



CITY OF LEE'S SUMMIT

PURCHASING DIVISION
220 S.E. GREEN STREET
LEE'S SUMMIT, MO 64063
816-969-1080 Phone 816-969-1081 Fax

INVITATION FOR BID NUMBER 07-087

The City of Lee's Summit will accept separate sealed bids from qualified persons or firms interested in providing the following:

PRINTING SERVICES FOR WATER UTILITY SERVICES AS A YEARLY CONTRACT IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS

BIDS MUST BE RECEIVED BY AND WILL BE OPENED AT 9:00 AM LOCAL TIME ON FEBRUARY 16, 2007.

PLEASE MARK YOUR ENVELOPE "SEALED BID 07-087" AND RETURN THREE (3) COPIES TO:

City of Lee's Summit, Division of Purchasing
Attention: DeeDee Tschirhart, Procurement Officer
220 S.E. Green Street
Lee's Summit, MO 64063
Phone: 816-969-1080 Fax: 816-969-1081
denise.tschirhart@lees-summit.mo.us

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "no bid." Please type or print the information below. **Bidder is REQUIRED to complete, sign and return this form with their submittal of bid.**

_____ Company Name		_____ Authorized Person (Print)	
_____ Address		_____ Signature	
_____ City/State/Zip		_____ Title	
_____ Telephone #	_____ Fax #	_____ Date	_____ Tax ID #
_____ E-mail		_____ Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

If submitting a "no bid" please provide a brief explanation below for the reason why and return this page:

Bidder's Initials: _____

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Bidder's Initials: _____

INVITATION FOR BID

BID #07-087

The City of Lee's Summit will accept separate sealed bids from qualified persons or firms for PRINTING SERVICES/WATER UTILITY SERVICES. Bids must be received by and will be opened at 9:00 AM LOCAL TIME, on FRIDAY, FEBRUARY 16, 2007, at the City Hall, Purchasing Division, 220 S.E. Green, Lee's Summit, MO 64063.

Bidding documents are available at www.lees-summit.mo.us/content/Citybusiness.cfm on the City's web site or by contacting the Purchasing Division at 816-969-1080. The City reserves the right to reject any and all bids, to waive technical defects in bids, and to select the bid(s) deemed most advantageous to the City.

DeeDee Tschirhart, Procurement Officer

Bidder's Initials: _____

SCOPE: To provide Printing Services for Water Utility Services on an as needed basis as a yearly contract.

1.0 INSTRUCTIONS TO BIDDERS:

- 1.1 Direct all questions regarding this bid to the Procurement Officer listed on page 1. The City reserves the right to reject any and all bids, to waive technical defects in bids, and to select the bid(s) deemed most advantageous to the City.
- 1.2 The bidder MUST complete EVERY SPACE in the section marked "OFFEROR'S BID" through the use of either a "YES" to indicate that the item being bid is exactly as specified OR a description to indicate any deviation of item being bid from the specifications.
- 1.3 Bids submitted made on separate forms are NOT acceptable unless specified in the bid document. Failure to complete bid forms to the satisfaction of the City Purchasing Manager may result in rejection of your bid.
- 1.4 It is the responsibility of each bidder before submitting a bid to examine the documents thoroughly, and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the bidding documents. Requests for clarification must be received no later than February 9, 2007.
- 1.5 Changes to the specifications will not be allowed except by written addendum issued by the Purchasing Division. Oral explanations or instructions given prior to award will not be binding.
- 1.6 Quantities stated herein represent an estimate for the period of time stated. Orders shall be placed for actual requirements as needed.
- 1.7 Bidder shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery. Prices quoted are to be firm and final for term of the contract.
- 1.8 Bids will be publicly opened and read aloud at the time indicated on the Invitation for Bid. The bidders and the public are invited but not required to attend the formal opening of bids. No decisions relating to the award of a contract will be made at the opening.
- 1.9 The City reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the City. The City may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
- 1.10 Acceptance of this bid or any part thereof, in writing, within one hundred twenty (120) days after the closing date, by the Purchasing Agent of the City of Lee's Summit, shall constitute a legal and binding agreement; wherein, the bidder shall furnish the supplies or material, in accordance with the specifications and bid offer on the written order of the Purchasing Agent.
- 1.11 Whenever a material, article, or piece of equipment is identified on the plans or specifications by reference to a manufacturer's or vendor's name, trade name, catalog number, etc., it is intended merely to establish a standard. Any material or article or piece of equipment of other manufacturers and vendors, which will perform adequately the duties imposed by the general design, will be considered equally acceptable, provided the proposed material, article, or equipment is, in the opinion of the City, of equal substance and function.

Bidder's Initials: _____

When the manufacturer is referenced and the words “or approved alternate” do not follow, it shall be deemed that the words “or approved alternate” shall follow such designations unless the material, article, or piece of equipment is identified as “no substitutes.” The City in its sole discretion may reject proposed substitute items. PLEASE SUBMIT DESCRIPTIVE LITERATURE WITH ALTERNATE BIDS.

1.12 Bidder shall initial all pages where the bid document denotes “BIDDER’S INITIALS: ____”.

Bidder’s Initials: _____

2.0 SPECIFIC REQUIREMENTS OF BID:

- 2.1 Renewal Option:
- 2.1.1 The City reserves the right to negotiate this contract for two (2) additional one-year renewal periods.
 - 2.1.2 Adjustments in cost at the beginning of each renewal period will be limited to the current Federal Consumer Price Index "CPI-U, All Items" (Urban Consumers) rate.
 - 2.1.3 If the Contractor requests an increase in compensation for any renewal period, the Contractor shall notify the Purchasing Agent no less than sixty (60) days prior to the end of the contract period and shall provide evidence to the satisfaction of the Purchasing Agent of increased costs incurred by the Contractor for any element of the bid for which an increase is requested.
 - 2.1.4 The Procurement Officer shall notify the Contractor in writing of the intent to exercise the renewal option. However, failure to notify the Contractor does not waive the City's right to exercise the renewal option.
- 2.2 For prompt payment, all invoices must be either sent directly to Accounts Payable, City of Lee's Summit, MO, 220 S.E. Green Street, Lee's Summit, MO 64063, faxed to 816-969-1113, or e-mailed to ap@lees-summit.mo.us.
- 2.3 It shall be the contractor's responsibility to make sure the correct purchase order number appears on both the invoice and delivery ticket for each order placed. The items ordered must be described and priced as quoted, and indicate the name of the employee placing the order.
- 2.4 Purchase Order number must be given to the Contractor at the time the order is placed. The department's representatives will place orders for actual required quantities with the Contractor prior to commencing production for each issue.
- 2.5 The City will evaluate the bids received and award a contract to the lowest and best bidder, based on cost, references and experience and availability of the contractor to the City for efficient production and delivery.
- 2.6 Bidder must provide pricing F.O.B. destination, as required in this bid for evaluation purposes. The bid forms attached must be completed in full, signed and returned with the bid.
- 2.7 The pre-printed invoice forms and envelopes must be delivered as directed by City to metropolitan designation, currently Strahm Automation, 1700 Broadway, Kansas City, MO 64108. (subject to change)
- 2.8 All work must be performed by skilled, experienced personnel, directly employed, supervised and trained to work with materials and equipment of the printing trade.
- 2.9 Samples of each item specified can be obtained by contacting Procurement Officer DeeDee Tschirhart at (816) 969-1087.
- 2.10 Successful bidder shall warrant all printed products to be furnished as specified, free from defects and ready for mailing.
- 2.11 The average response time for printing projects shall not exceed fifteen (15) calendar days after receipt of order (ARO) unless otherwise agreed upon by the City and the contractor.

