

## NOTICE TO BIDDERS

Notice is hereby given that the City of South Bend, Indiana, will receive sealed bids at the **Office of the Board of Public Works, 13th Floor, County-City Building, Room 1316, 227 West Jefferson, South Bend, Indiana, until the hour of 9:30 A.M.. Local Time, on March 8, 2016,** for the following:

### **2016 Contract for the Trucking of Belt Pressed Bio-Solids for Land Application**

Specifications are available for download by visiting the City of South Bend's web page at [www.southbendin.gov](http://www.southbendin.gov):

- X Click on "Business"
- X Click on "City Public Bids"
- X Click on "Vehicles, Equipment and Miscellaneous Bids"
- X Click on "Specification Sets & Bid Award Info"
- X Select specification to download
- X A pop up screen will appear; input company information (address/phone/fax/e-mail) where indicated
- X Click on "Submit Responses"
- X Print the specification or save it to your computer

There is no charge for the specifications. The specifications are also available for review only during regular working hours in the Department of Public Works, 1308 County-City Building, South Bend, Indiana 46601.

Bids received after **9:30 A.M., Local Time, on March 8, 2016,** will be returned unopened.

**Bids must be on the City of South Bend Bid/Proposal form provided, which includes a Non-Debarment Affidavit, Non-Discrimination Commitment form, and a Non-Collusion Affidavit Form. Certified Check or Bid Bond in the amount of \$5,000.00 will be required for the submission of unit price bids for this project. A refund of the bid security will be issued upon satisfaction of Bid Award.**

**The Board may reject any bid that does not conform to these requirements as non-responsive.**

The Board reserves the right to reject any or all bids or to accept a full or partial award of the bid or bids which, in its judgment, will be to the best interest of the City of South Bend.

BOARD OF PUBLIC WORKS  
Linda M. Martin, Clerk

Publish two times:  
Friday, February 12, 2016  
Friday, February 19, 2016



**CITY OF SOUTH BEND, INDIANA  
SELLER'S BID FOR SALE OR LEASE OF MATERIALS  
AND NON-COLLUSION AND NON DEBARMENT AFFIDAVIT AND  
NON-DISCRIMINATION COMMITMENT FOR SELLERS**

**BID NAME** 2016 Contract for the Trucking of Belt Pressed Biosolids for Land Application  
**FOR BIDS DUE** March 8, 2016

Date: \_\_\_\_\_ Bidder (Firm): \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Agent of Bidder (if Applicable): \_\_\_\_\_

*When the prospective Contractor is unable to certify to any of the statements below, it shall attach an explanation to this Affidavit.*

**CONTRACTOR'S NON-COLLUSION AND NON-DEBARMENT AFFIDAVIT,  
CERTIFICATION REGARDING INVESTMENT WITH IRAN, EMPLOYMENT  
ELIGIBILITY VERIFICATION, NON-DISCRIMINATION COMMITMENT AND  
CERTIFICATION OF USE OF UNITED STATES STEEL PRODUCTS OR FOUNDRY  
PRODUCTS**

(Must be completed for all quotes and bids. Please type or print)

STATE OF \_\_\_\_\_ )  
 ) SS:  
\_\_\_\_\_ COUNTY )

The undersigned Contractor, being duly sworn upon his/her/its oath, affirms under the penalties of perjury that:

1. Contractor has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. Contractor further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale; and
2. Contractor certifies by submission of this proposal that neither contractor nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; and
3. Contractor has not, nor has any successor to, nor an affiliate of, Contractor, engaged in investment activities in Iran.

- a. For purposes of this Certification, “Iran” means the government of Iran and any agency or instrumentality of Iran, or as otherwise defined at Ind. Code § 5-22-16.5-5, as amended from time-to-time.
- b. As provided by Ind. Code § 5-22-16.5-8, as amended from time-to-time, a Contractor is engaged in investment activities in Iran if either:
  - i. Contractor, its successor or its affiliate, provides goods or services of twenty million dollars (\$20,000,000) or more in value in the energy sector of Iran; or
  - ii. Contractor, its successor or its affiliate, is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person for forty-five (45) days or more, if that person will (i) use the credit to provides goods and services in the energy sector in Iran; and (ii) at the time the financial institution extends credit, is a person identified on list published by the Indiana Department of Administration.

