

TOWN OF GARDNERVILLE, NEVADA
INVITATION TO BID
BID NO. 2011-02
REAR LOAD TRASH COLLECTION VEHICLE

The bid package is available as follows:

- Pick up -Town of Gardnerville Administrative Offices, 1407 Highway 395 North, Gardnerville, Nevada 89410
- Mail - Call (775) 782-7134.

A Prebid Conference will be held on **May 23, 2011** at 10:00 a.m., at the same address specified above in the Town Administrative Office.

Bids will be accepted at the Town Administrative Office address specified above, on or before **June 1, 2011** at 3:00 p.m.

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5/14/2011

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5/15/2011

GENERAL PROVISIONS
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1. INTENT OF INVITATION

In accordance with the terms and conditions provided in this bid document, it is the intent of this formal Invitation to Bid to receive bids from qualified Bidders for the items specified in this document.

2. TERMS

The term "Owner" as used throughout this document will mean the Town of Gardnerville, Nevada.

The term "Commission" as used throughout this document will mean the Douglas County Board of Commissioners.

The term "Town Board" as used throughout this document will mean the Gardnerville Town Board.

The term "Town Manager" as used throughout this document will mean the Gardnerville Town Manager.

3. DESIGNATED CONTACTS

For questions pertaining to this Invitation to Bid, please call Tom Dallaire, Town Manager, telephone number (775) 782-7134. After award, the designated contact will be the same, telephone number (775) 782-7134.

4. CONTACT WITH OWNER DURING BIDDING PROCESS

Communication between a Bidder and a member of the Board, or between a Bidder and a non-designated Owner contact, regarding this bid is prohibited from the time the bid is advertised until the time it is posted on an agenda for award of the contract. Questions pertaining to this Invitation to Bid shall be addressed to the designated contact(s) specified above. Failure of a Bidder, or any of its representatives, to comply with this paragraph may result in its bid being rejected by the Board.

5. FEDERAL, STATE, LOCAL LAWS

All Bidders will comply with all Federal, State and local laws relative to conducting business in the Town of Gardnerville. The laws of the State of Nevada will govern as to the interpretation, validity, and effect of this bid, its award, and any contract entered into.

6. TAXES

The Owner is a political subdivision of the State of Nevada and under the provisions of Nevada Revised Statute 372.325 is exempt from the payment of Sales and Use Tax. The price(s) bid must be net, exclusive of these taxes.

7. EMPLOYMENT OF UNAUTHORIZED ALIENS

In accordance with the Immigration Reform and Control Act of 1986, the successful Bidder agrees that they will not employ unauthorized aliens in the performance of this contract.

8. CONFIDENTIAL/PROPRIETARY INFORMATION

The Owner is a public agency as defined by state law, and such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). Under that law, all of the Owner's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Bidders are advised that once a bid is received by the Owner, its contents will become a public record and nothing contained in the bid will be deemed to be confidential except proprietary information. Bidders shall not include any information in their bid that is proprietary in nature or that they would not want to be released to the public. Bids must contain sufficient information to be evaluated without reference to any proprietary information. If a Bidder feels that they cannot submit their bid without including proprietary information, they must adhere to the following procedure or their bid may be deemed unresponsive and will not be recommended to the Board for selection:

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Bidder must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the bid number. The envelope must contain a letter from the Bidder's legal counsel describing the documents in the envelope, representing in good faith, that the information in each document meets the definitions of proprietary information set forth in NRS 332.025, 332.061 and NRS Chapter 600A, and briefly stating the reason(s) that each document meets said definitions.

Upon receipt of a bid accompanied by such a separate sealed envelope, the Owner will open the envelope to determine whether the procedure described above has been followed.

In the event that a Bidder submits information which is marked Confidential or Proprietary and does not follow the specified procedure, the Bidder will be given the option to either retract the reference, in writing, within 8 hours after notification by the Owner or have their bid recommended for rejection by the Board.

Any information submitted, pursuant to the above procedure, will be used by the Owner only for the purpose of evaluating bids and might never be used at all.

If a lawsuit or other court action is initiated to obtain proprietary information, a Bidder who submits the proprietary information according to the above procedure must have its legal counsel intervene in the court action and defend the secrecy of the information. Failure to do so shall be deemed as Bidder's consent to the disclosure of the information by the Owner, Bidder's waiver of claims for wrongful disclosure by Owner, and Bidder's covenant not to sue Owner for such a disclosure.

