JORDAN, UT  
WEST POINT, UT  
WEST VALLEY CITY, UT  
WILLARD, UT  
WOODLAND HILLS, UT  
WOODRUFF, UT  
WOODS CROSS, UT

**COUNTIES AND PARISHES INCLUDING BUT NOT LIMITED TO:**

ASCENSION PARISH, LA  
ASCENSION PARISH, LA, CLEAR OF COURT  
CADDO PARISH, LA

CALCASIEU PARISH, LA  
CALCASIEU PARISH SHERIFF'S OFFICE, LA  
CITY AND COUNTY OF HONOLULU, HI  
CLACKAMAS COUNTY, OR  
CLACKAMAS COUNTY DEPT OF TRANSPORTATION,  
OR  
CLATSOP COUNTY, OR  
COLUMBIA COUNTY, OR  
COOS COUNTY, OR  
COOS COUNTY HIGHWAY DEPARTMENT, OR  
COUNTY OF HAWAII, OR  
CROOK COUNTY, OR  
CROOK COUNTY ROAD DEPARTMENT, OR  
CURRY COUNTY, OR  
DESCHUTES COUNTY, OR  
DOUGLAS COUNTY, OR  
EAST BATON ROUGE PARISH, LA  
GILLIAM COUNTY, OR  
GRANT COUNTY, OR  
HARNEY COUNTY, OR  
HARNEY COUNTY SHERIFFS OFFICE, OR  
HAWAII COUNTY, HI  
HOOD RIVER COUNTY, OR  
JACKSON COUNTY, OR  
JEFFERSON COUNTY, OR  
JEFFERSON PARISH, LA  
JOSEPHINE COUNTY GOVERNMENT, OR  
LAFAYETTE CONSOLIDATED GOVERNMENT, LA  
LAFAYETTE PARISH, LA  
LAFAYETTE PARISH CONVENTION & VISITORS  
COMMISSION  
LAFOURCHE PARISH, LA  
KAUAI COUNTY, HI  
KLAMATH COUNTY, OR  
LAKE COUNTY, OR  
LANE COUNTY, OR  
LINCOLN COUNTY, OR  
LINN COUNTY, OR  
LIVINGSTON PARISH, LA  
MALHEUR COUNTY, OR  
MAUI COUNTY, HI  
MARION COUNTY, SALEM, OR  
MORROW COUNTY, OR  
MULTNOMAH COUNTY, OR  
MULTNOMAH COUNTY BUSINESS AND  
COMMUNITY SERVICES, OR  
MULTNOMAH COUNTY SHERIFFS OFFICE, OR  
MULTNOMAH LAW LIBRARY, OR  
ORLEANS PARISH, LA  
PLAQUEMINES PARISH, LA  
POLK COUNTY, OR  
RAPIDES PARISH, LA  
SAINT CHARLES PARISH, LA  
SAINT CHARLES PARISH PUBLIC SCHOOLS, LA  
SAINT LANDRY PARISH, LA  
SAINT TAMMANY PARISH, LA  
SHERMAN COUNTY, OR  
TERREBONNE PARISH, LA  
TILLAMOOK COUNTY, OR  
TILLAMOOK COUNTY SHERIFF'S OFFICE, OR  
TILLAMOOK COUNTY GENERAL HOSPITAL, OR  
UMATILLA COUNTY, OR  
UNION COUNTY, OR  
WALLOWA COUNTY, OR  
WASCO COUNTY, OR  
WASHINGTON COUNTY, OR