4. Contractor does not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the Contractor subsequently learns is an unauthorized alien. Contractor agrees that he/she/it shall enroll in and verify the work eligibility status of all of Contractor’s newly hired employees through the E-Verify Program as defined by I.C. 22-5-1.7-3. Contractor’s documentation of enrollment and participation in the E-Verify Program is included and attached as part of this bid/quote; and

5. Contractor shall require his/her/its subcontractors performing work under this public contract to certify that the subcontractors do not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the subcontractor subsequently learns is an unauthorized alien, and that the subcontractor has enrolled in and is participating in the E-Verify Program. The Contractor agrees to maintain this certification throughout the term of the contract with the City of South Bend, and understands that the City may terminate the contract for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

6. Persons, partnerships, corporations, associations, or joint venturers awarded a contract by the City of South Bend through its agencies, boards, or commissions shall not discriminate against any employee or applicant for employment in the performance of a City contract with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of race, sex, religion, color, national origin, ancestry, age, gender expression, gender identity, sexual orientation or disability that does not affect that person's ability to perform the work.

In awarding contracts for the purchase of work, labor, services, supplies, equipment, materials, or any combination of the foregoing including, but not limited to, public works contracts awarded under public bidding laws or other contracts in which public bids are not required by law, the City, its agencies, boards, or commissions may consider the Contractor’s good faith efforts to obtain participation by those Contractors certified by

the State of Indiana as a Minority Business (“MBE”) or as a Women’s Business Enterprise (“WBE”) as a factor in determining the lowest, responsible, responsive bidder.

In no event shall persons or entities seeking the award of a City contract be required to award a subcontract to an MBE/WBE; however, it may not unlawfully discriminate against said WBE/MBE. A finding of a discriminatory practice by the City’s MBE/WBE Utilization Board shall prohibit that person or entity from being awarded a City contract for a period of one (1) year from the date of such determination, and such determination may also be grounds for terminating the contact for which the discriminatory practice or noncompliance pertains.

7. The undersigned contractor agrees that the following nondiscrimination commitment shall be made a part of any contract which it may henceforth enter into with the City of South Bend, Indiana or any of its agencies, boards or commissions.

Contractor agrees not to discriminate against or intimidate any employee or applicant for employment in the performance of this contract with privileges of employment, or any matter directly or indirectly related to employment, because of race, religion, color, sex, gender expression, gender identity, sexual orientation, handicap, national origin or ancestry. Breach of this provision may be regarded as material breach of contract.

I, the undersigned bidder or agent as contractor on a public works project, understand my statutory obligations to the use of steel products or foundry products made in the United States (I.C. 5-16-8-1). I hereby certify that I and all subcontractors employed by me for this project will use steel products or foundry products on this project if awarded. I understand that violations hereunder may result in forfeiture of contractual payments.

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I hereby affirm under the penalties of perjury that the facts and information contained in the foregoing bid for public works are true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Contractor/Bidder (Firm)

\_\_\_\_\_  
Signature of Contractor/Bidder or Its Agent

\_\_\_\_\_  
Printed Name and Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of Residence \_\_\_\_\_

(To be completed only by Contractors/Bidders claiming to be a "local Indiana business" pursuant to I.C. 36-1-12-22)

## INDIANA LOCAL BUSINESS PREFERENCE CLAIM

A "local Indiana business" refers to any of the following:

- (1) A business whose principal place of business is located in an affected county.
- (2) A business that pays a majority of its payroll (in dollar volume) to residents of affected counties.
- (3) A business that employs residents of affected counties as a majority of its employees.
- (4) A business that makes significant capital investments in the affected counties as defined in rules adopted by the political subdivision.
- (5) A business that has a substantial positive economic impact on the affected counties as defined by criteria in rules adopted by the political subdivision.