Bidder also agrees to fully indemnify the Owner if the Owner is assessed any fine, judgment, court cost or attorneys fees as a result of a challenge to the designation of information as proprietary.

9. INCONSISTENCIES IN CONDITIONS

In the event there are inconsistencies between the General Provisions and other bid terms or conditions contained herein, the former will take precedence.

10. INDEMNITY

The successful Bidder agrees, by entering into this contract, regardless of the coverage provided by any insurance policy, to pay all costs necessary to indemnify, defend, and hold Owner harmless from any and all claims, demands, actions, attorney's fees, costs, and expenses based upon or arising out of any acts, errors, omissions, fault or negligence of the successful Bidder or its principals, employees, subcontractors or other agents while performing services under this contract. The successful Bidder shall indemnify, defend, and hold harmless the Owner for any attorneys' fees or other costs of defense, even if the allegations of the claim are groundless, false or fraudulent.

11. ADDENDA AND INTERPRETATIONS

If it becomes necessary to revise any part of this bid, a written addendum will be provided to all Bidders in written form from the Owner's designated contact as specified in this bid document. Owner is not bound by any oral representations, clarifications, or changes made in the written specifications by Owner's employees, unless such clarification or change is provided to Bidders in written addendum form.

12. PREPARATION OF FORMS

All bids will be submitted on the Bid Form provided in this document. **All figures must be written in ink or typed.** Figures written in pencil or containing erasures are not acceptable and will be rejected. However, mistakes may be crossed out and corrections may be inserted adjacent thereto and initialed in ink by the person signing the proposal. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.

13. DURATION OF OFFER

All offers (bids) submitted in association with this Invitation to Bid shall be considered firm offers for a minimum of 90 calendar days after the date of bid opening in order to allow the Owner to evaluate and consider award.

14. ADDITIONAL BIDS

Bidders may submit more than one bid as long as all such bids comply with, or exceed, the bid terms, conditions and specifications.

15. SUBMISSION OF BIDS

All bids must be submitted in a sealed envelope plainly marked with the name and address of the Bidder and the bid number and title. No responsibility will attach to the Owner, or any official or employee thereof, for the pre-opening of, post-opening of, or the failure to open a bid not properly addressed and identified. Bids are time-stamped upon receipt. Bids time-stamped at 3:01 p.m. or after will be returned unopened to the Bidder. **FAXED BIDS ARE NOT ALLOWED AND WILL NOT BE CONSIDERED.** Bidders and other interested parties are invited to attend the bid opening.

The following are detailed delivery/ mailing instructions for bids:

Hand Delivery

Town of Gardnerville Administration Offices
1407 Highway 395
Gardnerville, Nevada 89410

U.S. Mail Delivery

Town of Gardnerville Administration Offices
1407 Highway 395
Gardnerville, Nevada 89410

Express Delivery

Town of Gardnerville Administration Offices
1407 Highway 395
Gardnerville, Nevada 89410

Regardless of the method used for delivery, Bidders shall be wholly responsible for the timely delivery of submitted bids.

16. COLLUSION

Any evidence of agreement or collusion among Bidders and prospective Bidders, acting to restrain freedom of competition by agreement to bid a fixed price or otherwise, will render the bids of such Bidders void.

Advance disclosures of any information to any particular Bidder which gives that particular Bidder any advantage over any other interested Bidder, in advance of the opening of the bids, made or permitted by a member of the Board or an employee or representative thereof, will void all bids received in response to this Invitation to Bid.

17. WITHDRAWAL OF BID

Bidders may request withdrawal of a posted, sealed bid prior to the scheduled bid opening time, provided the request for withdrawal is submitted to the Town Manager in writing, or a bid release form has been properly filled out and submitted to the Town of Gardnerville Administrative Office reception desk. Withdrawn bids must be re-submitted and time-stamped in accordance with this bid document in order to be accepted.

No bids may be withdrawn for a period of 90 calendar days after the date of bid opening. All responsive and responsible bids received are considered firm offers during this period. The Bidder's offer will expire after 90 calendar days.

If a Bidder intended for award withdraws their bid, that Bidder may be deemed non-responsible for a period of 3 years.

18. LOWEST RESPONSIVE AND RESPONSIBLE BIDDER

All bids will be awarded to the lowest responsive and responsible Bidder. The determination of the lowest responsive and responsible Bidder may involve all or some of the following factors: price, conformity to specifications, financial ability to meet the contract terms and conditions, previous performance, facilities and equipment, availability of repair parts, experience, delivery, terms of payment, compatibility as required, other costs, and other objective and accountable factors which are reasonable.