WEST BATON ROUGE PARISH, LA  
WHEELER COUNTY, OR  
YAMHILL COUNTY, OR  
COUNTY OF BOX ELDER, UT  
COUNTY OF CACHE, UT  
COUNTY OF RICH, UT  
COUNTY OF WEBER, UT  
COUNTY OF MORGAN, UT  
COUNTY OF DAVIS, UT  
COUNTY OF SUMMIT, UT  
COUNTY OF DAGGETT, UT  
COUNTY OF SALT LAKE, UT  
COUNTY OF TOOELE, UT  
COUNTY OF UTAH, UT  
COUNTY OF WASATCH, UT  
COUNTY OF DUCHESNE, UT  
COUNTY OF UINTAH, UT  
COUNTY OF CARBON, UT  
COUNTY OF SANPETE, UT  
COUNTY OF JUAB, UT  
COUNTY OF MILLARD, UT  
COUNTY OF SEVIER, UT  
COUNTY OF EMERY, UT  
COUNTY OF GRAND, UT  
COUNTY OF BEVER, UT  
COUNTY OF PIUTE, UT  
COUNTY OF WAYNE, UT  
COUNTY OF SAN JUAN, UT  
COUNTY OF GARFIELD, UT  
COUNTY OF KANE, UT  
COUNTY OF IRON, UT  
COUNTY OF WASHINGTON, UT

**OTHER AGENCIES INCLUDING ASSOCIATIONS,  
BOARDS, DISTRICTS, COMMISSIONS, COUNCILS,  
PUBLIC CORPORATIONS, PUBLIC DEVELOPMENT  
AUTHORITIES, RESERVATIONS AND UTILITIES  
INCLUDING BUT NOT LIMITED TO:**

BANKS FIRE DISTRICT, OR  
BATON ROUGE WATER COMPANY  
BEND METRO PARK AND RECREATION DISTRICT  
BIENVILLE PARISH FIRE PROTECTION DISTRICT 6,  
LA  
BOARDMAN PARK AND RECREATION DISTRICT  
CENTRAL CITY ECONOMIC OPPORTUNITY CORP, LA  
CENTRAL OREGON INTERGOVERNMENTAL  
COUNCIL  
CITY OF BOGALUSA SCHOOL BOARD, LA  
CLACKAMAS RIVER WATER  
CLATSKANIE PEOPLE'S UTILITY DISTRICT  
CLEAN WATER SERVICES  
CONFEDERATED TRIBES OF THE UMATILLA INDIAN  
RESERVATION  
COOS FOREST PROTECTIVE ASSOCIATION  
CHEHALEM PARK AND RECREATION DISTRICT  
DAVID CROCKETT STEAM FIRE COMPANY #1, LA  
EUGENE WATER AND ELECTRIC BOARD  
HONOLULU INTERNATIONAL AIRPORT  
HOODLAND FIRE DISTRICT #74  
HOUSING AUTHORITY OF PORTLAND  
ILLINOIS VALLEY FIRE DISTRICT  
LAFAYETTE AIRPORT COMMISSION, LA  
LAFOURCHE PARISH HEALTH UNIT – DHH-OPH  
REGION 3  
LOUISIANA PUBLIC SERVICE COMMISSION, LA  
LOUISIANA WATER WORKS

MEDFORD WATER COMMISSION  
MELHEUR COUNTY JAIL, OR  
METRO REGIONAL GOVERNMENT  
METRO REGIONAL PARKS  
METROPOLITAN EXPOSITION RECREATION  
COMMISSION  
METROPOLITAN SERVICE DISTRICT (METRO)  
MULTNOMAH EDUCATION SERVICE DISTRICT  
NEW ORLEANS REDEVELOPMENT AUTHORITY, LA  
NORTHEAST OREGON HOUSING AUTHORITY, OR  
PORT OF BRANDON, OR  
PORT OF MORGAN CITY, LA  
PORTLAND DEVELOPMENT COMMISSION, OR  
PORTLAND FIRE AND RESCUE  
PORTLAND HOUSING CENTER, OR  
OREGON COAST COMMUNITY ACTION  
OREGON HOUSING AND COMMUNITY SERVICES  
OREGON LEGISLATIVE ADMINISTRATION  
ROGUE VALLEY SEWER, OR  
SAINT LANDRY PARISH TOURIST COMMISSION  
SAINT MARY PARISH REC DISTRICT 2  
SAINT MARY PARISH REC DISTRICT 3  
SAINT TAMMANY FIRE DISTRICT 4, LA  
SALEM MASS TRANSIT DISTRICT  
SEWERAGE AND WATER BOARD OF NEW ORLEANS,  
LA  
SOUTH LAFOURCHE LEVEE DISTRICT, LA  
TRI-COUNTY METROPOLITAN TRANSPORTATION  
DISTRICT OF OREGON  
TUALATIN HILLS PARK & RECREATION DISTRICT  
TUALATIN VALLEY FIRE & RESCUE  
TUALATIN VALLEY WATER DISTRICT  
WILLAMALANE PARK AND RECREATION DISTRICT  
WILLAMETTE HUMANE SOCIETY

