

# City of Yakima/Yakima County



## Bid Documents & Specifications For Bid No. 11338

### Used Vehicles for City of Yakima and Yakima County Departments

#### **Bid Documents**

Notice to Bidders  
Bid Form  
Non-Collusion Declaration  
Signature Sheet  
Safety Questionnaire  
Bidder's Checklist

#### **Specifications**

General Specifications  
Special Instructions  
Technical Specifications  
General Provisions

#### **Attachments**

Sample Certificate of Insurance  
Sample Additional Insured Endorsement

City of Yakima/Yakima County Purchasing Division  
129 North Second Street  
Yakima, Washington 98901  
(509) 575-6093

**October 6, 2013**

## **Notice to Bidders No. 11338**

Notice is hereby given by the undersigned that sealed bids will be accepted in the office of the Yakima City Clerk, Yakima City Hall, 129 N. 2nd Street, Yakima, Washington 98901 until the hour of 2:00 pm, October 24<sup>th</sup>, 2013 and publicly opened and read for:

### **Used Vehicles for City of Yakima and Yakima County**

Above per specifications.

Bid forms and specifications are available in the office of the Purchasing Manager, City Hall, Yakima, Washington. 509-575-6093.

Specifications may also be obtained online at:

<http://www.yakimawa.gov/services/purchasing/openings/>

The City of Yakima reserves the right to reject any and all bids.

Dated this 6<sup>th</sup> day of October, 2013

(Seal)

Colleen Bailey, CPPB  
Buyer II

Publish on October 6<sup>th</sup> & 7<sup>th</sup>, 2013

## INVITATION TO BID -- NOT AN ORDER

BID NO. 11338

DATE October 6, 2013

VENDOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CITY OF YAKIMA  
PURCHASING DIVISION  
129 NO. 2ND STREET  
YAKIMA, WASHINGTON 98901  
PHONE 575-6093

PLEASE QUOTE ON THIS FORM.  
RETURN MARKED "NO BID"  
IF YOU CANNOT BID,  
AND REASON IN ORDER TO  
REMAIN ON VENDOR LIST.

BIDS WILL BE RECEIVED

UNTIL 2:00 PM, October 24, 2013

BID OPENING 2:00 PM, October 24, 2013

### TO BIDDER:

Please bid your best margin, best delivery date and payment discount terms for the following. The city/county reserves the right to reject any or all bids and to accept any or all items at the price bid. The city/county intends to award this contract within 60 calendar days. The city/county reserves the right to make a multiple award on this bid. The bid will be targeted to purchase a broad spectrum of makes, models and manufactures of used vehicles from dealers and or car rental companies on an as needed, task order basis. The City of Yakima and Yakima County are accepting bids to establish contracts with responsible automotive dealers to furnish, in stock and/or readily available, off-the-lot used vehicles in accordance with the terms, conditions, and specifications contained herein.

<b>Instructions:</b> Write in the percent discount or mark-up related to the Kelley Blue Book (KBB), Trade-In Column for type of vehicle.		
Margin must include the following fees: docking, handling, document, Carfax, and any other fees not listed.	Percent Discount or Markup Excluding taxes	(check one)
1. COMPACT CARS:		<input type="checkbox"/> Discount <input type="checkbox"/> Markup
2. MIDSIZE CARS:		<input type="checkbox"/> Discount <input type="checkbox"/> Markup
3. FULLSIZE CARS:		<input type="checkbox"/> Discount <input type="checkbox"/> Markup
4. SMALLSIZE TRUCKS, 4 X 2, 4 X 4 (VARIOUS CAB TYPES):		<input type="checkbox"/> Discount <input type="checkbox"/> Markup
5. FULLSIZE ½-TON TRUCKS, 4 X 2, 4 X 4 (VARIOUS CAB TYPES)		<input type="checkbox"/> Discount <input type="checkbox"/> Markup
6. FULLSIZE ¾-TON TRUCKS, 4 X 2, 4 X 4 (VARIOUS CAB TYPES)		<input type="checkbox"/> Discount <input type="checkbox"/> Markup
7. VANS: SMALL AND FULL-SIZE PASSENGER		<input type="checkbox"/> Discount <input type="checkbox"/> Markup
8. VANS: SMALL AND FULL-SIZE CARGO		<input type="checkbox"/> Discount <input type="checkbox"/> Markup
9. SUV:		<input type="checkbox"/> Discount <input type="checkbox"/> Markup
10. FULLSIZE ONE-TON TRUCKS, 4 X 4, 4 X 4 (VARIOUS CAB TYPES AND BODIES IF EQUIPPED)		<input type="checkbox"/> Discount <input type="checkbox"/> Markup

### **NON-COLLUSION DECLARATION**

State the number of calendar days to have equipment delivered FOB Destination after receipt of order: \_\_\_\_\_

I, by signing the proposal or bid, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal or bid is submitted.
2. That by signing the signature page of this proposal or bid, I am deemed to have signed and have agreed to the provisions of this declaration.

**SIGNATURE SHEET**  
**Bid No. C11018**

The bidder is hereby advised that by signing this signature sheet he/she is deemed to have acknowledged all requirements contained herein.

PROMPT PAYMENT DISCOUNT TERMS OFFERED \_\_\_\_\_% NET\_\_\_\_\_

**\*\*Receipt is hereby acknowledged of addendum(s) No. (s) \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_.**

**SIGNATURE OF AUTHORIZED OFFICIAL(S)**

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
UBI No.

**PROPOSAL MUST BE SIGNED** →

**USED VEHICLES  
CITY OF YAKIMA AND YAKIMA COUNTY  
BID NO. 11338**

**I. GENERAL**

**A. General:**

The City of Yakima and Yakima County are accepting bids to establish multiple contracts with responsible automotive dealers to furnish, in stock and/or readily available, off-the-lot used vehicles in accordance with the terms, conditions, and specifications contained herein. It is the intent of these specifications to describe used vehicles in sufficient detail to secure bids on comparable product. Any variance from the specifications or standards of quality must be clearly pointed out in writing by the bidder. Purchases are to be "as required" upon request of the City of Yakima, Fleet Services or Yakima County.