Bidder's Initials: _____

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- 2.12 Bidder shall attach samples of printing projects which closely represent the pre-printed invoices and envelopes currently used by the City.
- 2.13 Bidder shall be available to City representatives “on call as needed” during production. The City reserves the right to inspect the bidder’s production facility as part of the evaluation for award.
- 2.14 The City will permit overruns not to exceed 5% and pricing shall reflect this. Underruns will not be accepted.
- 2.15 Successful bidder shall provide camera ready proofs that shall become the property of the City after completion of first successful run. Final proofs must be approved by Water Utilities Support Services.
- 2.16 Successful bidder shall provide samples that must be approved by Water Utilities Support Services prior to running the initial order. Number of samples will be mutually agreed upon by both Water Utilities Support Services and Contractor.
- 2.17 Successful bidder may be required to provide a proof and sample runs of not less than 100 each of bid items to the City so that layout and production run accuracy can be validated prior to initial order run.

Bidder’s Initials: _____

3.0 SPECIFICATIONS

Item	Component	Specification	Offeror's Bid
3.1	Pre-Printed Billing Statements	<ul style="list-style-type: none"> • Paper Stock: 60 lb. White offset text, grain long. • Printed 2/1 (two PMS colors on one side, one PMS color on the other side). • Logo image will be provided in an .eps, .pdf or .jpg file format. • Size of logo shall be 1" in diameter, located on the upper left hand side, and also located on the remittance portion of the statement and printed in two PMS colors. The PMS colors will be provided by the City. • No bleeds. • Both sides contain screens. • 2-color side has close registration. • Pre-printed billing statements shall be a single sheet, 8-1/2 x 11". • Horizontal clean-edge perforation separating the billing information from the remittance portion of the statement is required. Perforation must be 3-9/16" from the bottom of the form. Perforation depth should be micro-perforation (shallow enough to stay together during laser printing, folding, and inserting). • Alignment of printed elements after trimming must be absolutely consistent throughout the run. • Bidder must provide comparable samples of pre-printed billing statements with bid. • Samples of each item specified can be obtained by contacting Procurement Officer DeeDee Tschirhart at (816) 969-1087. 	
3.2	Pre-Printed Window Envelopes for Billing Statements	<ul style="list-style-type: none"> • Poly Clear Window. • Window located in lower left hand corner. • White wove envelope, standard size #10. • 24-lb. White wove window. • Envelope shall have a diagonal seam. • Envelope will be printed with the City's return address in blue ink and boldface type, "LEE'S SUMMIT WATER UTILITIES", "P.O. BOX 1600" and "LEE'S SUMMIT, MO 64063" and must appear in all caps. • Above window on envelope, the statement "ADDRESS SERVICE REQUESTED" must appear in blue ink. • Envelop layout must comply with United States Postal Service regulations. • Logo will be provided in an .eps, .pdf or .jpg file format and must be placed to the left of the address text. Size of logo shall be 1" in diameter and in two PMS colors. The PMS colors will be provided by the City. • Printed 2/0 (two PMS colors, one side), with close registration. • Bidder must provide comparable samples of pre-printed window envelopes with bid. • Samples of each item specified can be obtained by contacting Procurement Officer DeeDee Tschirhart at (816) 969-1087. 	
3.3	Pre-Printed Envelopes for Customer Remittance	<ul style="list-style-type: none"> • #9 Standard White Envelope. • Envelope shall have a diagonal seam. • Printed 1/0 (1 color (black) one side), with close registration. • Return Address: Four lines in the upper left for Name, Address, City, State, and ZIP Code. The lines are 2-3/8" in length. • Remit Address: Standard location with lockbox address provided by the City. • All print to be in black ink. • "Affix First Class Postage Here" logo in upper right corner. FIM bar code must be left to the left of the postage area. The FIM bars are 1/16" from the 	

Bidder's Initials: _____

		top of the envelope.	
3.4	Miscellaneous	<ul style="list-style-type: none"> • Typesetting and layout shall be the bidder's responsibility and shall be consistent with samples provided by the City. • State delivery time of the layout for City approval and Postal Inspection, after notification of award. • Alignment of elements after trimming must absolutely be consistent throughout the print run. 	

Bidder's Initials: _____

4.0 PRICING

- Prices quoted are to be firm and fixed for the term of the contract per bid section 1.7.
- Prices to be quoted FOB Destination per bid sections 2.6 and 2.7.

Estimated number of annual orders – two (2) at an approximate order quantity of 220,000

ITEM	DESCRIPTION	EST. QTY.	UNIT PRICE	TOTAL PRICE
4.1	Pre-printed Billing Statements	440,000	\$ /m	\$
4.1.a	Additional m's of Pre-printed Statements (in excess of estimated quantity of 440,000)		\$ /m	
4.2	Pre-printed Window Envelopes for Billing Statement	440,000	\$ /m	\$
4.2.a	Additional m's of Pre-printed Window Envelopes for Billing Statement (in excess of estimated quantity of 440,000)		\$ /m	
4.3	Pre-printed Window Envelopes for Customer Remittance	440,000	\$ /m	\$
4.3.a	Additional m's of Pre-printed Window Envelopes for Customer Remittance (in excess of estimated quantity of 440,000)		\$ /m	
4.4	Typesetting and Layout Charges per Hour	1		\$
4.5	Delivery charge (if applicable) if City exceeds estimated two (2) annual deliveries.	1	\$ /Delivery	
GRAND TOTAL (Carry total to bid page)				\$

Bidder's Initials: _____

BID PAGE

Bidder must complete the following section in its entirety, and sign and date where indicated. This agreement shall take effect upon the approval of the City's Purchasing Agent or designated representative.

- A. ACCEPTANCE OF BID BY CITY: The City shall have a minimum of 120 calendar days from the date of the opening to accept bidder's offer.
- B. City standard payment terms are Net 30 after receipt of invoice
State any discounts offered: _____
- C. Delivery time of the layout for City approval and Postal Inspection: _____
(After notification of award)
- D. Response time/delivery: _____
(After receipt of order)
- E. Submittals - The following must be submitted with bid:
 - 1. References and experience
 - 2. Key personnel
 - 3. List of machinery and equipment
 - 4. Return all parts of this complete bid document (bidders to keep copy of bid submitted)
 - 6. List of subcontractors
- F. Total Price: Price to be FOB destination per bid section 2.7.