**K-12 INCLUDING BUT NOT LIMITED TO:**

ACADIA PARISH SCHOOL BOARD  
BEAVERTON SCHOOL DISTRICT  
BEND-LA PINE SCHOOL DISTRICT  
BOGALUSA HIGH SCHOOL, LA  
BOSSIER PARISH SCHOOL BOARD  
BROOKING HARBOR SCHOOL DISTRICT  
CADDO PARISH SCHOOL DISTRICT  
CALCASIEU PARISH SCHOOL DISTRICT  
CANBY SCHOOL DISTRICT  
CANYONVILLE CHRISTIAN ACADEMY  
CASCADE SCHOOL DISTRICT  
CASCADES ACADEMY OF CENTRAL OREGON  
CENTENNIAL SCHOOL DISTRICT  
CENTRAL CATHOLIC HIGH SCHOOL  
CENTRAL POINT SCHOOL DISTRICT NO.6  
CENTRAL SCHOOL DISTRICT 13J  
COOS BAY SCHOOL DISTRICT NO.9  
CORVALLIS SCHOOL DISTRICT 509J  
COUNTY OF YAMHILL SCHOOL DISTRICT 29  
CULVER SCHOOL DISTRICT  
DALLAS SCHOOL DISTRICT NO.2  
DAVID DOUGLAS SCHOOL DISTRICT  
DAYTON SCHOOL DISTRICT NO.8  
DE LA SALLE N CATHOLIC HS  
DESCHUTES COUNTY SCHOOL DISTRICT NO.6  
DOUGLAS EDUCATIONAL DISTRICT SERVICE  
DUFUR SCHOOL DISTRICT NO.29  
EAST BATON ROUGE PARISH SCHOOL DISTRICT  
ESTACADA SCHOOL DISTRICT NO.10B