19. REJECTION OF BID

Owner reserves the right to reject any and all bids received by reason of this request.

20. DISQUALIFICATION OF BIDDERS

Bidders may be disqualified and their bids may be rejected for any of, but not limited to, the following causes:

- a. Failure to use the specified Bid Form furnished by the Owner.
- b. Lack of signature by an authorized representative on the Bid Form.**
- c. Failure to properly complete the Bid Form.
- d. Evidence of collusion among proposers.
- e. Unauthorized alteration of Bid Form.

Owner reserves the right to waive any minor informality or irregularity.

21. TIE-BIDS

A tie-bid is defined as an instance where bids are received from two or more Bidders who are the low Bidders, and their offers are identical. This does not often occur because the bids must be identical in all evaluation areas; e.g., price, quality, delivery, terms, and ability to supply. If any of these areas are not identical, it is not considered a tie-bid, and Owner can justify awarding to the Bidder with the lowest responsive and responsible bid.

The procedure for tie-bids is to hold a public drawing and award the bid to the winner of the draw in accordance with the Method of Award clause in the General Conditions. When a drawing is necessary, the Bidders involved will be contacted with the time and place of the drawing. Attendance is not mandatory for the drawing. An impartial witness will be present at the drawing.

22. PROTESTS

Any Bidder who is allegedly aggrieved in connection with the solicitation or recommendation to award of a contract may protest. The protest must be submitted in writing to the Town Manager, within 7 calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. If the protest is not resolved by mutual agreement, the Town Manager will promptly issue a decision in writing to the protestor. If a protestor wishes to appeal the decision rendered by the Town Manager, such appeal must be made to the Board, through the Town Manager, prior to the scheduled recommendation to award date. The decision of the Board will be final. Protests shall be accompanied by a certified cashier=s check or other satisfactory deposit in the amount of 25% of the appellant=s bid. The Board need not consider protests unless this procedure is followed.

23. USE BY OTHER GOVERNMENT ENTITIES

Nevada Revised Statutes 332.195 states that local governments and the State of Nevada may use the contracts of other local governments within Nevada, if approved by the successful Bidder. The local government that originally awarded the contract is not liable for the obligations of the local government which uses the contract.

24. DISCRIMINATION

The Board is committed to promoting full and equal business opportunity for all persons doing business in the Town of Gardnerville.

The successful Bidder acknowledges that the Owner has an obligation to ensure that public funds are not used to subsidize private discrimination. The successful Bidder recognizes that if they or their subcontractors are found guilty by an appropriate authority of refusing to hire or do business with an individual or company due to reasons of race, color, gender, ethnicity, disability, national

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origin, age or any other protected status, the Owner may declare the successful Bidder in breach of the contract, terminate the contract, and designate the successful Bidder as non-responsible.

25. ASSIGNMENT OF CONTRACTUAL RIGHTS

The successful Bidder will not assign, transfer, convey or otherwise dispose of the contract or its right, title, or interest in, or to the same, or any part thereof, without previous written consent of Owner and any sureties.

26. TERMINATION

Owner reserves the right to cancel the contract upon 30 calendar days written notice of intent to terminate. In the event that the Owner elects to cancel the contract, the termination request will be submitted to the Board or the Town Manager (if the total award amount is \$25,000 or less) for approval. If the Owner terminates the contract because of a breach of contract by the successful Bidder, the successful Bidder may be deemed non-responsible for a period of 3 years.

27. IMMUNITY FOR INCORRECT DATE GENERATION

The Owner, its officers and employees shall be immune for any breach of this contract caused by an incorrect date being produced, calculated or generated by a computer or other information system that is owned or operated by the Owner, its officers or employees, regardless of the cause of the error (reference NRS 41.0321).

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1. METHOD OF AWARD

Award will be made by the Board to the lowest responsive and responsible Bidder on a lot by lot basis. In the event that the total award amount is \$25,000 or less, the Town Manager may approve the award.

2. NOTICE OF AWARD

Notice of award of this bid will be by "Letter of Award" issued by the Town Manager. The contract shall include this Bid Document, any associated Addendums, and the Bid Form as signed by the successful Bidder.

3. PREBID CONFERENCE:

A Prebid conference is being held for this bid. The intent of the Prebid conference is to review the entire bid document and answer any questions that the Bidders may have.

4. CONTRACT EXTENSION

Owner reserves the option to temporarily extend this contract for up to 90 calendar days from its expiration date for any reason.