**B. Interlocal Purchasing:**

The Washington State Interlocal Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods or services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties agree. The City does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

**C. Other City/County Departments/Like Items Added**

At any time during the term of this contract, or any extension thereof, other City/County departments may be served under these same terms and conditions. Additional like items may be added at the request of the Purchasing Manager.

**D. Exceptions:**

Specifications of the equipment bid shall be equal to or better than the specifications stated herein and all exceptions to these specifications shall be so listed on a separate sheet headed "EXCEPTIONS TO THE SPECIFICATIONS". Any Bid submitted without exceptions will be required to meet every detail of these specifications regardless of cost to the successful vendor.

Where "NO EXCEPTIONS" are shown, none will be allowed. No exceptions will be considered that may tend to devalue the equipment or give an individual bidder who is offering a lesser item a distinct advantage.

**E. Term:**

The period of this contract shall be for a period of one year from its effective date. The City/County may, at its option, extend the contract on a year to year basis for up to four additional years provided, however, that either party may at any time during the life of this contract, or any extension thereof, terminate this contract by giving thirty (30) days notice in writing to the other party of its intention to cancel. Contract extensions shall be automatic, and shall go into effect without written confirmation, unless the City/County provides advance notice of the intention to not renew. Prices shall remain firm for the first twelve month period of the contract unless an exception is stated in the bid.

**F. Quantities:**

The City/County does not bind itself to purchase the full quantities stipulated in the bid as estimates. The quantities shown as estimates are not exact and are given for the purpose of comparing bids upon a uniform basis. Payment will be made only for quantities actually ordered, delivered, and accepted, whether greater or less than the stated amounts.

**G. More or Less:**

Quantities are estimated only and shall be bid on a MORE OR LESS basis. For the purpose of comparison, bids shall be made on the various vehicles. Listed quantities shall not be considered firm estimates of requirements for the year, nor shall the City/County be bound or limited to quantities listed.

**H. Right to Award:**

The City of Yakima and Yakima County reserves the right to make contract award on all groups of materials listed on the bid form or award based on any group or based on any combinations of groups.

**I. Right to Reject/Accept:**

The City of Yakima and Yakima County reserves the right to reject any or all bid or accept any presented which meet or exceed these specifications, and which would be in the best interest of the City/County and will not necessarily be bound to accept the low bid.

**J. Rates and Prices:**

Pricing shall be prepared with the following terms. The pricing will be based off or above the most current Kelley Blue Book (KBB) rates ([www.kbb.com](http://www.kbb.com)) with all applicable options. Margins will remain fixed throughout the period of the contract.

**K. Expansion Clause:**

Any resultant contract may be further expanded by the Purchasing Buyer in writing to include any other related item(s) normally offered by the Vendor, as long as the price of such additional item(s) is based on the same cost/profit formula as the listed items.

**II. SPECIAL INSTRUCTIONS**

**A. Bid Due Date:**

Bid shall be submitted to and date stamped by the City Clerk's Office, Yakima City Hall, 129 North 2nd Street, Yakima, WA, 98901, by 2:00 p.m. on October 24, 2013 in a sealed envelope labeled Bid No. 11338 with the date and time of bid opening written on the face of it. If you plan on attending the bid opening, DO NOT BRING YOUR BID WITH YOU INTO THE OPENING ROOM. It must be received and date stamped by the Clerk's Office.

**B.** The Proposer must have a minimum of \$1,000,000.00 in annual sales, be in good standing with the Better Business Bureau, been in business for minimum of 3 years (with same business name), able to provide warranties and Carfax reports to be considered.

**C. Delivery Acceptance:**

**City:** Delivery will be accepted by the City of Yakima, FOB Equipment Rental Division, 2301 Fruitvale Boulevard, Yakima, Washington, 98902, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, ready for regular and safe operation.

**County:** County Shops, 1216 18<sup>th</sup> Street, Yakima, Washington 98901. The successful Vendor's personnel making the delivery shall instruct City/County personnel in maintenance and proper operation of the equipment prior to their departure from the delivery site. All equipment shall have complete pre-delivery setup and service.

**D. Regulations and Codes:**

To the extent applicable, all equipment or materials shall comply with Washington State vehicle regulations, Federal regulations, OSHA and WISHA requirements, to include EPA standards and County safety codes.

**E. Hold Harmless:**

1. Vendor agrees to protect, defend, indemnify and hold harmless the City/County, its elected officials, officers, employees, agents, and volunteers from any and all claims, demands, losses, liens, liabilities, penalties, fines, lawsuits, and other proceedings and all judgments, awards, costs and expenses including reasonable costs and attorney fees) resulting from death or bodily injury to any person or damage or destruction to a third party or third parties to the extent caused by any negligent act and/or omission of Vendor, its officers, employees, agents, volunteers and/or subcontractors, arising out of the performance of this Contract.

2. If the negligence or willful misconduct of both Vendor and the City/County (or a person identified above for whom each is liable) is a cause of such third party claim, the loss, cost, or expense shall be shared between Vendor and the City/County in proportion to their relative degrees of negligence or willful misconduct and the right of indemnity will apply for such proportion.

3. Nothing contained in this Section or this Contract shall be construed to create a liability or a right of indemnification in any third party.

**F. Contractors Liability Insurance:**

1. The Service Provider agrees to indemnify and save harmless the City/County, its officers, agents and employees against and from any and all actions, suits, claims, demands or liability of any character whatsoever brought or asserted for injuries to or death of any person or persons, or damages to property arising out of, result from or occurring in connection with the performance or any service hereunder.

2. The Service Provider shall take all necessary precautions in performing the work hereunder to prevent injury to persons and property.