Grand Total \$ _____ (Carried from page 10)
- G. Registered With Demand Star? Yes No

Rev. 8/5/98 Bid Page MKB/rjp M:\Purchase\Bid4mats\R&MSVCS.doc 6-28-94 Revised 1/31/96 MKB, JMD, RJP, Rev 10/19/98 Para 2.8 Y2K RJP, Rev. 1/29/99 Bid Page RJP, Rev 4/9/99 Minimum callout deleted RJP, Rev. 10/18/00 KP; M:\Purchase\Bid4mats\ R&MSVCS.FOR; 02-24-95 RJA; IFB-08/15/01RMP; Revised 8-29-2001Rmp; 1-8-2002 RMP; Added "no bid" section 8-12-03RP; 9-8-03 rp

Bidder's Initials: _____

COOPERATIVE PROCUREMENT WITH OTHER JURISDICTIONS:

- 1) This section is optional, it will not affect bid award. If the City of Lee's Summit awarded you the proposed contract, would you sell under the prices and terms of this Contract to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Contract).

YES_____ NO_____

INITIALS: _____

- 2) Sales will be made in accordance with the prices, terms, and conditions of the Invitation for Bid and any subsequent term contract.
- 3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the bid or contract unless they are specifically named in the Invitation for Bid as a joint bidder.
- 4) All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other contract administration will be the responsibility of the ordering jurisdiction.
- 5) The principal contracting officer (PCO) is responsible to handle the solicitation and award the contract. The PCO has sole authority to modify the contract and handle disputes regarding the substance of the contract. The PCO is the Procurement Officer of Record, City of Lee's Summit, Missouri.
- 6) Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

Bidder's Initials: _____

GENERAL TERMS AND CONDITIONS

GENERAL INSTRUCTIONS CONCERNING IFB's/BID's

1. **AWARD.**

The right is reserved, as the interest of the City may require, to reject any or all bids and to waive any minor informality or irregularity in bids received. The City may accept any item or group of items of any bid unless qualified by specific limitation of the bidder. UNLESS OTHERWISE PROVIDED IN THE SCHEDULE, BIDS MAY BE SUBMITTED FOR ANY QUANTITIES LESS THAN THOSE SPECIFIED; AND THE CITY RESERVES THE RIGHT TO MAKE AN AWARD ON ANY ITEM FOR A QUANTITY LESS THAN THE QUANTITY BID UPON AT THE UNIT PRICE OFFERED UNLESS THE BIDDER SPECIFIED OTHERWISE IN HIS BID. The Contract shall be awarded to that responsible and responsive bidder whose bid, conforming to the Invitation for Bids, will be most advantageous (lowest price and best value) to the City, price and other factors considered. An award mailed (or otherwise furnished) to the successful bidder within the time for acceptance specified in the bid, results in a binding contract without further action by either party.

2. **PREPARATION OF BIDS.**

- (a) Bidders are expected to examine the drawing, specifications, schedule and all instructions. Failure to do so will be at the bidder's risk.
- (b) Each bidder shall furnish the information required by the invitation. The bidder shall sign the invitation and print or type his name on each bid sheet thereof on which he makes an entry. Erasures or other changes must be initialed by the person signing the offer. Bids signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the Purchasing Division.
- (c) Unit price for each unit bid shall be shown and such price shall include packing unless otherwise specified. A total shall be entered in the total column for each item bid. In case of discrepancy between a unit price and extended price, the unit price will be presumed to be correct.
- (d) Alternate bids for supplies or services other than those specified will not be considered unless authorized by the invitation.
- (e) Bidder must state a definite time for delivery of supplies or services unless otherwise specified in the invitation.
- (f) Time, if stated as a number of days, will include Saturdays, Sundays, and holidays.
- (g) If the item has a trade name, brand and/or catalog number, such must be stated in the bid.
- (h) Prices quoted are to be firm and final.
- (i) In submitting bids, Vendor agrees that the City of Lee's Summit shall have 120 days in which to accept or reject any of the bids submitted unless otherwise specified on the bid page.
- (j) Specification sheets **MUST** be returned with bids.

3. **EXPLANATION TO BIDDERS.**

Any explanation desired by a bidder regarding the meaning or interpretation of the invitation, drawing, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach bidders before the submission of their bids. Oral explanation or instruction given before the award of the contract will not be binding. Any information given to a prospective bidder concerning an invitation will be furnished to all prospective bidders as an addendum to the invitation, if such information is necessary to bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed bidders.

4. **ACKNOWLEDGMENT OF ADDENDUM TO INVITATIONS.**

Receipt of an addendum to an invitation by a bidder must be acknowledged (a) by signing and returning the addendum, or (b) by letter or telegram. Such acknowledgment must be received prior to the hour and date specified for receipt of bids, or returned with the bid and received prior to closing time and date.

5. **SUBMISSION OF BIDS.**

- (a) Bids and modification thereof shall be enclosed in sealed envelopes and addressed to City of Lee's Summit, Division of Purchasing and Contract Services, 220 S.E. Green Street, Lee's Summit, Missouri 64063. The bidder shall show the hour and date specified in the invitation for receipt, the invitation number, and the name and address of the bidder on the face of the envelope.
- (b) Telegraphic or faxed bids will not be considered unless authorized by the invitation; however, bids may be modified by telegraphic notice, provided such notice is received prior to the hour and date specified for receipt. (See paragraph 7)
- (c) Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the City, at no expense to the City. If not consumed by testing, samples will be returned at bidders request and expense, unless otherwise specified by the invitation.
- (d) Bids will be publicly opened and read aloud as stipulated in the "Invitation To Bid".
- (e) Submission of a bid constitutes an assignment by you of any and all anti-trust claims that you may have under the Federal and/or State laws resulting from this Contract.

6. **FAILURE TO SUBMIT BID.**

If no bid submitted, do not return the invitation unless otherwise specified. A letter or postcard should be sent to the issuing office advising whether future invitations for the type of supplies or services covered by this invitation are desired. Failure of the recipient to bid or to notify the issuing office that future invitations are desired may result in removal of the name of such recipient from the mailing list for the type of supplies or services covered by the invitation.

7. **MODIFICATION OR WITHDRAWAL OF BIDS.**

Bids may be modified or withdrawn, by written or telegraphic notice received, prior to the exact hour and date specified for receipt of bids, provided the City is satisfied that a written confirmation of the telegraphic modification over the signature of the bidder was mailed prior to the bid receipt deadline. The telegraph communication should not reveal the bid price but should provide the addition or subtraction or other modification so that the final prices or terms will not be known by the City until the sealed bid is opened. A bid also may be withdrawn in person by a bidder or his authorized representative provided his identity is made known and he signs a receipt for the invitation, but only if the withdrawal is made prior to the exact hour and date set for receipt of bids. Telephone requests to withdraw a bid will be considered only if confirmed by letter or telegram.

8. **LATE BIDS AND MODIFICATIONS.**

It is the responsibility of the bidder to deliver his bid or bid modifications on or before the date and time of the bid receipt deadline. Bids will NOT be accepted after the date and time of closing under any circumstances.

9. **BONDS.**

Bidder's Initials: _____

Bonds shall be executed with the proper sureties, through a company licensed to operate in the State of Missouri, and hold a current Certificate of Authority as an acceptable surety under 31 CFR Part 223 (and be listed on the current U.S. Department of the Treasury Circular 570 and have at least A Best's rating and a FPR9 or better financial performance rating per the current A.M. Best Company ratings.)

A. **BID DEPOSITS (BONDS).**

Bid Deposit Not Required .

Bid Deposit Required as stipulated in the "Invitation to Bid".

Note the following:

Bid Deposit.