An "affected county" refers to St. Joseph County, Indiana, or the following counties located adjacent to St. Joseph County: Elkhart County, Marshall County, Starke County and LaPorte County

There are the following price preferences for supplies purchased from a local Indiana business:

- 5% for a purchase expected by the purchasing agency to be less than \$50,000
- 3% for a purchase expected by the purchasing agency to be at least \$50,000 but less than \$100,000.
- 1% for a purchase expected by the purchasing agency to be at least \$100,000.

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

Pursuant to I.C. 36-1-12-22, \_\_\_\_\_ claims a local Indiana business preference for Project \_\_\_\_\_ (Project # \_\_\_\_\_) located within the City of South Bend, St. Joseph County, Indiana.

- The location of the principal place of business is \_\_\_\_\_:  
(Address)
- St. Joseph County, Indiana
- The following county located adjacent to St. Joseph County, Indiana: \_\_\_\_\_.
- The majority of the business's payroll for the 12 months prior to the date of this Bid is to residents of St. Joseph County, Indiana or the adjacent county noted above.
- The majority of the business's employees for the 12 months prior to the date of this Bid are residents of St. Joseph County, Indiana, or the adjacent county noted above.

If the business is deemed to be the apparent lowest, responsible, responsive bidder, then it shall provide supporting documentation for the 12 month period prior to the date of the Bid of (i) the total payroll amount paid to all employees of the business, and (ii) the total payroll amount paid to employees who are residents of St. Joseph County and the adjacent county noted above.

**WHEN SUPPLYING SUPPORTING PAYROLL RECORDS, BIDDER SHALL REDACT ALL SOCIAL SECURITY NUMBERS.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Contractor/Bidder (Firm)

\_\_\_\_\_  
Signature of Contractor/Bidder or Its Agent

\_\_\_\_\_  
Printed Name and Title



## SPECIFICATIONS CITY OF SOUTH BEND

<b>BID NAME</b>	<b>2016 Contract for the Trucking of Belt Pressed Biosolids for Land</b>
<b>FOR BIDS DUE</b>	<b>Application</b>
	<hr/>
	<b>March 8, 2016</b>
	<hr/>

Pursuant to notices given, the undersigned offers bid(s) to the City of South Bend in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price.

### I. GENERAL CONDITIONS

It is the City of South Bend intent of these specifications to describe a request for bids for trucking and hauling services required by the City of South Bend. Between one (1) and ten (10) trucks shall be required per day at various dates throughout the 2016 calendar year. The trucks and drivers supplied by the bidder will be used to haul belt pressed, wastewater biosolids from the City's Organic Resources Facility, 4340 Trade Drive, South Bend, Indiana 46628 to various sites within a twenty (20) mile radius of the Organic Resources Facility.

Since the trucking will take place as field and crop conditions become ready, it is impossible to anticipate the exact dates when the trucking services will be required. The number of trucks contracted per day will vary based upon the amount of hauling required. This determination will be made by the Superintendent of the Organic Resources Facility.

The wastewater biosolids to be transported have between twelve (12) percent and forty (40) percent solids content. All trucks will be loaded by an employee of the Organic Resources Facility. The trucks will be required to travel to a specific location (to be determined) and unload the biosolids in a designated area. Each driver will be supplied with paperwork and instructions that will need to be filled out accordingly for proper record of delivery.