3. **Contractors Liability Insurance:** The contractor shall obtain and maintain in full force and effect during the term of the contract, commercial general liability coverage with insurance carriers admitted to do business in the State of Washington. Garage-keepers Liability coverage with insurance carriers admitted to do business in the State of Washington. Said insurance shall contain all appropriate endorsements relating to doing business as an Automobile Dealer in the State of Washington. At a minimum, said policy shall contain "Automobile Tile E&O" coverage with a minimum limit of \$100,000.

The insurance companies must carry a Best's Rating of A- VII or better. At all times during the life of this contract, Contractor agrees to maintain, on a primary and non-contributory basis and at its sole expense, the insurance coverage, limits, and endorsements noted below. All such insurance shall not be subject to any deductible or self-insured retention (SIR). There shall be no cancellation, material change, reduction in limits or intent not to renew the insurance coverage(s) without 30 days written notice from the contractor or its insurer(s) to City of Yakima/Yakima County. The requirements contained herein, as well as City of Yakima/Yakima County's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this contract. The policies will be written on an occurrence basis, subject to the following minimum limits of liability:

Commercial General Liability: Combined Single Limit: \$1,000,000 Per Occurrence  
\$2,000,000 Annual Aggregate

Auto Liability:  
Combined Single Limit: \$1,000,000 Per Occurrence

The City of Yakima/Yakima County, its agents, employees, authorized volunteers; elected and appointed officials are included as Primary/Non-Contributory additional insureds.



If Contractor carries higher coverage limits, such limits shall be shown on the Certificate of Insurance and Endorsements and City of Yakima/Yakima County shall be named as an additional insured for such higher limits.

The Contractors' insurance coverage shall be primary insurance with respect to those who are Additional Insureds under this agreement. Any insurance, self-insurance or insurance pool coverage maintained by the City/County shall be in excess of the Contractor's insurance and shall not contribute to it.

The contractor will provide a Certificate of Insurance to the City/County as evidence of coverage. A copy of the additional insured endorsement attached to the policy will be included with the certificate. This Certificate of insurance shall be provided to the Purchasing Manager, prior to commencement of this work.

If at any time during the life of the contract or any extension, the contractor fails to maintain the required insurance in full force and effect, all work under the contract shall be discontinued immediately. Any failure to maintain the required insurance may be sufficient cause for the City/County to terminate the contract.

The contractor shall also maintain workers compensation through the State of Washington.

4. Contractor's Waiver of Employer's Immunity under Title 51 RCW. Contractor intends that its indemnification, defense, and hold harmless obligations set forth above in section A. shall operate with full effect regardless of any provision to the contrary in Title 51 RCW, Washington's Industrial Insurance Act. Accordingly, to the extent necessary to fully satisfy the Contractor's indemnification, defense, and hold harmless obligations set forth above in section A, Contractor specifically waives any immunity granted under Title 51 RCW, and specifically assumes all potential liability for actions brought by employees of the Contractor against the City/County and its officers, employees, agents, and volunteers. The parties have mutually negotiated this waiver. Contractor shall similarly require that its subcontractors, and anyone directly or indirectly employed or hired by Contractor, and anyone for whose acts Contractor may be liable in connection with its performance of this Agreement to comply with the terms of this paragraph, waive any immunity granted under Title 51 RCW, and assume all potential liability for actions brought their respective employees. The provisions of this section shall survive the expiration or termination of this Agreement.

5. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City/County, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence.

**G. Invoices:**

City/County shall provide PO's to order. Vendor shall include PO # on invoice. Vendor shall accurately invoice per the prices in the contract and shall issue one invoice per order, by City/County division.

**Vendor shall mail invoices to:**

City of Yakima  
Accounts Payable  
129 No. 2<sup>nd</sup> St.  
Yakima, WA 98901

Yakima County  
Department & Address  
Specified at time  
of order.

**Surcharges for fuel, delivery/hauling, hazardous material disposal, environmental fees or similar will not be allowed.**

**H. Changes:**

Any proposed change to the resulting contract shall be submitted to the City of Yakima Purchasing Manager for her prior approval and the she will make the change by a contract modification. Any oral statement or representation changing any of these terms or conditions is specifically unauthorized and is not valid.

**I. Technical Specification Analysis:**

Each bidder shall complete the "TECHNICAL SPECIFICATION ANALYSIS" section of the Bid Call and same shall be returned with the Vendor's bid. Failure to do so will be cause for rejection of said bid.

Supplier shall check "YES" if they do comply 100% with that particular specification, or "NO" if they do not. If "NO" is checked, Supplier must explain in the "COMMENTS" column on the right how their specification deviates. Checking "NO" on any item will not necessarily disallow Vendor's bid. The City/County shall be the sole judge as to whether an exception is acceptable or not.

**You must fill out this questionnaire and submit it with your bid if you are offering a margin on the Used Vehicles.**

**III. Technical - "Specifications Analysis"**

**A. General Vehicle Requirements**

The following specifications are intended to describe the minimum acceptable requirements. No salvage or reconditioned vehicles will be considered.

The City/County may at time to time waive the year and mileage requirement on a case by case basis. City/County of Yakima reserves the right to inspect vehicles prior to purchase and/or review service maintenance records. The contractor shall have the right to exclude vehicles from this program.

All bids must meet vehicle requirements outlined in this bid specification.