The Bidder will furnish a bid deposit in the form of a bond, certified check, or money order in the amount of 5% of base bid made payable to the City of Lee's Summit, Jackson County, Missouri, for the measure of liquidated damages which the City will sustain and the proceeds thereof will become the property of the City if for any reason the bidder (Personal or company checks will not be accepted):

- (a) Withdraws his bid after the opening of the bids and prior to the time a formal written agreement evidencing the contract has been signed and delivered to the City whether or not the bidder at the time of such withdrawal has been designated as the successful bidder, or
- (b) Upon written notification of the award of contract to him, he fails to properly sign and deliver to the City within 10 days Labor and Materials and Performance Bonds, if required; Certificate of Insurance, and the written Agreement, formally evidencing the terms of the Invitation for Bid and his bid as submitted.
- (c) The bidder further agrees the City will have the right to retain the bid deposit for a period of one hundred twenty (120) days from the date of opening of the bids. At the expiration of said time, or earlier at the option of the City, said bid deposit will be returned to the bidder unless said bid deposit has become the property of the City as liquidated damages for one of the reasons stipulated.

B. **PERFORMANCE BONDS**

Performance Bond Not Required .

Performance Bond Required as stipulated in the "Invitation to Bid".

Note the following:

- (a) Coincident with the execution of the Agreement, Contractor shall furnish to Owner a contract Performance Bond and a Labor and Material Payment Bond drawn upon the forms included in these Contract Documents.
- (b) Date of bonds shall be the same as the date of City's execution of the agreement.
- (c) Performance Bond shall be in the full contract price, guaranteeing the payment of all bills and obligations arising from the performance of the contract, and otherwise conditioned as required by law.
- (d) The bonds shall be automatically increased in amount and extended in time without formal and separate amendments to cover full and faithful performance of the contract in the event of Change Orders regardless of the amount of time or money involved. It shall be Contractors' responsibility to notify his surety of any changes affecting the general scope of the work or change in the Contract Price.
- (e) At any time during the continuance of the Contract that the surety on any bond becomes unacceptable to Owner, Owner shall have the right to require additional and sufficient sureties which Contractor shall furnish to the satisfaction of Owner within ten (10) days after notice to do so.

10. **DISCOUNTS AND BID EVALUATION.**

Discounts offered for prompt payment may be considered in bid evaluation.

11. **MATERIAL AVAILABILITY.**

Bidders must accept responsibility for verification of material availability, production schedules and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the bidder to notify the City of Lee's Summit immediately if materials specified are discontinued, replaced, or not available for an extended period of time.

12. **ALTERNATE BIDS.**

Bidders must submit complete specifications on all alternate bids. Alternate bids without complete specifications may be rejected. Alternate bids and exceptions may be rejected. Alternate bids and exceptions to bid clauses must be clearly noted on the bid form. Unless otherwise indicated, it will be assumed that the article proposed is exactly as specified.

13. **AWARD OF CONTRACT.**

(a) **BASIS OF AWARD.**

1. Only firm bids will be considered.
2. Bidders may be requested to submit financial statements subsequent to the bid opening. Such statements shall be submitted to Owner within three (3) days after being so requested.
3. The award of the Contract, if it is awarded, will be to the lowest responsible and responsive bidder whose qualifications indicate the award will be in the best interest of the Owner and whose bid complies with all prescribed requirements.
4. Owner reserves the right to reject any and all bids, and waive any and all informalities, and the right to disregard all non-conforming or conditional bids or counter-proposals.

(b) **EVALUATION OF BIDS.**

1. The evaluation of bids will include consideration of prior experience, financial statements, if requested, sub-contractors, suppliers, and manufacturers to be used in the work and manufacturers' data on the materials and equipment to be incorporated. Time of completion or delivery will also be a factor in the award.
2. "Or Approved Equal" Clause.
Whenever a material, article, or piece of equipment is identified on the plans or in the specifications by reference to manufacturer's or vender's names, trade names, catalog numbers, etc., it is intended merely to establish a standard; and, any material, article, or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so proposed, is, in the opinion of the City, of equal substance and function. Substitute items may be rejected at the discretion of the City of Lee's Summit.
3. Whenever the name of a manufacturer is mentioned on the face hereof and the words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designations unless the face hereof specifies "no substitutes". The City may assume that items bid

Bidder's Initials: _____

are equal or it may request samples and proof thereof unless approved before shipment. City reserves the right to return at bidder's expense all items that are not acceptable as equals, said items to be replaced by bidder with satisfactory items at the original price.

4. By virtue of statutory authority, the Purchasing Agent shall give preference to all commodities manufactured, mined, produced, or grown within the State of Missouri, and to all firms, corporations or individuals, when quality is equal or better and the delivered price is the same or less. Similar preference will be given to Lee's Summit products and supplies.

(c) **NOTICE OF AWARD.**

After considering the basis of award and evaluation of bids, Owner will within one hundred twenty (120) days after the date of opening bids, notify the successful bidder of acceptance of his bid.

14. **QUALIFICATIONS OF BIDDERS.**

The City may make such investigations as are deemed necessary to determine the ability of the bidder to perform the work and the bidder shall furnish all such information and date for this purpose as the City may request. The City reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

15. **ANTI-TRUST.**

Submission of a bid constitutes an assignment by you of any and all anti-trust claims that you may have under the Federal and/or State laws resulting from this contract.

16. **GUARANTEE.**

All customary guarantees for workmanship, quality and performance specific by the Manufacturer for any or all items shall apply to the items offered under this proposal.

17. **EXPERIENCE STATEMENT** (if required).

Only those bids will be considered which are submitted by bidders who submit with their bid an Experience Statement listing projects and showing satisfactory completion of work of type and size comparable to the work required by these contract documents. A list of comparable projects, including pertinent information and identification of the owners, shall be submitted with the bid. Similar Experience Statements shall be included for any subcontractors named in the bid.

18. **REFUND OF DEPOSIT ON BID DOCUMENTS.** (if required)

Deposits on bid documents and contract drawings will be refunded to all prospective bidders, sub-contractors, suppliers and manufacturers who return the documents in good condition to Owner before the date set for opening bids or within ten days thereafter (unless otherwise stated in the invitation to bid).

CONTRACTUAL REQUIREMENTS.

GENERAL CONTRACTUAL REQUIREMENTS.

1. **DEFINITIONS.**

- (a) **"Owner"** shall refer to:

City of Lee's Summit
Jackson County, Missouri
who are the owners of the property, and their authorized representatives.

- (b) **"Contractor"** shall refer to the corporation, company, partnership, firm, or individual, named and designated in the contract agreement and who has entered into this contract for the performance of the work covered thereby, and its, his or their duly authorized agents or other legal representatives.

- (c) The **"specifications"** includes Instruction to Bidders, the Terms and Conditions of Purchase, the Definitions and the technical specifications of the work.

- (d) A **"sub-contractor"** is a person, firm or corporation supplying labor or materials, or only labor for work at the site of the project for, and under separate contract or agreement with the contractor.

- (e) The term **"sample"** as used herein includes natural materials, fabricated items, equipment, devices, appliances or parts thereof as called for in the specifications and any other samples as may be required by the City to determine whether the kind, quality, construction, workmanship, finish, color and other characteristics of the materials, etc., proposed by the Contractor conform to the requirements of the contract documents.