### II. TRUCK / VEHICLE REQUIREMENTS

The trucks shall have a minimum load capacity of fifteen (15) cubic yards each. Tri-axle or Quad-axle vehicles are the preferred type of trucks for this contract. It shall be the contractor's responsibility to prevent any spillage of biosolids due to tailgate failure. Two (2) mechanical locking devices, standard and mechanical, shall be used as a safety measure. Trucks shall be equipped with a tarpaulin to cover the bed of the truck. Each truck shall cover its truck bed with the tarpaulin prior to leaving the Organic Resource Facility. It shall also be the contractor's responsibility to shovel off tailgate aprons, if needed, and to keep the truck tires reasonably clean to prevent spillage on road surfaces. The successful bidder will be required to have all transport vehicles inspected by the City of South Bend Organic Resources Superintendent at the Organic Resources Facility and schedule an appointment to have their fleet inspected prior to work. Vehicles that do not meet the minimum requirements for biosolids transport may not be used. The City of South Bend may terminate a contract if the successful bidder fails to provide adequate transportation equipment.

All drivers, fuel, supplies, and maintenance of the vehicle related to the hauling shall be provided by the contractor and the costs of these items shall be incorporated into the bid price. Fuel surcharges will not be accepted.

Eight (8) trucks are normally used per day for hauling biosolids. Occasionally, fewer trucks may be contracted for shorter hauls and more for longer hauls.

### **III. TRUCKING / HAULING PERIODS**

It shall be the responsibility of the Superintendent of the Organic Resources Facility to determine the schedule and duration for land application activities.

Normal working hours for hauling will be from 6:00 A.M. to 6:00 P.M. Local Time.

A minimum of twelve (12) hours advance notice will be given by the Superintendent of the Organic Resources Facility to the successful bidder each time that hauling is required.

The number of days per month hauling takes place will be dependent on field conditions, weather, and customer demand for the City's biosolids product.

The Superintendent of the Organic Resources Facility will notify the successful bidder of all schedule changes. Should inclement weather become a factor prior to the start of land application activities or during land application activities, the Superintendent shall be responsible for notifying the Contractor of any changes in schedule due to weather.

Inclement weather and changing field conditions may factor into the number of hours worked per truck on a given day. The City desires to maintain a continuous land application operation when weather and field conditions are favorable to place biosolids.

### **IV. BASIS FOR BIDDING**

All bids shall be stated on a "per hour, per truck" basis for work performed Mondays through Sundays. Trip time originates and ends at the Organic Resources Facility. Please include bid price on the Bid Form.

This bid is a unit price bid and bids shall be evaluated on the basis of lowest, responsive, responsible bidder.

### **V. BID BOND REQUIREMENT**

All bidders shall provide a Bid Bond or Certified Check in the amount of \$5,000.00 with the submission of their unit price bid. A refund of the bid security will be issued upon satisfaction of Bid Award.

### **VI. SUBCONTRACTORS**

Subcontractors may not be utilized on the project without prior approval from the City Purchasing and Public Works Departments. If the bidder intends to use subcontractors to assist with hauling biosolids, the bidder shall supply a list of subcontractor trucking companies that it plans to employ. Use of disadvantaged business enterprises, such as minority business enterprise (MBE) or women's business enterprise (WBE) is encouraged.

If the City approves the use of subcontractors, sufficient proof of insurance shall be submitted by all subcontractors. Truck inspections shall be required, as noted above, prior to beginning work. Refer to other sections in the Specifications for insurance requirements.

**VII. TRUCK DELIVERY RECORDS**

The Contractor shall provide truck delivery trip tickets each day for each truck. The tickets shall be used to record hours worked and the number of loads hauled by each truck. The trip tickets shall be signed at the end of each day by the driver of the truck and the Superintendent of the Organic Resources Facility or an authorized representative of the Organic Resources Facility. Since record keeping is required, it is imperative that accurate and correct records are recorded every day that land application activities occur.

**VIII. BILLING PROCEDURES**

The Contractor shall send all invoices to the Superintendent of the Organic Resources Facility at 4340 Trade Drive, South Bend, Indiana 46628 at the end of each month in which land application activities occur. The Superintendent shall review the pay application for completeness and forward information to the City Purchasing Department for processing payment. The Contractor shall submit a copy of all Truck Delivery Records from the month of hauling with the pay application for City records.