FOREST GROVE SCHOOL DISTRICT  
GEORGE MIDDLE SCHOOL  
GLADSTONE SCHOOL DISTRICT  
GRANTS PASS SCHOOL DISTRICT 7  
GREATER ALBANY PUBLIC SCHOOL DISTRICT  
GRESHAM BARLOW JOINT SCHOOL DISTRICT  
HEAD START OF LANE COUNTY  
HIGH DESERT EDUCATION SERVICE DISTRICT  
HILLSBORO SCHOOL DISTRICT  
HOOD RIVER COUNTY SCHOOL DISTRICT  
JACKSON CO SCHOOL DIST NO.9  
JEFFERSON COUNTY SCHOOL DISTRICT 509-J  
JEFFERSON PARISH SCHOOL DISTRICT  
JEFFERSON SCHOOL DISTRICT  
JUNCTION CITY SCHOOLS, OR  
KLAMATH COUNTY SCHOOL DISTRICT  
KLAMATH FALLS CITY SCHOOLS  
LAFAYETTE PARISH SCHOOL DISTRICT  
LAKE OSWEGO SCHOOL DISTRICT 7J  
LANE COUNTY SCHOOL DISTRICT 4J  
LINCOLN COUNTY SCHOOL DISTRICT  
LINN CO. SCHOOL DIST. 95C  
LIVINGSTON PARISH SCHOOL DISTRICT  
LOST RIVER JR/SR HIGH SCHOOL  
LOWELL SCHOOL DISTRICT NO.71  
MARION COUNTY SCHOOL DISTRICT  
MARION COUNTY SCHOOL DISTRICT 103  
MARIST HIGH SCHOOL, OR  
MCMINNVILLE SCHOOL DISTRICT NOAO  
MEDFORD SCHOOL DISTRICT 549C  
MITCH CHARTER SCHOOL  
MONROE SCHOOL DISTRICT NO.1J  
MORROW COUNTY SCHOOL DIST, OR  
MULTNOMAH EDUCATION SERVICE DISTRICT  
MULTISENSORY LEARNING ACADEMY  
MYRTLE PINT SCHOOL DISTRICT 41  
NEAH-KAH-NIE DISTRICT NO.56  
NEWBERG PUBLIC SCHOOLS  
NESTUCCA VALLEY SCHOOL DISTRICT NO.101  
NOBEL LEARNING COMMUNITIES  
NORTH BEND SCHOOL DISTRICT 13  
NORTH CLACKAMAS SCHOOL DISTRICT  
NORTH DOUGLAS SCHOOL DISTRICT  
NORTH WASCO CITY SCHOOL DISTRICT 21  
NORTHWEST REGIONAL EDUCATION SERVICE  
DISTRICT  
ONTARIO MIDDLE SCHOOL  
OREGON TRAIL SCHOOL DISTRICT NOA6  
ORLEANS PARISH SCHOOL DISTRICT  
PHOENIX-TALENT SCHOOL DISTRICT NOA  
PLEASANT HILL SCHOOL DISTRICT  
PORTLAND JEWISH ACADEMY  
PORTLAND PUBLIC SCHOOLS  
RAPIDES PARISH SCHOOL DISTRICT  
REDMOND SCHOOL DISTRICT  
REYNOLDS SCHOOL DISTRICT  
ROGUE RIVER SCHOOL DISTRICT  
ROSEBURG PUBLIC SCHOOLS  
SCAPPOOSE SCHOOL DISTRICT 1J  
SAINT TAMMANY PARISH SCHOOL BOARD, LA  
SEASIDE SCHOOL DISTRICT 10  
SHERWOOD SCHOOL DISTRICT 88J  
SILVER FALLS SCHOOL DISTRICT 4J  
SOUTH LANE SCHOOL DISTRICT 45J3  
SOUTHERN OREGON EDUCATION SERVICE  
DISTRICT

SPRINGFIELD PUBLIC SCHOOLS  
SUTHERLIN SCHOOL DISTRICT  
SWEET HOME SCHOOL DISTRICT NO.55  
TERREBONNE PARISH SCHOOL DISTRICT  
THE CATLIN GABEL SCHOOL  
TIGARD-TUALATIN SCHOOL DISTRICT  
UMATILLA MORROW ESD  
WEST LINN WILSONVILLE SCHOOL DISTRICT  
WILLAMETTE EDUCATION SERVICE DISTRICT  
WOODBURN SCHOOL DISTRICT  
YONCALLA SCHOOL DISTRICT  
ACADEMY FOR MATH ENGINEERING & SCIENCE  
(AMES), UT  
ALIANZA ACADEMY, UT  
ALPINE DISTRICT, UT  
AMERICAN LEADERSHIP ACADEMY, UT  
AMERICAN PREPARATORY ACADEMY, UT  
BAER CANYON HIGH SCHOOL FOR SPORTS &  
MEDICAL SCIENCES, UT  
BEAR RIVER CHARTER SCHOOL, UT  
BEAVER SCHOOL DISTRICT, UT  
BEEHIVE SCIENCE & TECHNOLOGY ACADEMY  
(BSTA), UT  
BOX ELDER SCHOOL DISTRICT, UT  
CBA CENTER, UT  
CACHE SCHOOL DISTRICT, UT  
CANYON RIM ACADEMY, UT  
CANYONS DISTRICT, UT  
CARBON SCHOOL DISTRICT, UT  
CHANNING HALL, UT  
CHARTER SCHOOL LEWIS ACADEMY, UT  
CITY ACADEMY, UT  
DAGGETT SCHOOL DISTRICT, UT  
DAVINCI ACADEMY, UT  
DAVIS DISTRICT, UT  
DUAL IMMERSION ACADEMY, UT  
DUCHESNE SCHOOL DISTRICT, UT  
EARLY LIGHT ACADEMY AT DAYBREAK, UT  
EAST HOLLYWOOD HIGH, UT  
EDITH BOWEN LABORATORY SCHOOL, UT  
EMERSON ALCOTT ACADEMY, UT  
EMERY SCHOOL DISTRICT, UT  
ENTHEOS ACADEMY, UT  
EXCELSIOR ACADEMY, UT  
FAST FORWARD HIGH, UT  
FREEDOM ACADEMY, UT  
GARFIELD SCHOOL DISTRICT, UT  
GATEWAY PREPARATORY ACADEMY, UT  
GEORGE WASHINGTON ACADEMY, UT  
GOOD FOUNDATION ACADEMY, UT  
GRAND SCHOOL DISTRICT, UT  
GRANITE DISTRICT, UT  
GUADALUPE SCHOOL, UT  
HAWTHORN ACADEMY, UT  
INTECH COLLEGIATE HIGH SCHOOL, UT  
IRON SCHOOL DISTRICT, UT  
ITINERIS EARLY COLLEGE HIGH, UT  
JOHN HANCOCK CHARTER SCHOOL, UT  
JORDAN DISTRICT, UT  
JUAB SCHOOL DISTRICT, UT  
KANE SCHOOL DISTRICT, UT  
KARL G MAESER PREPARATORY ACADEMY, UT  
LAKEVIEW ACADEMY, UT  
LEGACY PREPARATORY ACADEMY, UT  
LIBERTY ACADEMY, UT  
LINCOLN ACADEMY, UT