<u>YES</u>	<u>NO</u>	<u>Requirement</u>	<u>Comment</u>
<input type="checkbox"/>	<input type="checkbox"/>	1. To be considered for award, each bidder must submit a sample cost sheet of an actual vehicle on the lot at time of bid. Sample cost sheet will be based on an excellent condition, trade in (lease return or rental) vehicle. Bidders must only bid on those groups they normally sell in their everyday business operations	
<input type="checkbox"/>	<input type="checkbox"/>	2. All vehicles must have all maintenance records and the vehicles will be thoroughly inspected by the City Representative prior to the close of sale.	
<input type="checkbox"/>	<input type="checkbox"/>	3. It is the intention of the City/County to procure vehicles less than or equal to 4 years old, with mileage of 40,000 true odometer miles or less.	
<input type="checkbox"/>	<input type="checkbox"/>	4. Vehicles will have been owned and maintained by a single owner.	
<input type="checkbox"/>	<input type="checkbox"/>	5. Tires will have a minimum 7/16 tread depth with identical tread patterns on same axle. Lift jack and tire change accessories must be included.	
<input type="checkbox"/>	<input type="checkbox"/>	6. Brakes must have a remaining service life of at least 50% as demonstrated by the remaining pad/shoe thickness compared to the manufacturer's OEM specifications, odometer reading, and maintenance history.	
<input type="checkbox"/>	<input type="checkbox"/>	7. Vehicles with body (finish repair inclusive) and/or interior damage are not acceptable.	

<input type="checkbox"/>	<input type="checkbox"/>	8. Only manufacturer's standard exterior colors are acceptable.	
<input type="checkbox"/>	<input type="checkbox"/>	9. Only manufacturer's standard upholstery and interior colors are acceptable.	
<input type="checkbox"/>	<input type="checkbox"/>	10. Vehicles to be detailed inside and outside prior to delivery. Detailing cost to be included in bidder's percent discount or markup.	
<input type="checkbox"/>	<input type="checkbox"/>	11. Service maintenance history and evidence of completed factory recall modifications/repairs must be supplied for each vehicle.	
<input type="checkbox"/>	<input type="checkbox"/>	12. Two (2) sets of keys as well as any available keyless remote (if available) must be furnished with each vehicle.	
<input type="checkbox"/>	<input type="checkbox"/>	13. Vehicles must carry a 4,000 mile/90 day warranty, except power train, engine, transmission, and differential which must carry a 12,000 mile/1 year unconditional warranty for parts and service. Transfer of manufacturer's warranty is acceptable if meets or exceeds specification	
<input type="checkbox"/>	<input type="checkbox"/>	14. Vehicles are required to pass a complete vehicle safety inspection within five (5) days, and any defects found repaired or the vehicle replaced.	
<input type="checkbox"/>	<input type="checkbox"/>	15. Successful Contractor must supply the following: a. Ownership documents, free and clear b. Title Guarantee c. Transfer of Ownership d. Dealer Report of Sale e. Odometer Statement f. Bill of Sale g. Carfax Report h. All maintenance records h. All documents required by Yakima County, Department of Motor Vehicles for registration. i. Vehicle Key Codes	
<input type="checkbox"/>	<input type="checkbox"/>	16. Title and registration will be performed by the City/County.	
<input type="checkbox"/>	<input type="checkbox"/>	17. Vehicles previously wrecked are not acceptable.	

You must fill out this questionnaire and submit it with your bid if you are offering a margin on the Used Vehicles. Failure to complete the questionnaire may be sufficient grounds for rejection of Bid.

### Corporate Overview

Question	Response
Years in Business?	
Annual Sales Volume (3 year average)?	
Is your company in good Standing with Better Business Bureau? (Mandatory)	
Is your company in good Standing with Attorney General's Office? (Mandatory)	

### Current Vehicle Inventory

Current Vehicle Inventory List MUST be provided to be considered  
(Only used to establish size and type of vendor inventory)

Question	Response
Number of bid compliant passenger vehicles?	
Number of bid compliant full size pickup truck vehicles?	
Number of bid compliant full size cargo van vehicles?	
Number of bid compliant full size 12 passenger van vehicles?	
Number of bid compliant minivan vehicles?	
Number of bid compliant sport utility vehicles?	

### Variety of Manufacturers

Question	Response
Number passenger vehicles manufacturers in stock?	
Number of size pickup truck vehicles manufacturers in stock?	
Number of full size cargo van vehicles manufacturers in stock?	
Number of full size 12 passenger van vehicles manufacturers in stock?	
Number of minivan vehicles manufacturers in stock?	

**Price to be quoted** from Dealers cost price sheet plus mark-up. Owner reserves the right to request price sheet at any time. ALL PRICES QUOTED ARE NOT-TO-EXCEED.

#### **Costs**

<b>Question</b>	<b>Response</b>
<b>Does your company charge docking fees? If yes, please explain</b>	
<b>Does your company charge handling fees? If yes, please explain</b>	
<b>Does your company charge document fees? If yes, please explain</b>	
<b>Does your company Carfax fees? If yes, please explain</b>	
<b>Does your company charge any fees not listed? If yes, please explain</b>	

#### **Warranty**

<b>Question</b>	<b>Response</b>
<b>What is your warranty for passenger vehicles?</b>	
<b>What is your warranty for full size pickup truck vehicles?</b>	
<b>What is your warranty for full size cargo van vehicles?</b>	
<b>What is your warranty for full size 12 passenger van vehicles?</b>	
<b>What is your warranty for minivan vehicles?</b>	
<b>What is your warranty for sport utility vehicles?</b>	

## BIDDER'S CHECK LIST

The bidder's attention is especially called to the following forms which must be executed as required, and should be submitted with their bid:

- A. **Bid Form**  
The unit prices, extensions and total amounts bid must be shown in the spaces provided (Page 3)
- B. **Bid Signature Sheet**  
To be filled out and signed by the bidder (Page 5)
- C. **Technical Specification Analysis**  
To be filled out by the bidder (Page 10)
- D. **Questionnaire**  
To be filled out by the bidder (Page 12-13)
- E. **Personnel Inventory Form**  
To be filled out by the bidder (Page 19)

The following forms are to be executed after the contract is awarded:

- A. **Contract**  
To be completed at time of award. Sample provided (Page 22).
- B. **Certificate of Insurance**  
Refer to attached Informational Certificate of Insurance Sample, which must be accompanied by an Additional Insured Endorsement (Page 21-22).
- C. **Purchase Order**  
Each ordering department will provide their own purchase order throughout the period of the contract.