**IX. LIABILITY / INSURANCE REQUIREMENTS**

All Contractors and subcontractors doing business with the City of South Bend shall present a Certificate of Insurance showing coverage in the following minimum amounts:

- a. General Liability: Premises-Completed Operations or Products and Bodily Injury Combined Single Limit – \$5,000,000 or \$750,000 per person. Property Damage Combined Single Limit - \$6,000,000 or \$1,000,000 per occurrence.
- b. There shall be no exclusion for explosion, collapse or underground hazard.
- c. Workmen's Compensation: Statutory State of Indiana Employer's Liability – \$100,000.
- d. Auto Liability: Bodily Injury and Property Damage Combined Single Limit – \$5,000,000 or \$1,000,000 per occurrence.
- e. The City of South Bend shall be named as additional insured on the Certificate.

The Contractor shall be responsible for complying with all laws and limitations set forth by the Indiana Department of Motor Vehicles relative to the condition and operation of the trucks, including loaded weight. All truck drivers employed by the contractor shall be licensed to operate the trucks used for transporting biosolids through the duration of the project.

It shall be the Contractor's responsibility for any damage to public or private property caused by accidental spillage of the biosolids after the biosolids have been deposited into the Contractor's trucks.

The award of the contract pursuant to these specifications is subject to the Contractor's agreement to indemnify, defend, and hold harmless the City of South Bend, its agents, officers, and employees from any and all claims and suits, including court costs, attorney fees, and other expenses, arising from or out of the performance of this contract by the Contractor.

**X. BIOSOLIDS SPILLS**

The Contractor is responsible for providing trucks sufficient for the transport of biosolids materials as mentioned in Article II. Truck / Vehicle Requirements. The Contractor or truck driver(s) shall immediately contact the Superintendent of the Organic Resources Facility in the event of a spill. The Contractor shall be responsible for the clean-up and removal of all biosolids spills and any damage to public or private property caused while transporting biosolids materials from the Organic Resources Facility to the identified land application site(s).

The City of South Bend reserves the right to terminate the contract in the event that the Contractor is determined to be non-responsive to cleaning up an identified spill or negligent by failing to report a spill. The Contractor shall be responsible for reimbursing the City of South Bend for all costs associated with efforts to clean-up spills resulting from the Contractor, Subcontractors, or its agents.

**XI. MISCELLANEOUS PROVISIONS**

The City of South Bend, upon recommendation by the Director of Utilities or the City's designated Project Representative, reserves the right to terminate the contract in the event of non-compliance or unsatisfactory performance of the Contractor.

The tender of a bid to the Board of Public Works of the City of South Bend on the basis of these specifications constitutes an agreement and an acceptance of all of the terms and requirements of the said specifications.

**BID/PROPOSAL  
CITY OF SOUTH BEND**



**BID NAME** 2016 Contract for the Trucking of Belt Pressed Biosolids for Land Application  
**FOR BIDS DUE** March 8, 2016

<b>BID PRICING FOR CONTRACT</b>				
<b>Item No.</b>	<b>Est. Qty.</b>	<b>Item</b>	<b>Unit Price</b>	<b>Total</b>
1	TBD "on call"	Trucking of Belt Pressed Biosolids for Land Application	Per Truck, Per Hour	\$