LOGAN SCHOOL DISTRICT, UT  
MARIA MONTESSORI ACADEMY, UT  
MERIT COLLEGE PREPARATORY ACADEMY, UT  
MILLARD SCHOOL DISTRICT, UT  
MOAB CHARTER SCHOOL, UT  
MONTICELLO ACADEMY, UT  
MORGAN SCHOOL DISTRICT, UT  
MOUNTAINVILLE ACADEMY, UT  
MURRAY SCHOOL DISTRICT, UT  
NAVIGATOR POINTE ACADEMY, UT  
NEBO SCHOOL DISTRICT, UT  
NO UT ACAD FOR MATH ENGINEERING & SCIENCE  
(NUAMES), UT  
NOAH WEBSTER ACADEMY, UT  
NORTH DAVIS PREPARATORY ACADEMY, UT  
NORTH SANPETE SCHOOL DISTRICT, UT  
NORTH STAR ACADEMY, UT  
NORTH SUMMIT SCHOOL DISTRICT, UT  
ODYSSEY CHARTER SCHOOL, UT  
OGDEN PREPARATORY ACADEMY, UT  
OGDEN SCHOOL DISTRICT, UT  
OPEN CLASSROOM, UT  
OPEN HIGH SCHOOL OF UTAH, UT  
OQUIRRH MOUNTAIN CHARTER SCHOOL, UT  
PARADIGM HIGH SCHOOL, UT  
PARK CITY SCHOOL DISTRICT, UT  
PINNACLE CANYON ACADEMY, UT  
PIUTE SCHOOL DISTRICT, UT  
PROVIDENCE HALL, UT  
PROVO SCHOOL DISTRICT, UT  
QUAIL RUN PRIMARY SCHOOL, UT  
QUEST ACADEMY, UT  
RANCHES ACADEMY, UT  
REAGAN ACADEMY, UT  
RENAISSANCE ACADEMY, UT  
RICH SCHOOL DISTRICT, UT  
ROCKWELL CHARTER HIGH SCHOOL, UT  
SALT LAKE ARTS ACADEMY, UT  
SALT LAKE CENTER FOR SCIENCE EDUCATION, UT  
SALT LAKE SCHOOL DISTRICT, UT  
SALT LAKE SCHOOL FOR THE PERFORMING ARTS,  
UT  
SAN JUAN SCHOOL DISTRICT, UT  
SEVIER SCHOOL DISTRICT, UT  
SOLDIER HOLLOW CHARTER SCHOOL, UT  
SOUTH SANPETE SCHOOL DISTRICT, UT  
SOUTH SUMMIT SCHOOL DISTRICT, UT  
SPECTRUM ACADEMY, UT  
SUCCESS ACADEMY, UT  
SUCCESS SCHOOL, UT  
SUMMIT ACADEMY, UT  
SUMMIT ACADEMY HIGH SCHOOL, UT  
SYRACUSE ARTS ACADEMY, UT  
THOMAS EDISON - NORTH, UT  
TIMPANOGOS ACADEMY, UT  
TINTIC SCHOOL DISTRICT, UT  
TOOELE SCHOOL DISTRICT, UT  
TUACAHN HIGH SCHOOL FOR THE PERFORMING  
ARTS, UT  
UINTAH RIVER HIGH, UT  
UINTAH SCHOOL DISTRICT, UT  
UTAH CONNECTIONS ACADEMY, UT  
UTAH COUNTY ACADEMY OF SCIENCE, UT  
UTAH ELECTRONIC HIGH SCHOOL, UT  
UTAH SCHOOLS FOR DEAF & BLIND, UT  
UTAH STATE OFFICE OF EDUCATION, UT