Samples approved by the City shall establish the kind, quality, and other required characteristics, and all work shall be in accordance with the approved samples. Samples, when requested, shall be supplied at no cost to the City.

- (f) The term **"estimated"** represents quantities estimated for the period of time stated. Purchase orders shall be placed for actual requirements as needed.

- (g) The term **"minimum"** means the City will order this quantity of supplies during the period of this contract at the price bid.

- (h) The term **"maximum"** means the City may order this quantity of supplies during the period of this contract and the bidder should be prepared to supply same at the price bid.

2. **PURCHASE ORDERS.**

The City will not be responsible for articles or services furnished without a purchase order unless otherwise set forth in the Bid Documents.

3. **CONTRACT TERMS.**

The performance of this contract shall be governed solely by the terms and conditions as set forth in this contract and any specifications or bid documents notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the City of any terms or conditions contained in such document which is inconsistent with the terms and conditions set forth in the contract. Any different or additional terms other than those herein contained in Seller's acceptance are hereby objected to.

4. **TRANSPORTATION CHARGES.**

When terms of delivery or conditions of this order are F.O.B. destination, all transportation charges shall be paid by Seller.

5. **PACKAGING.**

The City will not be liable for any charges for drayage, packing, cartage, boxing, crating or storage in excess of the purchase price of this order unless stated otherwise herein.

Bidder's Initials: _____

6. **INSPECTION AND ACCEPTANCE.**

No material received by the City pursuant to the purchase order issued under the terms and conditions of this bid document shall be deemed accepted until the City has had reasonable opportunity to inspect said material. All material which is discovered to be defective or which does not conform to any warranty of the Seller herein, upon initial inspection, or at any later time if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at the Seller's expense for full credit or replacement.

No goods returned as defective shall be replaced without Buyer's written authorization. Such return shall in no way affect City's discount privileges. Such right to return, offered to the City arising from the City's receipt of defective goods, shall not exclude any other legal, equitable or contractual remedies the City may have therefore.

7. **GENERAL GUARANTY AND WARRANTY.**

The Contractor warrants that all materials, fixtures, and equipment furnished by the Contractor and his sub-contractors shall be new, of good quality, and of good title, and that the work will be done in a neat and workmanlike manner. The Contractor also guarantees the workmanship and materials for a period of one year from the date of final acceptance of all the work required by the Contract. Furthermore, he shall furnish the Owner with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under the Contract.

8. **PATENTS.**

Seller warrants that the articles described herein and the sale or use of them will not infringe upon any U.S. or foreign patent and Seller covenants that he will at his own expense, defend every suit which may be brought against the City, or those selling or using City's product (provided Seller is promptly notified of such suit and all papers therein are delivered to Seller) for any alleged infringement of any patent by reason of the sale or use of such articles and Seller agrees that he will pay all cost, damages and profits recoverable in any such suit.

9. **QUANTITIES.**

City assumes no obligation for articles or materials shipped in excess of the quantity ordered hereunder. Any unauthorized quantity is subject to City's rejection and return at Seller's expense.

10. **ACTS OF GOD.**

Neither party shall be liable for delays, or defaults in the performance of this contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, Governmental action of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

11. **BANKRUPTCY OR INSOLVENCY.**

In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of Seller, or in the event of breach of any of the terms hereof including the warranties of the Seller, City may cancel this contract or affirm the contract and hold Seller responsible in damages.

12. **COMPLIANT WITH APPLICABLE LAWS.**

The Seller warrants it has complied with all applicable laws, rules and ordinances of the United States, or any state, municipality or any other Governmental authority or agency in the manufacture or sale of the items covered by this order, including but not limited to, all provisions of the Fair Labor Standards Act of 1938, as amended.

13. **TIME OF DELIVERY.**

The City requires that all materials ordered will be delivered when specified. Time is therefore of the essence of this purchase order. If deliveries are not made at the time agreed upon, City reserves the right to cancel or to purchase elsewhere and hold Seller accountable for any damages sustained as a result thereof.

14. **INTERPRETATION OF CONTRACT AND ASSIGNMENTS.**

This contract shall be construed according to the laws of the State of Missouri. This contract, or any rights, obligations, or duties hereunder may not be assigned by Seller without City's written consent and any attempted assignment without such consent shall be void.

15. **SELLER'S INVOICES.**

Invoices shall be prepared and submitted in triplicate unless otherwise specified. Invoices shall contain the following information: Contract Number (if any), Purchase Order number, Item Number; contract description of supplies or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the City Accounts Payable Division. Any delay in receiving invoices, or errors and omissions, on statement or invoices will be considered just cause for withholding settlement without losing discount privileges.

16. **NOTICE AND SERVICE THEREOF.**

Any notice to any Contractor from the City relative to any part of this contract will be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the said Contractor at his last given address or delivered in person to said Contractor or his authorized representative on the work.

17. **PROVISIONS REQUIRED BY LAW DEEMED INSERTED.**

Each and every provision of law and clause required by law to be inserted in this contract will be deemed to be inserted herein and the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract will forthwith be physically amended to make such insertion or correction.

18. **TERMINATION OF CONTRACT.**

This contract may be terminated by either party upon sixty (60) days prior notice in writing to the other party. The Owner may terminate this contract immediately, under breach of contract, if the Contractor fails to perform in accordance with the terms and conditions. In the event of any termination of contract by the Contractor, the Owner may purchase such supplies and/or services similar to those so terminated, and for the duration of the contract period the Contractor will be liable for all costs in excess of the established contract pricing.

19. **INDEMNITY AND HOLD HARMLESS.**

Service Provider agrees to indemnify, release, defend, and forever hold harmless the City, its officers, agents, employees, and elected officials, each in their official and individual capacities, from and against all claims, demands, damages, loss or liabilities, including costs, expenses, and attorneys fees incurred in the defense of such claims, demands, damages, losses or liabilities, or incurred in the establishment of the right to indemnity hereunder, caused in whole or in part by Service Provider, his sub-contractors, employees or agents, and arising out of services performed by Service Provider, his subcontractors, employees or agents under this contract.