**CITY OF YAKIMA/YAKIMA COUNTY  
GENERAL PROVISIONS  
(A PART OF ALL CONTRACT DOCUMENTS)**

These General Provisions, the Specifications, the Invitation to Bid/Quote form and any attachments, constitutes the bid document, and will be considered as one document.

**1. Laws and Regulations**

The contractor shall comply with all applicable laws and regulations pertaining to this contract. In addition, the contractor shall ensure that any subcontractor performing this contract shall comply with all applicable laws and regulations pertaining to this contract.

**2. Acceptance**

The City reserves the right to reject any or all quotations, to waive any technicalities and informalities, and to accept or reject all or any part of this quotation at prices shown.

All bids/quotes must remain open for acceptance by the City/County for a period of at least 60 calendar days from the date of opening of the bids/quotes, unless otherwise stated.

**3. Bid/Quote Submittals**

Bids and quotes shall be submitted on the attached forms only. Extra pages and literature may be added to this package; however, the package shall be returned intact as received.

All prices and notations must be typewritten or written in ink, with no erasures permitted. Mistakes may be crossed out and corrections written adjacent thereto, and must be initialed in ink by person signing quotation. Verify your quotations before submission, as they cannot be withdrawn or corrected after being opened.

If applicable, unit prices for all items, all extensions, and the total amount of bid or quote must be shown. In the instance of a discrepancy between the unit price and the total price, the unit price shall govern. Any pricing, configuration, or other errors discovered after bid/quote opening or quotation due date must remain and cannot be adjusted.

**4. Change Orders**

Change Orders for material or services will be without effect unless issued and authorized in writing by the Purchasing Manager.

**5. Quality Standards**

The brand names listed indicate the standard of quality required. Brands of equal quality, performance and use will be considered, provided the offeror specifies the brand, model and other data for comparison with their bid/quote. The City/County of Yakima will be the sole judge for approving other brands offered as equals to the brand specified. Bidders shall indicate if they are offering alternate brands in the space below each item and must provide descriptive specifications explaining the merits of the substitute item.

**6. Delivery**

Time is of the essence and this order is subject to cancellation by the City/County of Yakima for Vendor's failure to deliver on time. For any exception to the delivery date specified in this order, Vendor shall give prior written notification and obtain written approval from the City/County. The acceptance by the City/County of later performance with or without objection or reservation shall neither waive the City/County's right to claim damages for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by Vendor. All quotations shall include delivery F.O.B. destination, freight pre-paid, unless otherwise stated in this "Bid Call" or "Invitation to Quote" at the designated address set forth in the proposal given to each bidder. When shipping addresses specify room identification, Vendor shall make such delivery thereto without additional charge. If the City/County grants specific authorization to ship goods F.O.B. Shipping Point, Vendor agrees to prepay all shipping charges, route the goods by cheapest common carrier, and bill the City/County as a separate item on the invoice for said charges. It is also agreed the City/County reserves the right, at its sole option, to refuse COD Shipments.

**7. Identification**

The purchase order number shall appear on all invoices, packing lists, packages, shipping notices and other written documents relating to this order. Packing lists shall be enclosed in each and every box or package shipped pursuant to this order, indicating the content therein.

**8. Payment**

Vendor is to submit properly completed invoice(s) and mail to: *City of Yakima, Accounts Payable, 129 No. 2<sup>nd</sup> St., Yakima, WA 98901*

To insure prompt payment, each invoice should cite purchase order number, bid/quote number, description of item purchased, unit and total price, discount terms and include the vendor's name and return remittance address. Payment will be mailed within thirty (30) days of (a) the receipt and acceptance of the product or service and (b) a properly completed invoice.

**9. Risk of Loss**

Regardless of the F.O.B. Point specified above, Vendor agrees to bear all risk of loss, injury, or destruction of goods ordered herein which occur prior to actual physical delivery to the City/County, and such loss, injury, or destruction shall not release Vendor from any obligation hereunder.

**10. Force Majeure**

Vendor will not be responsible for delays in delivery due to acts of God, fire, Strikes, epidemics, war, riot, delay in transportation or railcar transport shortages, provided vendor notifies the Purchasing Manager immediately in writing of such pending or actual delay. Normally, in the event of any such delays (acts of God, etc.) the date of delivery will be extended for a period equal to the time lost due to the reason for delay.

**11. Rejection**

All goods and any services purchased in this order are subject to approval by the City/County. Rejection of goods or services, resulting because of nonconformity to the terms, conditions, and specifications of this order, whether held by the City/County or returned, will be at Vendor's risk and expense.

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**12. Approximate Quantity**

The quantities listed are the City/County's current approximate requirements. The City of Yakima will neither be obligated by, nor restricted to, these quantities and may increase or decrease any item(s) ordered under this contract and pay according to the unit prices quoted in the Bid/Quote. If it is agreeable to both parties and prices have not changed and the same unit/materials are still available, additional units/materials may be ordered within 12 months of the signing of the original agreement.

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**13. Cooperative Purchasing**

The Washington State Interlocal Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods or services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties agree. The City/County does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

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**14. Samples**

Samples of items, when required, must be furnished free of expense to the City/County, and if not destroyed by tests will, upon request, be returned at the bidder's expense.

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**15. Inspection**

Cost of inspection on deliveries or offers for delivery, which do not meet specifications, will be for the account of the vendor.

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**16. Hazardous Materials**

If this order covers goods, which include hazardous chemicals, Vendor shall, at the time of product delivery, provide the City/County with copies of Material Safety Data Sheets for such chemicals. These sheets shall be in the form then required by applicable law or regulation (See WAC 296-62-05413). This requirement shall be in addition to whatever other requirements are imposed by law or regulation.