UTAH VIRTUAL ACADEMY , UT  
VENTURE ACADEMY , UT  
VISTA AT ENTRADA SCHOOL OF PERFORMING  
ARTS AND TECHNOLOGY , UT  
WALDEN SCHOOL OF LIBERAL ARTS , UT  
WASATCH PEAK ACADEMY , UT  
WASATCH SCHOOL DISTRICT , UT  
WASHINGTON SCHOOL DISTRICT , UT  
WAYNE SCHOOL DISTRICT , UT  
WEBER SCHOOL DISTRICT , UT  
WEILENMANN SCHOOL OF DISCOVERY , UT

**HIGHER EDUCATION**

ARGOSY UNIVERSITY  
BATON ROUGE COMMUNITY COLLEGE, LA  
BIRTHINGWAY COLLEGE OF MIDWIFERY  
BLUE MOUNTAIN COMMUNITY COLLEGE  
BRIGHAM YOUNG UNIVERSITY - HAWAII  
CENTRAL OREGON COMMUNITY COLLEGE  
CENTENARY COLLEGE OF LOUISIANA  
CHEMEKETA COMMUNITY COLLEGE  
CLACKAMAS COMMUNITY COLLEGE  
COLLEGE OF THE MARSHALL ISLANDS  
COLUMBIA GORGE COMMUNITY COLLEGE  
CONCORDIA UNIVERSITY  
GEORGE FOX UNIVERSITY  
KLAMATH COMMUNITY COLLEGE DISTRICT  
LANE COMMUNITY COLLEGE  
LEWIS AND CLARK COLLEGE  
LINFIELD COLLEGE  
LINN-BENTON COMMUNITY COLLEGE  
LOUISIANA COLLEGE, LA  
LOUISIANA STATE UNIVERSITY  
LOUISIANA STATE UNIVERSITY HEALTH SERVICES  
MARYLHURST UNIVERSITY  
MT. HOOD COMMUNITY COLLEGE  
MULTNOMAH BIBLE COLLEGE  
NATIONAL COLLEGE OF NATURAL MEDICINE  
NORTHWEST CHRISTIAN COLLEGE  
OREGON HEALTH AND SCIENCE UNIVERSITY  
OREGON INSTITUTE OF TECHNOLOGY  
OREGON STATE UNIVERSITY  
OREGON UNIVERSITY SYSTEM  
PACIFIC UNIVERSITY  
PIONEER PACIFIC COLLEGE  
PORTLAND COMMUNITY COLLEGE  
PORTLAND STATE UNIVERSITY  
REED COLLEGE  
RESEARCH CORPORATION OF THE UNIVERSITY OF  
HAWAII  
ROGUE COMMUNITY COLLEGE  
SOUTHEASTERN LOUISIANA UNIVERSITY  
SOUTHERN OREGON UNIVERSITY (OREGON  
UNIVERSITY SYSTEM)  
SOUTHWESTERN OREGON COMMUNITY COLLEGE  
TULANE UNIVERSITY  
TILLAMOOK BAY COMMUNITY COLLEGE  
UMPQUA COMMUNITY COLLEGE  
UNIVERSITY OF HAWAII BOARD OF REGENTS  
UNIVERSITY OF HAWAII-HONOLULU COMMUNITY  
COLLEGE  
UNIVERSITY OF OREGON-GRADUATE SCHOOL  
UNIVERSITY OF PORTLAND  
UNIVERSITY OF NEW ORLEANS  
WESTERN OREGON UNIVERSITY  
WESTERN STATES CHIROPRACTIC COLLEGE