20. **SUB-CONTRACTS.**

Bidder's Initials: _____

- (a) The Contractor shall not execute an agreement with any sub-contractor to perform any work until he has written the City of Lee's Summit to determine any disapproval of the use of such sub-contractor.
- (b) The Contractor shall be fully responsible to the Owner for the acts and omissions of his sub-contractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.
- (c) The Contractor shall cause appropriate provisions to be inserted in all sub-contracts relative to the work to require compliance by each sub-contractor with the applicable provisions of the contract.
- (d) Nothing contained in the Conditions shall create any contractual relationship between any sub-contractor and the Owner.
21. **UNIFORM COMMERCIAL CODE.**
This contract is subject to the Uniform Commercial Code and shall be deemed to contain all the provisions required by said Code that apply to said Contract.
22. **CHANGES.**
The Purchasing Agent may at any time, by written order, without notice to any surety, make changes or additions, within the general scope of this contract in or to drawings, designs, specifications, instructions for work, methods of shipment or packing or place of delivery. If any such change causes an increase or decrease in the cost of or in the time required for performance of this contract or purchase order, the Contractor shall notify the Purchasing Agent in writing immediately and an appropriate equitable adjustment will be made in the price or time of performance, or both, by written modification of the contract. Any claim by the Contractor for such adjustment must be asserted within 30 days or such other period as may be agreed upon in writing by the parties after the contractor's receipt of notice of the change. Nothing herein contained shall excuse the Contractor from proceeding with the contract as changed.
23. **RESPONSIBILITY FOR SUPPLIES.**
The Contractor shall be responsible for supplies until they are delivered and accepted at the designated delivery point; and the Contractor shall bear all risks for rejected supplies after notice of rejection.
24. **EXECUTION OF AGREEMENT.**
Depending on the type of service provided, one of the following three (3) methods will be employed. The method applicable to this contract will be checked below:
- (a) The Contract shall consist of a **PURCHASE ORDER** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto: that both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
- (b) The contract shall consist of a **YEARLY AGREEMENT** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto. That both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
- (c) Five copies of the Contract.
1. Owner will furnish 5 copies of the Bid Documents to the successful Bidder who shall prepare 5 counterpart copies, each containing an exact copy of the Bid Form as submitted, required insurance as evidenced by a Certificate of Insurance, surety bonds properly executed, and Agreement signed with the date of his signature.
 2. The prepared counterpart copies shall be delivered to Owner within ten days after the date of Notice of Award.
 3. Owner will sign the Agreement, insert the date of his signature at the beginning of the Agreement, and return one copy to Contractor after receiving the counterpart copies.
25. **FINAL PAYMENT.**
Final payment shall be in a lump after Contractor has performed, to the City's satisfaction, all duties imposed upon him/her by the contract documents. Contractor shall allow thirty (30) days minimum for payment sum (unless otherwise specified in the bid documents). Additional payment provisions for construction projects are detailed in number 38 below.
26. **NON-DISCRIMINATION IN EMPLOYMENT.**
In connection with the furnishing of supplies or performance of work under this contract, the Contractor agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable Federal and State Laws, and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.
27. **DOMESTIC PRODUCTS**
The City of Lee's Summit has adopted a formal written policy to encourage the purchase of products manufactured or produced in the United States. (City of Lee's Summit Resolution No. 87-18, MO. State Statute No. 34.353, Section 3, (5)).
28. **TAX EXEMPT.**
Do not bill tax. The City of Lee's Summit is exempt from payment of the Missouri Sales Tax in accordance with Section 39 (10), Article 3, of the Missouri Constitution and is exempt from payment of Federal Excise Taxes in accordance with Title 26, United States Code annotated.
29. **REGULATIONS PURSUANT TO SO-CALLED "ANTI-KICKBACK ACT".**
The Contractor shall comply with the applicable regulations of the Secretary of Labor, United States Department of Labor, made pursuant to the so-called "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 862; Title 18 U.S.C., Section 874 and Title 40 U.S.C., Section 276c). and any amendments or modifications thereof, shall cause appropriate provisions to be inserted in sub-contracts to insure compliance therewith by all sub-contractors subject thereto, and shall be responsible for the submission of statements required of sub-contractors thereunder, except as said Secretary of Labor may specifically provide for reasonable limitations, variations, tolerances, and exemptions from the requirements thereof.
30. **INTEREST OF CERTAIN FEDERAL AND OTHER OFFICIALS.**
No member of, or delegate to the Congress of the United States and no Resident Commissioner shall be admitted to any share or part of this Contract or to any benefit to arise from the same; provided, that the foregoing provision of the Section shall not be construed to extend to this Contract if made with a corporation for its general benefit.
31. **FUND ALLOCATION.**
Continuance of any resulting Agreement, Contract, or issuance of Purchase Orders is contingent upon the available funding and allocation of City funds.
32. **ASSIGNMENTS.**

Bidder's Initials: _____

Neither Owner nor Contractor shall, without the prior written consent of the other, assign in whole or in part his interest under any of the Contract Documents and, specifically the Contractor shall not assign any moneys due or to become due without the prior written consent of the Owner.

33. **DEBARMENT.**

By submission of its response, the Contractor certifies that neither it nor its principals is presently debarred or suspended by any Federal Department or agency, including listing in the U.S. General Services Administrations List of Parties Excluded from Federal Procurement or Non-Procurement programs; or if the amount of this response is equal to in excess of \$100,000, that neither it nor its principals nor its subcontractors receiving sub-awards equal to or in excess of \$100,000 is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by an Federal department, agency or provision of law. If the Contractor is unable to certify any of the statements in this certification, the responder must attach an explanation to its response.

NOTE TO BIDDERS:

THE FOLLOWING CONTRACTUAL REQUIREMENTS PERTAIN TO CONSTRUCTION PROJECTS AND OTHER PROJECTS WHICH REQUIRE ITS CONTRACTOR TO PERFORM WORK FOR THE CITY. THESE MAY NOT APPLY TO ALL MATERIAL PURCHASES OR SUPPLY CONTRACTS UNLESS SO STIPULATED.

34. **WORK HOUR AND SAFETY STANDARD ACT.**

All bidders awarded contracts in excess of \$2,000 for construction contracts and in excess of \$2,500 for other contracts which involve the employment of mechanics or laborers shall include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor Regulations (29CFR, Part 5). Under Section 103 of the Act, each Contractor shall be required to compute wages of every mechanic and laborer on the basis of a standard work day of 8 hours and a standard work week of 40 hours. Work in excess of the standard work day or work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 8 hours in any calendar day or 40 hours in the work week.

Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction, safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchase of supplies, or materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

35. **LABOR-RELATED REGULATIONS.**

The bidder's attention is specifically directed to the special rules, regulations, and stipulations pertaining to labor listed below which may be a part of the bid as stipulated in the "Invitation to Bid"

- (a) **Wage Rate Stipulation** - State of Missouri
If required by the "Invitation to Bid"
- (b) **Wage Rate Determination** - Federal
If required by the "Invitation to Bid"

The bid, agreement and bonds shall be conditioned upon compliance with all provisions of the Contract Documents including these rules, regulations and stipulations.

36. **BUILDING REGULATION, PERMITS AND LAW.**

- a) The "General Conditions for the Construction of Buildings" AIA Form A201 forms part of this contract as if herein bound Arbitration shall not apply to any contract resulting from this IFB.
- (b) Satisfy all current and applicable local codes, ordinances and licensing requirements.

37. **COORDINATION OF THE WORK.**

The contractor shall be responsible for the proper execution of all work and for the coordination of the operations of all trades, subcontractors, and supplies engaged under the Contract. He shall be prepared to provide each of his subcontractors the locations, measurements, and information they may require for the performance of their work.

38. **CHANGES IN THE WORK.**

- (a) The contractor shall not make changes in the work required to be performed by omitting work, by adding work or by changing materials, fixtures or services from those specified without the prior written consent of the Purchasing Agent and using Departments of the City of Lee's Summit, Missouri. Any authorized changes will not relieve or release the Contractor from any of these obligations under the contract.
All work shall be executed under the terms of the original Contract unless it is expressly provided otherwise. Except for the purpose of affording protection against any emergency endangering life and/or property, the Contractor shall not make any changes in the Contract.
- (b) Each change order shall include in its final form, a detailed description of the change in the work, the Contractor's proposal for the change in price and/or time, and the statement that all work involved in the change shall be performed in accordance with Contract requirements except as modified by the change order.