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**17. Public Disclosure**

Bids shall become the property of the City/County. All bids shall be deemed a public record as defined in RCW 42.56 "Public Records." Any proposal containing language which copyrights the proposal, declares the entire proposal to be confidential, declares that the document is the exclusive property of the Vendor, or is any way contrary to state public disclosure laws or this RFP will be declared non responsive and removed from consideration. Any information in the proposal that the successful Vendor desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 must be clearly designated as described in Section Proprietary Information. The particular exception from disclosure upon which the Vendor is making the claim and the RFP page it is found on must be identified. RFP's will not be disclosed prior to release to potential respondents. With the exception of lists of prospective Vendors, the City/County will not disclose RFP records until execution of the contract(s). At that time, all information about the competitive procurement will be available with the exception of: Proprietary/confidential portion(s) of the successful proposal(s), until the Vendor has an adequate opportunity to seek a court order preventing disclosure. The City/County will consider a Vendor's request for exemption from disclosure; however, the City/County will make a decision predicated upon RCW 42.56.

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**18. Warranties**

Vendor warrants that all goods and services furnished under this order conform strictly to the specifications herein are merchantable, good workmanship, free from defect, are fit for the intended purpose of which such goods and services are ordinarily employed and if a particular purpose is stated in a Special Condition, the goods are then warranted as for that particular purpose. Vendor further warrants that no violation of any federal, state or local law, statute, rule, regulation, ordinance or order will result from the manufacturer, production, sale, shipment, installation or use of any other goods. Vendor's warranties (and any more favorable warranties, service policies, or similar undertaking of Vendor) shall survive delivery, inspection, and acceptance of the goods or services.

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**19. Re-Award**

When the contract is terminated by the vendor upon 30 days notice as herein provided, the City/County, pursuant to City/County ordinance, may re-award the contract to the next most responsible bidder.

When a vendor is unable to supply goods and/or services to the City/County and is in breach of the contract, or when the contract is terminated by the City/County for cause as herein provided, the City/County reserves the right to re-award the contract to the next most responsible bidder.

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**20. Errors and Omissions**

The City/County reserves the right to correct obvious ambiguities and errors in the Bidder's proposal and to waive non-material irregularities and/or omissions. In this regard, if the unit price does not compute to the extended total price, the unit price shall govern.

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**21. Late Receipt of Bid/Quote Documents**

Bids and/or quotations and modifications received after the exact hour and date specified for receipt of bids and/or quotations will not be considered (i.e. if bid was due by 2:00 PM, any bids received after 2:00:00 PM will be rejected).

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**22. Licenses**

If applicable, successful vendor shall have a valid and current business license per Chapter 5.02 Section 5.02.010 of the Yakima Municipal Code covering this type of business and shall satisfy all applicable City/County Code provisions. Said license shall be obtained prior to the award of any contract. Inquiries as to fees, etc., should be made to the Office of Code Administration, telephone (509) 575-6121.

In addition, Contractors are required to be registered by the State per Chapter 18.27 of the Revised Code of Washington and their registration number must be listed on the bid/quote.

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**23. Delivery of Unapproved Substitutions**

Vendors are authorized to ship only those items ordered covered by the contract. If a review of orders placed by the City/County reveals that an item other than those covered by and specified in the contract have been ordered and delivered, the Purchasing Manager will take such steps as are necessary to have the item(s) returned to the contractor at no cost to the City/County regardless of the time lapsed between the date of delivery and discovery of the violation. Violation of this clause may result in the removal of the offending vendor's name from the City/County mailing list for a period of up to three (3) years.

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**24. "No Bids"**

Vendors who are unable to or do not wish to submit a bid and are encouraged to respond by notating their bid "NO BID" on page one of the "BID CALL" and mailing it to the City of Yakima Clerk's Office, 129 North 2nd Street, Yakima, Washington, 98901, with the Bid/Quote due date and time written on the



face of the envelope. It is the City's practice that if no response to a bid is received by a vendor after two consecutive mailings, the vendor will be deleted from our vendor's mailing list for that type of commodity item.

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**25. Non-Collusion**

The Bidder represents, by the submission of the Proposal, that the prices in this bid/quote are neither directly nor indirectly the result of any formal or informal agreement with another bidder.

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**26. Evaluation of Bid/Quote**

In the evaluation of otherwise responsible bids/quotes, the Bidder's experience, delivery time and responsibility in performing other contracts will be considered. In addition to price, the following may be considered:

- I. The ability, capacity and skill of the bidder to perform the contract and provide the services required.
- II. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
- III. The character, integrity, reputation, judgement, experience and efficiency of the bidder.
- IV. The quality of performance of previous contracts or service.
- V. The previous and existing compliance by the bidder with laws and ordinances relating to contracts or services.
- VI. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
- VII. The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
- VIII. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.

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**27. Taxes**

The City/County will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The City/County is exempt from Federal Excise Tax. Where applicable, the City shall furnish a Federal Excise Tax Exemption certificate.

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**28. Non-Discrimination**

During the performance of this Agreement, Contractor shall not discriminate in violation of any applicable federal, state and/or local law or regulation on the basis of race, color, sex, religion, national origin, creed, age, marital status, disability, honorably discharged veteran or military status, pregnancy, sexual orientation, political affiliation, or the presence of any sensory, mental or physical handicap, and any other classification protected under federal, state, or local law. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of services under this Agreement.

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**29. The Americans With Disabilities Act.**

With regard to the services to be performed pursuant to this Agreement, Contractor agrees to comply with the Americans With Disabilities Act of 1990, 42 U.S.C. § 12101 et seq. (ADA) and its implementing regulations, and Washington State's anti-discrimination law as contained in RCW Chapter 49.60 and its implementing regulations. The ADA provides comprehensive civil rights to individuals with disabilities in the area of employment, public accommodations, state and local government services, and telecommunications.