Bidder (Firm): \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

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

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

**BOARD OF PUBLIC WORKS**

\_\_\_\_\_  
Gary A. Gilot, President

\_\_\_\_\_  
Elizabeth A. Maradik, Member

\_\_\_\_\_  
David P. Relos, Member

\_\_\_\_\_  
Therese J. Dorau, Member

\_\_\_\_\_  
James A. Mueller, Member

\_\_\_\_\_  
Attest: Linda M. Martin, Clerk



## CITY OF SOUTH BEND INSTRUCTIONS TO BIDDERS

### 1. BID FORMS AND EXECUTION

- A. Bidders are expected to examine the Drawings, Specifications, Proposal and all Instructions. Failure to do so will be at the Bidder's risk.
- B. Each Bidder shall furnish all information required by the Notice, Instructions to Bidders and Specifications. Bids must be made on the form provided. The Bidder shall sign the Proposal and Non-Collusion Affidavit, which is a part of the provided form, where indicated, provide a notary signature and provide all other information required.
- C. The Bidder shall sign the Proposal in the following manner: If the Proposal is made by an individual, his/her name and post office address must be shown. If made by a partnership or joint venture, the name and post office address of each member of the partnership or joint venture must be shown. If made by a corporation, the Proposal must be signed by an officer of the corporation or by a representative duly authorized by the corporation to execute the Proposal in its behalf.

### 2. SEALED BIDS ONLY

- A. Bids, Proposals, Guaranty, and other required documents must be submitted in a sealed envelope marked on the outside with the general classification of material bids, i.e. "Bid for Computer Equipment," "Bid for Front End Loader," or "Bid for Office Supplies."
- B. When samples are required, such samples shall be delivered or shipped at the bidder's expense to the address specified in the Invitation to Bid. Samples must be shipped separately from bid documents and labeled clearly with the Bidder's name, address and the commodity or equipment classifications and documents, the item (and item number, if any), and Material Safety Data Sheets (if applicable). All samples must be representative of the commodities or equipment which will be supplied by the successful Bidder. All samples will become the property of the City of South Bend and none will be returned, unless otherwise stated in the Specifications.
- C. In the event of an inconsistency between provisions of the contract documents, the inconsistency shall be resolved by giving precedence in the following order:

### 3. ORDER OF PRECEDENCE

- A. Bid Form attached Proposal
- B. Amendments to Specifications
- C. Specifications
- D. Special Provision
- E. Instructions to Bidders
- F. Notice to Bidders

### 4. DELIVERY OF BIDS

- A. Bids must be delivered to the Office of the Board of Public Works, 13<sup>th</sup> Floor, County-City Building, Room 1316, 227 West Jefferson Boulevard, South Bend, Indiana 46601 (574) 235-9251, by the time specified (local time) in the Notice to Bidders. If not delivered personally, the sealed envelope containing the Bid must be mailed to the following address:

City of South Bend  
Clerk of the Board of Public Works  
1316 County-City Building  
227 West Jefferson Boulevard  
South Bend, Indiana 46601