39. **TIMING.**

- (a) **Time to Commence Work:** Upon receipt of Contract Documents fully executed by Owner and a Notice to Proceed, Contractor shall immediately proceed with the work. However, he shall not move onto the site until all required copies of insurance policies and certificates have been accepted by Owner.
- (b) **Time Starts to Run:** The Contract Time shall start to run on the date stated in the Notice to Proceed.
- (c) **Time of Contract:** Time is of the essence of the Contract. The work shall be prosecuted diligently at such rate of progress as will insured full completion thereof within the Contract Time. If Contractor shall neglect, refuse or fail to complete the work within the time set forth above, or any proper extension thereof granted by Owner, Contractor shall pay n/a to Owner for each and every day he is in default. Because of the difficulty in determining the actual damages to be sustained by Owner in the event of such breach of the Contract, all amounts paid as provided herein shall be considered as and for Owner's liquidated damages and not as a penalty, and Owner shall have the right to deduct the amount of such liquidated damages from payments otherwise due to Contractor or to sue for and recover same.
- (d) **Excusable Delays:** The Contractor shall not be charged damages for any delays in the completion of the work that the contractor is required to perform under the terms and conditions of this Contract for the following reasons:
 - 1. To any acts of the Governments, including controls or restrictions upon or requisitioning of materials, equipment, tools or labor by reason of war, National Defense, or any other national emergency.
 - 2. To any acts of the Owner.
 - 3. To causes not reasonably foreseeable by the parties to this Contract at the time of the execution of the Contract which are beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of god or of the public enemy,

Bidder's Initials: _____

acts of another contractor in the performance of some other Contract with the Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, weather of unusual severity, such as hurricanes, tornadoes, cyclones, and other extreme weather conditions.

4. To any delay of any sub-contractor occasioned by any of the causes specified in sub-paragraphs 1, 2, and 3 above; provided however, that the Contractor promptly (within 10 days) notifies the Owner, in writing, of the cause of the delay. If the facts show the delay to be properly excusable under the terms of this Contract, the Owner shall extend the contract time by a period commensurate with the period of excusable delay to the completion of the work as a whole.

40. **PAYMENTS.**

(a) Lump Sum Payments: After the final inspection and acceptance of all work under the Contract, by the Owner, including clean-up, the Contractor shall prepare his statement for final payment and submit it to the Owner for approval. When the required warranties and the release of liens have been executed by the Contractor, the final payment will be made which will include any amounts remaining due under the Contract. (Allow a full thirty (30) days). The Contractor will be paid the Contract price in one lump sum amount after the work is satisfactorily completed unless progress payments are approved prior to Contract award.

Pay estimates are by the City Engineer as follows:

(b) Engineer's Pay Estimates:

1. The Engineer's pay estimate, in consequence of any Contractor's application for payment will constitute a representation by him to Owner, based on Engineer's observations of the work in progress and on his review of the application for payment and supporting data, that the work has progressed to the point indicated that, to the best of his knowledge, information and belief, the quality of the work is in accordance with the Contract Documents (subject to an evaluation of the work as a functioning project upon substantial completion, to the results of any subsequent tests called for in the Contract Documents and any qualifications stated in his Pay Estimate); and the Contractor is entitled to payment of the amount shown in the Engineer's Pay Estimate.
2. Engineer shall not be deemed by his rendering of any Pay Estimate to have represented that he made exhaustive or continuous inspections to check the quality or the quantity of the work, or that he has reviewed the means, methods, techniques, sequences and procedures of construction or that he has made any examination to ascertain how or for what purpose Contractor has used the moneys paid or to be paid to him on account of the Contract price.
3. Engineer may refuse to render an Engineer's pay Estimate for the whole or any part of any payment if, in his opinion, he is unable to make the above representations to Owner. He may also refuse to render any Engineer's Pay Estimate, or because of subsequently discover evidence or the results of subsequent inspections or tests, nullify any such previous Engineer's Pay Estimate to such extent as may be necessary in his opinion to protect Owner from loss because of any reason set forth in General Conditions.

41. **CONTRACTOR'S CERTIFICATE AND RELEASE.** (for Construction Purposes)

Prior to final payment and as a condition there to, the Contractor shall execute a certificate and release. This certificate and release will set forth the undisputed balance due the Contractor under the Contract, a listing for amounts of outstanding and unsettled items which the Contractor claims are due and owing by the Owner to the Contractor; a certification that the work under the Contract and Change Orders has been performed in accordance with the terms, thereof, and that there are no unpaid claims for materials, supplies or equipment and no claims of laborers or mechanics for unpaid wages arising out of the performance of the Contract, a statement that, except for the amounts enumerated, the Contractor releases the Owner from any and all claims arising under or by virtue of the Contract. A duplicate of the certificate shall be issued to the City.

42. **SURPLUS MATERIALS.**

The job site shall be kept clean and free of surplus materials, rubbish and debris at all times. All surplus materials delivered to the job site and all materials, fixtures, and equipment removed and not reused shall remain or become the property of the Contractor and its sub-contractors, and shall be removed from the job site promptly after completion, as well as all rubbish and debris resulting from their respective operations at the Contractor's expense.

43. **ACCIDENT PREVENTION.**

(a) The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages to persons or property, either on or off the site, which occur as a result of his prosecution of the work. The safety provisions of applicable laws and building construction codes shall be observed and the Contractor shall take or cause to be taken such additional safety and health measures as the Owner may determine to be reasonably necessary. All materials, parts, supplies and services rendered under the technical specifications must comply with standards of the Williams Steiger Occupational Safety and Health Act. In consideration of the price paid herein Contractor agrees to indemnify Owner for any penalties imposed by the Act arising out of misfeasance or malfunction of items or services purchased.

(b) The Contractor shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from work, arising out of and in the course of employment on work under the Contract. The contractor shall promptly furnish the Owner with reports concerning these matters.

44. **CONFLICTS.** No salaried officer or employee of the City and no member of the City Council or Park Board shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Federal conflict of interest regulations and applicable provisions of Sections 105.450 – 105.496 shall not be violated. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this contract. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed.

Bidder's Initials: _____

INSURANCE REQUIREMENTS

A) GENERAL

CERTIFICATE OF INSURANCE

The contractor shall secure and maintain, throughout the duration of this contract, insurance of such types and in at least the amounts that are required herein. Contractor shall provide certificate(s) of insurance confirming the required protection. The City shall be notified by receipt of written notice from the insurer at least thirty (30) days prior to material modification or cancellation of any policy listed on the certificate(s).

NOTICE OF CLAIM

The contractor shall upon receipt of notice of any claim in connection with this contract promptly notify the City, providing full details thereof, including an estimate of the amount of loss or liability. The contractor shall also promptly notify the City of any reduction in limits of protection afforded under any policy listed in the certificate(s) of insurance in excess of \$10,000.00, whether or not such impairment came about as a result of this contract. If the City shall subsequently determine that the contractor's aggregate limits of protection shall have been impaired or reduced to such extent that they are inadequate for the balance of the project, the contractor shall, upon notice from the City, promptly reinstate the original limits of liability required hereunder and shall furnish evidence thereof to the City.