5. OPEN-END CONTRACT

It is understood that the successful Bidder shall consider this bid as an open-end contract for all items offered. In the event the Owner requires additional items or replacement items, it is understood that the successful Bidder agrees to furnish items as per the terms of this bid from the date of award through the availability of the current production model year.

6. BIDDER'S REPRESENTATION

Each Bidder, by submitting a bid, represents that they have read and understand the bidding documents and that the bid is made in accordance therewith, and that they have visited the site and familiarized themselves with the local conditions, laws and regulations under which the work is to be performed and have correlated this knowledge with the requirements of the bidding documents.

7. BID DOCUMENTS NECESSARY FOR SUBMITTAL

The Bid Form, all requested attachments, and the bid security (if required) shall be included in the envelope containing the bid. These documents, together, comprise a bid. Omission of, or failure to complete, any portion of the required documents at the time of bid opening may be cause to reject the entire bid.

8. ADDITIONAL BID SUBMITTALS

Any additional agreements, terms, conditions, or exceptions to the bid requirements that are submitted with the Bidder's Bid Form may be considered substantial deviations from the bid requirements and be cause for rejection by the Board.

9. DESCRIPTIVE LITERATURE

Bidders should submit with their bids the latest printed specifications and advertising literature on the product(s) offered on their Bid Form.

10. INSURANCE

The successful Bidder shall carry Commercial General Liability Insurance, in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate, during the term as defined in this bid document, and show in certificate form, that the insurance shall remain in effect for the defined term. The successful Bidder shall include the cost of the insurance coverages in their bid price(s).

The successful Bidder shall provide the Owner with proof of insurance as specified within 10 calendar days after the award by the Owner. The proof of insurance shall be sent to the Town of Gardnerville Administrative Office, Attention: Town Manager. See the Submission of Bids clause in the General Provisions for the appropriate mailing address.

11. FISCAL FUNDING OUT

Owner reasonably believes that funds can be obtained sufficiently to make all payments during the term of this contract. If Owner does not allocate funds to continue the purchase of the product, this contract shall be terminated when appropriated funds expire.

12. DELIVERY REQUIREMENTS

- a. **Notice of Delivery:** Owner shall be given 30 calendar days notice prior to delivery. Notify Tom Dallaire, Town Manager, telephone number (775) 782-7134.
- b. **Location and Hours:** Deliveries shall be made to the Town of Gardnerville Maintenance Facility, 1369 Highway 395, Gardnerville, NV 89410, Monday through Friday (excluding Owner's holidays), between the hours of 7:00 a.m. and 4:00 p.m.
- c. **Maximum Delivery Time:** Maximum delivery time is ninety (90) calendar days. Failure to offer a delivery time within the maximum number of days specified may be considered a substantial deviation and be cause for rejection. Time is of the essence and failure to meet the delivery time specified shall constitute a breach of contract.
- d. **Force Majeure:** The successful Bidder shall be excused from performance hereunder during the time and to the extent that it is prevented from obtaining, delivering, or performing in the customary manner, by acts of God, fire, war, loss or shortage of transportation facilities, lockout or commandeering of raw materials, products, plants or facilities by the government. The successful Bidder shall provide Owner satisfactory evidence that non-performance is due to cause other than fault or negligence on its part.
- e. **F.O.B. Destination - Freight Pre-Paid:** The successful Bidder shall pay all freight charges. The successful Bidder shall file all claims and bears all responsibility for the products from the point of origin to the Owner's destination. All prices shall be F.O.B. the delivery points as required. All prices shall include delivery, as well as any necessary unloading.

If bidder can deliver the vehicle at a location within 250 miles of the Town of Gardnerville, and such delivery will reduce or eliminate the freight charges charged by the bidder, such alternate delivery site shall be specified on Bidder's Bid proposal form together with the amount of the reduction in freight charges. Should the Town Manager elect to accept delivery at the site so designated, he shall notify the Bidder and acceptance of the vehicle by the Town of Gardnerville shall occur at the alternate site designated.

- f. **Partial Shipments:** Partial shipments will not be permitted.
- g. **Failure to Deliver:** In the event that the successful Bidder fails to deliver the product in accordance with the terms and conditions of the contract, the Owner shall have the option to either terminate the contract or temporarily procure the product from another supplier. If the product is procured from another supplier, the successful Bidder shall pay to the Owner any difference between the bid price and the price paid to the other supplier.
- h. **Damaged or Defective Products:** The successful Bidder shall replace, at no cost to the Owner, damaged or defective products within 30 calendar days after notice. This shall include freight and any and all other associated costs. Failure to do so will cause such products to be procured from another supplier. If the product is procured from another supplier, the successful Bidder shall pay the Owner any difference between the bid price and the price paid to the other supplier.
- i. **Service and Inspection Instructions:** Prior to delivery, the product shall be completely inspected and serviced by the delivering dealer and/or the manufacturer's pre-delivery service center. A copy of the manufacturer's standard pre-delivery service check list shall be completed for the product, signed by a representative of the organization performing the inspection/service and delivered with the product.