- B. The Post Office Department will be considered agent of the Bidder in delivering the bid. The City will not be responsible for deliveries. **Any Bids received after the time specified will be returned unopened.**
  - C. Bids will be opened and read publicly at the time and place designated in the Notice to Bidders. Bidders, their authorized agents, and the public are invited to be present.
  - D. Bidders may supply on one (1) unit price for the submission of the bid for this project delivered in a **sealed envelope**, with the **envelope clearly labeled "Bid – 2016 Contract for the Trucking of Belt Pressed Biosolids for Land Application"**. Bidders shall submit one (1) bid bond equal to \$5,000.00 for the submission of a bid for this project.
  - E. **The Board may reject any bid that does not conform to these requirements as non-responsive.**
5. ADDENDA – NO VERBAL INTERPRETATIONS
- A. No inquiries by Bidders relative to interpretation of Plans, Specifications, Special Provisions, or other Bidding Documents will be answered verbally. If any prospective Bidder is unable or unwilling to comply with one or more requirements of the bidding document, such Bidder should so inform the Board of Public Works in writing. Upon receipt of such information, consideration will be given to the advisability of issuing an Addendum which would thereupon become applicable to all Bidders. Any such inquiry must be submitted at least seven (7) days prior to the bid opening date in order to give the Board sufficient time to consider any necessary Addendum. All answers to such inquiries, in the form of Addenda, will be furnished to all prospective Bidders who have registered with the City. All Bidders are required to acknowledge receipt of any Addenda by inserting the Addendum number and the issuing date on executed Proposals.
6. REJECTION OF PROPOSALS CONTAINING ALTERATION, ERASURES, INCOMPLETE BIDS AND ETC.
- A. Proposals shall be rejected if they show any alteration of form, additions not called for, conditional or alternate bids (except when and insofar as are invited), incomplete bids, erasures or irregularities of any kinds.
  - B. All blank spaces for bid prices must be filled in, in ink, with the unit price and total price for each item (This does not apply to divisible bids). In case of incorrect totaling of amounts and where the unit price and the extension thereof do not agree, the unit price for each item shall govern, and the City is authorized to correct all erroneous extension and totals for the purpose of comparing bids.
7. TRADE DISCOUNTS
- A. Trade discounts shall not be shown separately, but shall be incorporated in the Bidder's unit price, unless otherwise specified.
8. VEHICLE BIDS
- A. Bidders may bid on one (1) or more vehicles, provided however, that the bid submitted for each vehicle is delivered in a separate, sealed envelope, by vehicle, with the envelope clearly labeled on Bidders may bid on one (1) or more vehicles, provided however, that the bid submitted for each vehicle is delivered in a separate, sealed envelope, by vehicle, with the envelope clearly labeled on the outside as to the specific vehicle for which the bid is being submitted. Bidders may submit separate bid bonds for each vehicle being bid upon OR may submit one (1) bid bond equal to 10% of the combined total of all vehicle bids submitted.
  - B. The Board may reject any bid that does not conform to these requirements as non-responsive.
9. TAX EXEMPTIONS
- A. The City of South Bend is exempt from the payment of federal excise and transportation taxes levied under the provision of the Internal Revenue Code. It is also exempt from the Indiana State Gross Retail Tax (sales tax). The City will furnish the successful Bidder with any certificate of exemption required.

10. WITHDRAWAL OF BIDS
  - A. Withdrawal of bids will be allowed only in those cases in which a written request to withdraw a bid is received by the Board of Public Works prior to the date and hour for receiving and opening bids. In such cases, the same will be returned to Bidder unopened.
11. ESCALATOR OR CONTINGENT CLAUSES
  - A. The use of escalator clauses or other contingent clauses by the Bidder is prohibited, unless requested or permitted by the Invitation to Bid. No Proposal shall contain nor be accompanied by any writing purporting to limit or qualify the City's right to accept such Proposal or purporting to alter such Proposal or any Contract which may be executed pursuant thereto.
12. PRICES MUST BE DELIVERED PRICES
  - A. The bid price shall be a delivered price. All materials shall be shipped F.O.B. destination as specified in the Invitation to Bid. No fuel surcharges accepted.
13. AWARD – WAIVER OF TECHNICALITIES
  - A. The Award of Bid, if any award be made, will be made within sixty (60) calendar days after the opening of Proposals to the lowest responsible and responsive Bidder who's Proposal complies with all the requirements prescribed, exclusive of technicalities waived. Until the final award of the Bid, however, the right is reserved by the City to reject any and all Proposals and to waive technical errors.
14. SPLITTING OF AWARDS/DIVISIBLE BIDS
  - A. Bids will be awarded on the basis of the total dollar amount for all items in the Proposal unless the bid is described by the City as a Divisible Bid. The City may award a Divisible Bid to the lowest responsible and responsive Bidder for each item or class of items as indicated in the bid documents.
15. BIDDER QUALIFICATION
  - A. The City may require any Bidder to submit evidence of qualifications, and may consider any evidence of the financial, technical, and other qualifications and abilities of the Bidder. The City will not award a Contract to a Bidder who, in its opinion, is not fully qualified on the basis of financial resources and responsibility, possession of adequate equipment, personnel, experience, and past record of performance to perform the obligations to be undertaken competently and without delay.
16. PURCHASE ORDERS
  - A. A Purchase Order will be issued to the successful Bidder after formal acceptance of the bid is made by the City.
17. NEW MANUFACTURE
  - A. Unless otherwise specified in the Invitation to Bid, the items offered shall all be new and the latest model of manufacture.
18. SOURCE OF SUPPLY
  - A. If the Bidder is not a manufacturer, the source of supply must be shown and all sub-contractors must be identified.
19. PACKAGING
  - A. All items shall be delivered strongly packed and marked according to accepted commercial practice unless otherwise directed in the Specifications. No charge shall be made for containers and the City shall have no obligation to return containers unless otherwise provided by the Specifications or Special Provisions. Any items not received in good condition will be rejected.
20. INSPECTION OF GOODS
  - A. The City of South Bend reserves the right to inspect and have any goods tested after delivery for compliance with the specifications. Notice of latent defects, which would make the item unfit for the purposes for which they are required, may be given at any time within one year after discovery of the defects.