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**30. Assignment.** This Agreement, or any interest herein, or claim hereunder, shall not be assigned or transferred in whole or in part by the Contractor to any other person or entity without the prior written consent of the City/County. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of Contractor as stated herein.

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**31. Termination - Convenience**

This contract may be terminated by either party by giving thirty (30) days written notice of such intent and will become effective thirty (30) days from the date such written notice is delivered to the applicable party to the contract.

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**32. Termination - Cause**

The City/County reserves the right to terminate this contract at any time, upon written notice, in the event that the services of the Contractor are deemed by the City/County to be unsatisfactory, or upon failure to perform any of the terms and conditions contained in this agreement. In addition to the foregoing right of termination, the City/County may terminate this contract, with or without cause, upon thirty (30) days written notice to Contractor.

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**33. Delay of an Award**

If, after bid/quote opening, administration problems threaten to delay award beyond the bidder's acceptance period, bidders shall be requested to extend the bid/quote acceptance period. This request must be made and confirmed in writing prior to the expiration date of their bids/quotes (with consent of sureties, if any) to avoid the need to re-advertise.

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**34. Venue**

In the event that any litigation should arise concerning the construction or interpretation of any of the terms of the Agreement, the venue of such action of litigation shall be in the Courts of the State of Washington in and for the City/County of Yakima. This Agreement shall be governed by the laws of the State of Washington.

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**35. Defense and Indemnity Agreement**

The vendor agrees to defend, indemnify and save harmless the City/County, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgements, settlements, attorney's fees and costs by reason of any and all claims and demands upon the City/County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting there from, sustained by any person or persons and on account to damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Vendor, his/her subcontractors, its successor or assigns, or its or their agent, servants, or employees, The City/County, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the City/County, its appointed or elected officials or employees. It is further provided that no liability shall attach to the City/County by reason of entering into this contract, except as expressly provided herein.

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**36. Permits**

The vendor shall procure and pay for all permits and licenses necessary for the completion of the Contract, including those permits required by the City/County of Yakima. In the event a necessary permit is not obtained, the Vendor will not be permitted to work on items subject to said permit and any delays caused thereby will not be subject to extra compensation or extension.

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**37. Severability**

If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.

**38. Waiver**

Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.

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**39. Entire Agreement**

This written contract represents the entire Agreement between the parties and supersedes any prior oral statements, discussions or understanding between the parties.

**40. Protest Procedure**

Any protest must be made in writing, signed by the protestor, and state that the vendor is submitting a formal protest. The protest shall be filed with the City/County of Yakima's Purchasing Manager at 129 No. 2<sup>nd</sup> St., Yakima, WA 98901, faxed to 509-576-6394 or emailed to [sue.ownby@yakimawa.gov](mailto:sue.ownby@yakimawa.gov). The protest shall clearly state the specific factual and legal ground(s) for the protest, and a description of the relief or corrective action being requested.

**Protests before award** shall be filed five (5) days before the solicitation due date, and **protests after the award** shall be filed five (5) days after Award Announcement (see below for details). The following steps shall be taken in an attempt to resolve the protest with the vendor:

**Step I** Purchasing Manager and Division Manager of solicitation try resolving matter with protester. All available facts will be considered and the City Purchasing Manager shall issue a decision. This decision shall be delivered in writing to the protesting vendor.

**Step II** If unresolved, within three (3) business days after receipt, the protest may be appealed to the Department Head by the Purchasing Manager.

**Step III** If still unresolved, within three (3) business days after receipt, the protest may be appealed to the City Manager (or his designee). The City Manager shall make a determination in writing to the vendor.

**Grounds for Protest**

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination, conflict of interest;
- Solicitation unduly constrains competition or contains inadequate or improper criteria;
- Errors in computing score;
- Non-compliance with procedures described in the solicitation or City Policy.

**Protest Determination**

Each review and determination of the protest shall issue a decision that either:

- Finds the protest lacking in merit and upholds the award; or
- Finds only technical or harmless errors in the acquisition process and determines the City to be in substantial compliance and therefore reject the protest; or
- Finds merit in the protest and provides options for correction, including, but not limited to, correcting the errors and re-evaluating the bids, reissuing the bid to begin a new process, or entering in to a contract that remedies the protest finding; or
- Makes other findings and determines other courses of action as appropriate.

**Timeframe**

Only protests and complaints received within the required timeframe for protest action are accepted for consideration.

**Award Announcement**

Purchasing shall announce the successful bidder via City Website, e-mail, fax, regular mail, or by any other appropriate means. Once the announcement is released by Purchasing, the protest time frame begins. The timeframe is not based upon when the vendor received the information, but rather when the announcement is issued by Purchasing. Though every effort will be made by Purchasing to distribute the announcement to the interested vendors, Purchasing is not responsible to assure that vendors receive the announcement. It is the responsibility of the vendors to obtain the announcement from Purchasing.

**Award Regardless of Protest**

When a written protest against making an award is received, the award shall not be made until the matter is resolved, unless the City/County determines that one of the following applies:

- The supplies or services to be contracted for are urgently required;
- Delivery or performance will be unduly delayed by failure to make award promptly;
- A prompt award will otherwise be advantageous to the City/County.

If the award is made, the file must be documented to explain the basis for the award. Written notice of the decision to proceed shall be sent to the protester and others who may be concerned.

The City/County retains the right to enter into any contract and nothing herein shall be construed to limit that authority in any manner.

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**41. Qualified Bids**

The General Terms and Conditions and Supplemental Terms and Conditions included in this bid document will govern the performance of the work. No other terms and conditions will be accepted. Bids that are conditioned in any way, or Bids that take exception in any way to the City/County of Yakima's General and Supplemental Terms and Conditions, may result in the Bid being considered non-responsive.

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**42. Proprietary Material Submitted**

Any information contained in the bid/RFP submitted that is proprietary must be clearly designated. Marking the entire bid as proprietary will be neither accepted nor honored. If a request is made to view a vendor's bid, the City/County of Yakima will comply according to the Open Public Records Act, Chapter 42.17 RCW. If any information is marked as proprietary in the proposal, such information will not be made available until the affected vendor has been given an opportunity to seek a court injunction against the requested disclosure.