The product will be inspected at time of delivery, by an authorized representative of the Owner, for workmanship, appearance, proper functioning of all equipment and systems, and conformance to all other requirements of this specification. In the event deficiencies are detected, the product will be rejected to make the necessary repairs, adjustments or replacements. Payment and/or the commencement of a discount period (if applicable) will not be made until the corrective action is made, the product re-inspected and accepted. If the product is accepted at delivery and later rejected because of deficiencies, it shall be the dealer's responsibility to pick up the product, make the necessary corrections and redeliver the product for re-inspection and acceptance.

No later than one working day following the notification of intent to deliver, the successful Bidder must provide the Owner's authorized representative a complete typed or printed list indicating the Dealer's Stock Number, product Identification Number and applicable Purchase Order Number.

- j. **Dealer's Report of Sale:** Dealer's Report of Sale shall be addressed to:

Town of Gardnerville Administration Offices
1407 Highway 395
Gardnerville, Nevada 89410

- k. **Title Fees:** The successful Bidder shall pay all title fees.
- l. **Manuals and Lists:** One hard copy and one electronic copy of all applicable shop manuals, repair manuals, and parts lists shall be submitted to Owner at the time of delivery.

13. **CONSUMPTION ESTIMATES**

The quantities appearing in the Bid Form are approximate only and are prepared for the solicitation of bids. Payment to the successful Bidder will be made only for the actual quantities of items furnished in accordance with the bid and it is understood that the scheduled quantities of items to be furnished may be increased, decreased or omitted without, in any way, invalidating bid prices.

14. **PURCHASE ORDERS**

The Douglas County Comptroller will issue a purchase order(s) which will authorize the successful Bidder to deliver and invoice for the product(s) and/or services offered.

15. **INVOICING**

Invoicing for bid items are to be sent to the location as identified in the purchase order(s). Invoices are to be sent within 90 calendar days of the delivery of the product or completion of the work. Invoices for payment not submitted within this time period will not be considered for payment. Payment of invoices will be made within 30 calendar days, unless otherwise specified, after receipt of an accurate invoice that has been reviewed and approved by the applicable department's authorized representative.

The successful Bidder is responsible to insure that all invoices submitted for payment are in strict accordance with the price(s) offered on the Bid Form. If overcharges are found, the Owner may declare the successful Bidder in breach of the contract, terminate the contract, and designate the successful Bidder as non-responsible for a period of 3 years.

16. **INVOICE AUDITS**

The successful Bidder shall provide to the Owner, within 14 calendar days of the Owner's request, a report to validate that the price(s) charged are in accordance with the price(s) offered on the successful Bidder's Bid Form. The format of the report will depend on the pricing structure provided on the Bid Form. The report shall be subject to review and approval by the Owner's using department(s) and Douglas County Internal Audit Department. Discrepancies found in the report will require the successful Bidder to update the report no later than 7 calendar days after notification by the Owner. In the event that the successful Bidder undercharged the Owner, the Owner shall reimburse the successful Bidder within 14 calendar days. In the event that the successful Bidder overcharged the Owner, the successful Bidder shall reimburse the Owner within 14 calendar days. If overcharges are found, the Owner may declare the successful Bidder in breach of the contract, terminate the contract, and designate the successful Bidder as non-responsible for a period of 3 years.

17. **PARTIAL PAYMENTS**

Partial payment requests will be accepted only at the sole discretion of the Owner.

18. **WARRANTY**

The successful Bidder shall guarantee all workmanship, materials, and equipment they have furnished for a minimum period of 1 year after the final acceptance of the equipment and/or materials; and, if during the guarantee period, any defect or faulty materials are found, it shall immediately, upon notification by the Owner, proceed at its own expense to replace and repair same, together with any damage to all finishes, fixtures, equipment, and furnishings that may be damaged as a result of this defective equipment or workmanship.