INDUSTRY RATING

The City will only accept coverage from an insurance carrier who offers proof that it:

- Is licensed to do business in the State of Missouri;
- Carries a Best's policyholder rating of "A" or better;
- Carries at least a Class X financial rating.

OR

Is a company mutually agreed upon by the City and Contractor.

SUBCONTRACTOR'S INSURANCE

If any part of the contract is to be sublet, the contractor shall either:

- Cover all subcontractor's in the contractor's liability insurance policy or,
- Require each subcontractor not so covered to secure insurance in the minimum amounts required of the contractor.

INDEMNIFICATION

The contractor shall indemnify and hold the City harmless from any and all damage, loss or liability of any kind whatsoever arising out of this contract to the extent permitted by the Constitution and the Laws of the State of Missouri.

COMMERCIAL GENERAL LIABILITY POLICY

Limits:

Each occurrence:	\$1,000,000
Personal & Advertising Injury:	\$1,000,000
Products/Completed Operations Aggregate:	\$1,000,000
General Aggregate:	\$1,000,000

Policy must include the following conditions:

- Contractual Liability
- Products/Completed Operations
- Personal/Advertising Injury
- Explosion, Collapse & Underground (if risk is present)
- Independent Contractors
- Broad Form Property Damage
- Additional Insured: City of Lee's Summit, Missouri

Bidder's Initials: _____

AUTOMOBILE LIABILITY

Policy shall protect the contractor against claims for bodily injury and/or property damage arising out of the ownership or use of any owned, hired and/or non-owned vehicle and must include protection for either:

A) Any Auto

OR

B) All Owned Autos; Hired Autos; and Non-Owned Autos

Limits:

Each Accident, Combined Single Limits,
Bodily Injury and Property Damage: \$1,000,000
City of Lee's Summit, Missouri does NOT need to be named as additional insured on Automobile Liability

WORKERS' COMPENSATION

This insurance shall protect the contractor against all claims under applicable state Workers' Compensation laws. The contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a Workers' Compensation law. The policy limits shall not be less than the following:

Workers' Compensation:	Statutory
Employer's Liability:	
Bodily Injury by Accident:	\$100,000 Each Accident
Bodily Injury by Disease:	\$500,000 Policy Limit
Bodily Injury by Disease:	\$100,000 Each Employee

PROFESSIONAL LIABILITY

Professional liability insurance protection must be carried by the consultant, for the duration of the contract, in the minimum amount of \$1,000,000 including errors and/or omissions.

INSURANCE "B"
Revised: 07-14-93;12-19-01mp

Bidder's Initials: _____

ACORD - CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
04/01/01

PRODUCER

INSURED

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW

COMPANIES AFFORDING COVERAGE

COMPANY
A

COVERAGES SIR May Ap

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
B	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNERS & CONTRACTOR'S PROT	CPP0165852	04/01/01	04/01/02	GENERAL AGGREGATE \$7,000.00 PRODUCTS - COMPROP AGG \$2,500.00 PERSONAL & ADV INJURY EACH OCCURRENCE \$1,500.00 FIRE DAMAGE (Automatic fire) MED EXP (Per one person)
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	SRCA1049675 Automobile - All Other CA-1049674 (TX) Automobile - Texas	04/01/01	04/01/02	COVERED SINGLE LIMIT BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EACH ACCIDENT AGGREGATE
A	<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				
A	<input checked="" type="checkbox"/> EXCESS LIABILITY <input checked="" type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	CUS201768	04/01/00	04/01/02	EACH OCCURRENCE \$5,000.00 AGGREGATE \$5,000.00 Retained Limit Amount \$10.00
B	<input type="checkbox"/> WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE <input type="checkbox"/> INCL <input type="checkbox"/> EXCL	WCF0764044	04/01/01	04/01/02	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER EL EACH ACCIDENT \$1,000.00

SAMPLE

DESCRIPTION OF OPERATIONS, LOCATION(S), VEHICLES/SPECIAL TRAILERS
 Cit / of Lee's Summit is added as Additional Insured

CERTIFICATE HOLDER

City of Lee's Summit, MO
 Attn: Purchasing
 P.O. Box 1600
 Lee's Summit MO 64063

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 208 (1/95) Certificate No 100000136016 Holder Identifier © ACORD CORPORATION 1988

Bidder's Initials: _____

REFERENCES AND EXPERIENCE

A MINIMUM of five (5) years experience is required of the successful bidder, in similar services, as described in the scope. Experience and references provided by bidders shall be verified and will be a significant factor in the evaluation. Bidders are REQUIRED to provide the information below in FULL DETAIL.

How many years has your firm been in business?		YEARS:	
List references showing contracts, held by your company, providing the same services for other municipalities or private companies. Attach a separate sheet of paper, if needed.			
COMPANY NAME & ADDRESS	CONTACT NAME & PHONE NUMBER	DATE OF JOB:	DESCRIBE IN DETAIL THE SERVICES YOUR COMPANY PROVIDED:

Bidder's Initials: _____

LIST OF MACHINERY AND EQUIPMENT

It is represented as part of this bid, that the below listed machinery, and equipment are available for use on the work covered by this proposal. "Being available" shall mean that the equipment is owned or under the control of the bidder submitting this proposal.

Bidder's Initials: _____

PERSONNEL QUALIFICATIONS

Bidders are REQUIRED to provide the information below in FULL DETAIL.

Indicate person who will be supervising project and years of experience in similar work.

Name: _____ # of Years: _____

Type of Experience: _____

Complete the following for employees that would be working on this project. List any previous work directly relating to the scope of this project for other municipalities or private companies in the last five years. Attach a separate sheet of paper if needed.

EMPLOYEE NAMES	QUALIFICATIONS	EXPERIENCE/TRAINING

Bidder's Initials: _____

LIST OF SUBCONTRACTORS

OWNER: CITY OF LEE'S SUMMIT, MISSOURI

BID NAME:

BID NO:

1. To enable the **City** to evaluate the Bidder's qualifications to perform the Work as provided in the Specific Requirements of the Bid the Bidder shall nominate each Subcontractor to whom the Bidder intends to award a Subagreement. If the Bidder intends to self-perform the Work the Bidder shall nominate itself in the spaces provided for that purpose. For each nominated Subcontractor, the Bidder shall enter the nominated Subcontractor's portion of responsibility for the Work, a contact name, telephone number, and address.

2. Failure by the Bidder to identify a nominated Subcontractor or nominate the Bidder itself within two (2) Business Days after the date of the Bid opening may render the Bid as non-compliant in respect to the requirements of the Bidding Document in the **Owner's** sole discretion. The requirement to make a definite nomination of Subcontractors or to state that the Bidder intends to self-perform that classification and to clarify any omissions or ambiguities in the List of Subcontractors, applies to the Apparent Low Bidder and any other Bidder wishing to remain in contention for the award.

3. The Bidder hereby agrees not to remove, replace, or add a nominated Subcontractor after the period allowed in paragraph 2 or during the course of the contract except for good cause shown as determined solely by the **City**.

WORK TO BE PERFORMED BY:	SUBCONTRACTOR AND RESPONSIBILITY:	PHONE:	ADDRESS:	CONTACT PERSON:
1.				
2.				
3.				
4.				
5.				

Bidder's Initials: _____