## Personnel Inventory Form

**\* To Accompany Bid Proposal \***

Firm Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Type of Service Provided: \_\_\_\_\_

Are you a certified DBE or WMBE?: YES\_\_\_\_ NO\_\_\_\_. If yes, what is your certification number?

# \_\_\_\_\_

**Contractor's Entire Work Force - if you need additional space,  
photo copy this section and attach it to this form.**

Occupation	Total Employed		Total Minorities		African American		Asian or Pacific Islander		Native American		Hispanic or Latino		Apprentice Trainee	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officers														
Foremen														
Clerical														
Totals:														

Goals for minorities and women employees in the contractor's and subcontractor's workforce are 10% combined. Contractors and subcontractors do not have to fire or lay off employees to meet these goals, however, if new employees are hired, it shall be an obligation to make a good faith effort to hire qualified minorities and women.



GENERAL

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
Current Date

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Insurance Agent Information	
INSURANCE AGENT ISSUING CERTIFICATE ADDRESS	PHONE (A/C, No, Ext) [FAX (A/C, No)]	
	E-MAIL ADDRESS: [ ]	
INSURED  ENTITY INSURED ADDRESS	INSURER(S) AFFORDING COVERAGE	NAIC#
	INSURER A: A-VII or better, admitted carrier	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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.		

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		POLICY NUMBER	start date	stop date	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COM/POP AGG \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANYAUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS	X		POLICY NUMBER	start date	stop date	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED \$ RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		POLICY NUMBER Stop Gap/EL Only	start date	stop date	WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER <input type="checkbox"/>
	E L EACH ACCIDENT \$ 1,000,000						
	E L DISEASE - EA EMPLOYEE \$ 1,000,000						
	E L DISEASE - POLICY LIMIT \$ 1,000,000						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Yakima and the County of Yakima, its agents, employees, authorized volunteers, elected and appointed officials are included as Primary/Non-Contributory additional insureds. See attached Additional Insured Endorsement.

CERTIFICATE HOLDER

CANCELLATION

City of Yakima/County of Yakima  
Purchasing Department  
129 N. 2nd Street  
Yakima, WA 98901

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

SIGNATURE

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COMMERCIAL GENERAL LIABILITY

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ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS  
- SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

**The City of Yakima and the County of Yakima, its agents, employees, authorized volunteers, elected and appointed officials are included as Primary/Non-Contributory additional insured's.**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

- A. Section II - Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.
- B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:

2. Exclusions

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or
- (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**CONTRACT**  
***11338 Used Vehicles for City of Yakima***

**THIS AGREEMENT** is entered into this \_\_\_ day of \_\_\_\_\_, 2013, by and between the City of Yakima, Washington, hereinafter called "the City", through the Purchasing Division, 129 North 2<sup>nd</sup> Street, Yakima, Washington 98901, and \_\_\_\_\_, hereinafter called the "Contractor."

1. **Purpose of Agreement:** The purpose of this Agreement is to provide Used Vehicles for the City of Yakima.
2. **Scope of Services:** Contractor shall, on behalf of the City, provide the aforementioned items, all as more particularly stated in the **Request for Proposals 11338** upon which this contract is based, a copy of which is attached to this contract.
3. **Delivery Requirements:** Order additions and subtractions and total cancellations must be accepted seven days prior to the delivery without penalty to the City.
4. **Price:** Pricing to be per Contractor's Price Sheets as proposed and as follows:
  - F.O.B. DESTINATION FOR ALL ITEMS.
  - **Percent "Discount or Markup" (excluding taxes):** at minimum \_\_\_\_\_ % "DISCOUNT or MARKUP" (exceptions as noted)
5. **Expansion Clause:**  
Any resultant contract may be further expanded by the Purchasing Buyer in writing to include any other related item(s) normally offered by the Vendor, as long as the price of such additional item(s) is based on the same cost/profit formula as the listed items.
6. **Term:** The period of this contract shall be for a period of five (5) years from its effective date. The City may, at its option, extend the contract on a year to year basis for up to four additional years provided, however, that either party may at any time during the life of this contract, or any extension thereof, terminate this contract by giving thirty (30) days notice in writing to the other party of its intention to cancel. Contract extensions shall be automatic, and shall go into effect without written confirmation, unless the City provides advance notice of the intention to not renew. Prices shall remain firm for the first three month period (quarter) of the contract unless an exception is stated in the bid.
7. **Incorporation of Vendor's Proposal and Bid Specifications:** Except to the extent that it conflicts or is inconsistent with this Agreement, the Contractor's Proposal, received October 24, 2013, including all of the general conditions, insurance requirements, technical specification analysis, Contractor's representations, conditions and obligations, in order to obtain award of this Agreement, is incorporated herein by this reference. This agreement, the Request for Proposals, criteria, conditions, attachments, addenda, and modifications constitute the Contract Documents and are complementary. Specific federal laws, state laws, and terms of this agreement, in that order respectively, supersede other inconsistent provisions. These Contract Documents are on file in the office of the City/County Purchasing Manager, 129 North 2nd Street, Yakima, WA 98901, and are incorporated into this agreement. Federal requirements change periodically, and the changed requirements will apply to this project. Any inconsistencies or conflicts between the Contractor's Proposal and this Agreement shall be resolved in favor of the Agreement terms, conditions, obligations and language. A copy of said Proposal is attached hereto.

**IN WITNESS WHEREOF** the parties have executed this Agreement the day and year first above written.

CITY OF YAKIMA

\_\_\_\_\_  
(NAME OF CONTRACTOR)

By: \_\_\_\_\_  
City Manager

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

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

ATTEST:

\_\_\_\_\_  
Sonya Claar-Tee, City Clerk