19. **ESCALATION**

General Price: During the life of this contract, there may be a general published price change. In the event of a decrease, Owner shall receive the benefit of this change. In the event of an increase, Owner may allow, upon presentation of suitable proof and 30 calendar days advance written notification, an increase over bid price. Increases will apply only to products affected by an increase in a raw material, labor, or another like cost factor. No increase shall be allowed earlier than 180 calendar days from the date of contract award, including 30 calendar days advance written notification, or at a later date as designated by the successful Bidder. Price increases shall not be retroactive. All written escalation requests should be sent to the Owner's designated contacts as specified in this bid document. Only 30 written escalation request(s) will be accepted from the successful Bidder on an annual basis.

20. OPERATIONAL SYSTEMS

The successful Bidder shall furnish a completely operational system whether or not all items necessary to make the system operational are specified.

21. PRODUCTS

New Product: The successful Bidder shall guarantee that the product provided to Owner shall be new, and of the latest and most improved model of current production, and shall be of first quality as to workmanship and materials used in said units.

A new product is defined as a product that is made up completely of unused, genuine, original parts. The product shall not have been operated for any purpose other than routine operational testing. A demonstrator product does not meet this definition and is not acceptable.

22. VENDOR'S STOCK

The successful Bidder shall agree to maintain access to sufficient stock of any item awarded in this bid. The lead time(s) for such stock shall not exceed the time period(s) as specified in this bid.

23. REPLACEMENT PARTS

All major component replacement parts shall be readily available from suppliers within 30 calendar days.

24. BRAND NAMES "OR EQUAL"

Whenever, in this Invitation to Bid, any particular materials, process, and/or equipment are indicated or specified by patent, proprietary or brand name, or by name of manufacturer, such wording will be deemed to be used for the purpose of facilitating description of the material, process, and/or equipment desired and will be deemed to be followed by the words, "or equal." Proof satisfactory to Owner must be provided by the successful Bidder to show that the alternative product is, in fact, equal to the product required in the specifications.

25. SUBSTITUTIONS

Specifications are intended to show kind and quality required and are not intended to be restrictive. Additional bids that are equal to, or exceed the requirements stated in this document are invited.

Bidders desiring to submit more than one bid for items other than those specified shall observe the following procedure:

- a. Submit with the bid complete manufacturer's brochures of the actual items being offered, including pictures and/or dimensional drawings. No approvals will be issued prior to bid opening.
- b. Proof, satisfactory to Owner, must be provided by Bidder to show that the product is equal to, or exceeds the bid specifications in design and performance.
- c. Equivalent items may be subject to performance testing.

26. ENGINEERING SERVICES

Should the product fail to operate properly upon start-up, the successful Bidder shall provide the services of a field engineer, as needed. This service shall be furnished at no additional cost to the Owner.

27. TRAINING

Training, in the form of orientation, shall be provided to Owner's personnel by a qualified factory representative or the successful Bidder's personnel, in the proper operation techniques, including care and maintenance of the product. This training shall take place at the Town of Gardnerville Maintenance Facility, 1369 Highway 395, Gardnerville, NV 89410, at the successful Bidder's expense.

28. OUT OF STATE SUPPLIERS

Out of state suppliers shall accept collect calls or provide a toll free telephone number for the placement of orders.

29. TERMS OF PAYMENT

Terms of payment, as listed on the Bid Form, shall be defined as the amount of discount offered by the Bidder to the Owner if payment is made within a specified time frame.

Examples:

Terms of Payment: 2 %, 30 Calendar Days.

A 2% payment discount will be deducted from the purchase price if the invoice is paid within 30 calendar days of receipt of invoice or delivery of an acceptable product, whichever is later.

Terms of Payment: 0 %, 30 Calendar Days.

No payment discount is offered and payment is due within 30 calendar days of receipt of invoice or delivery of an acceptable product, whichever is later.

SPECIAL CONDITIONS
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1. MISCELLANEOUS

Vehicle must meet all applicable OSHA, EPA, DOT, ANSI, and State of Nevada standards for this type of equipment. Provide one hard and one electronic copy of service, parts, and operator's manuals for cab/chassis, body, and refuse body. Vehicle shall be fully assembled and full of fuel. Three sets of keys must accompany vehicle at time of delivery.

2. TRAINING

Training sessions will be required for both equipment operation and maintenance. Training shall be given by a factory authorized representative, and shall be held at the Town Maintenance Facility, 1369 Highway 395, Gardnerville, NV 89410. Training shall cover operation and maintenance of cab-chassis, refuse body, and any other ancillary specified equipment. Training shall take place within seven (7) days of vehicle delivery, no exceptions.