- B. All items rejected must be removed immediately by the Contractor at the expense of the Contractor. If the Contractor fails or refuses to remove the rejected items, they may be sold by the City of South Bend.
  - C. In some cases, at the discretion of the City, inspection of the commodities or equipment will be made at the factory, plant, or other establishment where they are produced before shipment.
  - D. The above provision shall not be construed in limitations of any rights the City may have under any laws including the Uniform Commercial Code.
21. ASSIGNMENTS
- A. No person to whom a Contract has been awarded may assign his interest in the Contract without the consent, in writing, of the City.
22. CANCELLATION
- A. The City of South Bend reserves the right to cancel any Contract for failure or refusal of performance, fraud, deceit, misrepresentation, collusion, conspiracy, or any other misconduct on the part of the Contractor.
23. DEDUCTION OF DAMAGES
- A. If the City cancels the contract for any cause, it shall deduct from whatever is owed the Contractor on the Contract or any other Contract, any amount sufficient to compensate the City for any damages suffered by it because of the Contractor's wrongdoing.
24. METHOD OF INVOICING FOR PAYMENT
- A. Contractor shall bill the City of South Bend
    - 1. On regular invoice form giving a complete and detailed description of the goods delivered, including purchase order number.
    - 2. If the Contractor allows a discount, the period of time in which the City must make payment to qualify for the discounts shall be computed from the date the City received the invoice (completely filled out), or the date the goods are delivered and accepted, whichever may be later, and shall not be less than twenty (20) days.
    - 3. If more than one shipment is made under the Contract and on the same purchase order, the City will make partial payments on a basis that is agreeable to both parties.
25. OWNERSHIP OF GOODS
- A. The goods which are the subject of the Contract shall remain property of the Contractor until delivered to and accepted by the City of South Bend.
26. ESTIMATED QUANTITIES
- A. If the quantity set forth in the Notice to Bidders and Proposal is approximate and represents the estimated requirements of the City for a specified period of time, the unit price and the extended total price thereof shall be used only as a basis for the evaluation of bids. The actual quantities necessary may be more or less than the estimate, but the City shall neither be obligated nor limited to any specific amount. The City will, if at all possible, restrict increases to twenty percent (20%) of the estimated quantity and will, if at all possible, restrict decreases to twenty percent (20%) of the estimated quantity.
27. TERM "OR EQUAL"
- A. Where the term "OR EQUAL" is used in these Specifications, the Bidder deviating from specified item shall file with his/her bid a letter fully explaining and justifying his/her proposed article or equal. The City of South Bend shall be the sole judge in determining if the "OR EQUAL" offered meets the Specifications.
28. INDEMNIFICATION CLAUSE
- A. The Contractor agrees to indemnify, defend, and hold harmless the City of South Bend, its agents, officers, and employees from all costs, losses, claims and suits, including court costs, attorney fees, and other expenses, arising from or out of the negligent performance of this

Contract by the Bidder or because or arising out of any defect in the goods, materials or equipment supplied by the Bidder.

**NOTE:** Incoming mail does not reach the Board of Public Works until after 9:30 a.m. If you are sending your bid via Federal Express or another overnight source, please confirm that your package will arrive before the bid opening time and date.