WILLAMETTE UNIVERSITY  
XAVIER UNIVERSITY  
UTAH SYSTEM OF HIGHER EDUCATION, UT  
UNIVERSITY OF UTAH, UT  
UTAH STATE UNIVERSITY, UT  
WEBER STATE UNIVERSITY, UT  
SOUTHERN UTAH UNIVERSITY, UT  
SNOW COLLEGE, UT  
DIXIE STATE COLLEGE, UT  
COLLEGE OF EASTERN UTAH, UT  
UTAH VALLEY UNIVERSITY, UT  
SALT LAKE COMMUNITY COLLEGE, UT  
UTAH COLLEGE OF APPLIED TECHNOLOGY, UT

**STATE AGENCIES**

ADMIN. SERVICES OFFICE  
BOARD OF MEDICAL EXAMINERS  
HAWAII CHILD SUPPORT ENFORCEMENT AGENCY  
HAWAII DEPARTMENT OF TRANSPORTATION  
HAWAII HEALTH SYSTEMS CORPORATION  
OFFICE OF MEDICAL ASSISTANCE PROGRAMS  
OFFICE OF THE STATE TREASURER  
OREGON BOARD OF ARCHITECTS  
OREGON CHILD DEVELOPMENT COALITION  
OREGON DEPARTMENT OF EDUCATION  
OREGON DEPARTMENT OF FORESTRY  
OREGON DEPT OF TRANSPORTATION  
OREGON DEPT. OF EDUCATION  
OREGON LOTTERY  
OREGON OFFICE OF ENERGY  
OREGON STATE BOARD OF NURSING  
OREGON STATE DEPT OF CORRECTIONS  
OREGON STATE POLICE  
OREGON TOURISM COMMISSION  
OREGON TRAVEL INFORMATION COUNCIL  
SANTIAM CANYON COMMUNICATION CENTER  
SEIU LOCAL 503, OPEU  
SOH- JUDICIARY CONTRACTS AND PURCH  
STATE DEPARTMENT OF DEFENSE, STATE OF  
HAWAII  
STATE OF HAWAII  
STATE OF HAWAII, DEPT. OF EDUCATION  
STATE OF LOUISIANA  
STATE OF LOUISIANA DEPT. OF EDUCATION  
STATE OF LOUISIANA, 26<sup>TH</sup> JUDICIAL DISTRICT  
ATTORNEY  
STATE OF UTAH

## Supplemental Services

\*If there are other supplemental services that the proposer may want to offer, please list and detail the charge per labor hour for the service.

Service	Fee
On-site training at delivery	/per hour
Provide a Description of Financing and Leasing options available, include a sample agreement:	
Provide a Description of Rental options available, include a sample agreement:	
Do you accept trade-ins?	
Warranty (indicate components covered and length):	
Extended Warranties available:	
Delivery Charges:	
Discounts for other ordering methods (electronic ordering, pCard, etc):	
Discounts for large individual purchases (identify thresholds and discounts):	

*Any service provided at a discount off of list price must have the list identified and List Price included in the proposal*



### Chassis Pricing

Make and Model:	Discount off of List Price*

Price List Used: \_\_\_\_\_

### Engine Pricing

Make and Model:	Discount off of List Price*

Price List Used: \_\_\_\_\_

### Transmission Pricing

Make and Model:	Discount off of List Price*

Price List Used: \_\_\_\_\_

*\*Proposer to include a complete Price List including items and their List Price in their proposal*