3. WARRANTY

Warranty shall be minimum one (1) year. Options for extended warranties, if any are available, shall be noted on the Bid Proposal page.

4. REPAIR PARTS/SERVICE FACILITY

Successful Bidder shall maintain repair parts inventory and furnish repair parts normally required as a result of normal wear and tear within 3 working days. In the event of required warranty work, it shall be the successful Bidder's responsibility for all costs necessary for transporting refuse body and/or cab-chassis to a factory authorized service facility, if required to effect repairs, and for return shipment to Owner at no cost.

5. SUBMITTALS

Bidders shall submit shop drawings detailing proposed vehicle configuration in addition to all product literature at time of bid submittal. Drawings shall depict left, right, and rear side elevations of vehicle.

6. KEYS

Three (3) sets of keys for all locks other than door locks shall be provided at the time of delivery. Two (2) sets each of cab door/ignition key(s) shall be provided.

7. FUEL

Vehicle shall be delivered with a full tank of fuel.

8. MILEAGE

Vehicle shall be delivered with less than 3500 miles on the odometer.

9. COMPONENT INSTALLATION

All components supplied shall be factory or dealer installed and shall be as advertised in current published literature unless otherwise stated.

10. VEHICLE IDENTIFICATION NUMBER (VIN)

Successful Bidders shall supply the Town of Gardnerville, after purchase order is issued and twenty-one (21) days prior to delivery, the Vehicle Identification Number in order to expedite the licensing and registration process.

11. DEALER'S NAME PLATES AND DECALS

All vehicles shall be delivered free of Dealer Name plates, license plate holders or advertisement decals.

TECHNICAL SPECIFICATIONS
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- **INTENT:** It is the intent of these specifications to describe a rear load refuse collection body mounted on a cab-chassis. The completed vehicle shall be used for refuse collection within the Town of Gardnerville. The completed vehicle shall be capable of legally loading and transporting up to 24,000 pounds of household and commercial waste each load in all climate conditions. The package offered shall be new, unused, the current production model and conform to the specifications provided below. The Town of Gardnerville makes one 66 mile round trip to Carson City to dispose of refuse each day. Speeds vary between zero to 65 miles an hour during the route. Overall dimensions of vehicle shall be 36 feet or less.

The vehicle shall comply with all Federal and State of Nevada Emission Control Regulations, and Safety Standards in effect at the time of delivery to the Owner.

These specifications shall be construed as minimum requirements. Should the manufacturer's current published data or specifications exceed these, they shall be considered as minimum and be furnished by the Bidder.

BIDDERS MUST RETURN THE ORIGINAL OR A PHOTOCOPY OF THIS FORM AND MAKE AN ENTRY FOR EACH SPECIFICATION IN THE SPACE PROVIDED OPPOSITE THE SPECIFICATIONS, INDICATING ANY VARIANCES IN THE SPECIFICATION. IF THERE IS NOT ENOUGH SPACE, ATTACH AN ADDITIONAL SHEET OF PAPER.

LOT I - CAB/CHASSIS

SPECIFICATION NO. 1

GENERAL DESCRIPTION: Commercial duty cab/chassis suitable for continuous refuse collection duty, and contained in an **overall length of 36' maximum** (including the cab and body and front mount PTO if equipped).

SPECIFICATION NO. 2

DIMENSIONS:

GVWR RATING: 60,000 pounds (minimum).
WHEELBASE: As required by body manufacturer
CAB-AXLE: As required by body manufacturer

SPECIFICATION NO. 3

ENGINE: Shall be four stroke, liquid cooled diesel engine providing a minimum 345 horsepower or more at manufacturer's governed speed and/or 1150 lb-ft minimum torque output. Engine shall be equipped with electronic fuel system and 110V block heater.

SPECIFICATION NO. 4

EXHAUST SYSTEM: Shall be manufacturer's standard system with vertically mounted muffler and heat shield curved standpipe or provide rain cap. Provide engine exhaust (Jake brake) braking system

SPECIFICATION NO. 5

TRANSMISSION: Shall be Allison (no substitutions) automatic model 4500 RDS series (wide ratio) with push button shift selector and automatic neutral. Transmission shall be equipped with oil cooler. Transmission fill tube and dipstick shall be accessible by the operator without tilting cab. Transmission shall be equipped with Allison Electronic Transmission Fluid Level Indicator with display readout located near shift control. Transmission shall provide spin on replaceable oil filter. Transmission shall be factory furnished with fluid providing extended warranty option.

SPECIFICATION NO. 6

COOLING SYSTEM: Shall be manufacturer's largest heavy-duty radiator offered and equipped with a removable bug screen secured to allow easy cleaning access without tilting cab.

SPECIFICATION NO. 7

FRONT AXLE AND SUSPENSION: Shall be a minimum 20,000 pound capacity.

SPECIFICATION NO. 8

REAR AXLE AND SUSPENSION: Shall be 46,000 pound capacity. Rear axle shall be single speed, single reduction, dual driven tandem axle. Rear axle ratio shall OEM recommended by manufacturer. Rear suspension shall be premium rubber suspension with minimum 46,000 pound capacity.

SPECIFICATION NO. 9

TIRES: Front tires shall be self cleaning tread pattern 20 ply 425/65R22.5 load range L, 11350 pounds rated at 120 psi, quantity 2. Rear tires shall be 14 ply 11R22.5, load range H, 5800 pounds rated at 110 psi, quantity 8.

SPECIFICATION NO. 10

WHEELS: All wheels shall be Alcoa or equal aluminum and pilot mounted. Two (2) each front wheels 22.5 x 13.00 (Alcoa p/n 833650); eight (8) each rear wheels 22.5 x 8.25 (Alcoa p/n 883620).

SPECIFICATION NO. 11

BRAKES: Front and rear brakes shall be heavy duty extended service outboard mounted drum type with cast iron spiders and Eaton automatic slack adjusters. All brakes shall be largest package option available. Air brake system shall employ anti-lock brakes with full traction control. Vehicle shall be supplied with emergency spring brake system to automatically actuate both rear axles upon loss of air reservoir pressure. Spring brakes shall include release system to allow for vehicle towing. Rear axles shall be furnished with parking brakes. Automatic slack adjusters shall be provided on front and rear axles.

SPECIFICATION NO. 12

POWER TAKE OFF: Hot shift power take offs are not acceptable. Hydraulic system shall utilize front engine mount pump(s) to supply hydraulic system(s). Bumper extensions and any other necessary equipment or factory modifications shall be provided. For conventional cab only: tranny mount PTO would be acceptable.

SPECIFICATION NO. 13

AIR CONDITIONING AND HEATING SYSTEM: Shall be dash mounted factory installed system capable of maintaining 72 degree cab temperature. Add on units and/or roof units are not acceptable.

SPECIFICATION NO. 14

ELECTRICAL SYSTEM: Shall be 12 volt negative ground system, with minimum three batteries supplying 925 CCA each. Cranking capacity shall meet engine manufacturer's minimum requirements. Alternator shall be heavy duty automotive type capable of meeting finished vehicle requirements. All circuits shall be individually protected by fuses or circuit breakers. Vehicle shall be furnished with LED lighting and indicator package suitable for highway use. Cab shall be pre-wired for television monitoring equipment. Refuse body supply circuit shall be provided connected to ignition switch auxiliary terminals. Provide battery disconnect switch for maintenance.

SPECIFICATION NO. 15

FUEL TANK: Shall be capable of holding 70 gallons of fuel, shall be aluminum tank(s) with drain plug and in-line replaceable spin on fuel filter(s), and shall provide manually operated in-line water separator with drain valve.

SPECIFICATION NO. 16

GAUGES AND INSTRUMENTATION: Shall include:

1. Backup warning alarm
2. Engine protection/shutdown system for high coolant temperature, low oil pressure, and low coolant level with audible warning and automatic override.
3. Low air pressure warning red light and buzzer.
4. LED parking brake warning light.
5. LED warning flasher and turn indicators, or equal.
6. Auto-neutral switch.
7. Engine Tachometer
8. Speedometer matched to axle ratio and tires.
9. Engine hour-meter.
10. Fuel level
11. Any additional gauges or instrumentation as noted within all other specifications.
12. Factory installed cruise control.

SPECIFICATION NO. 17

FRAME: Shall accept installation of a rear loading refuse body. Chassis frame shall be constructed of 3/8 " hi-tensile" strength steel alloy, with a minimum frame yield strength of 110,000 psi with bolted on cross members. Chassis frame shall be supplied as original equipment and may be altered by body manufacturer with bolted on steel plates for mounting accessories. Frame alteration shall comply with all Federal Motor Vehicle Safety Standards. Welding of frame by body manufacturer is prohibited.

SPECIFICATION NO. 18

ENGINE MISCELLANEOUS COMPONENTS: Shall include two-stage dry type air cleaner, engine oil cooler, heavy duty starter and alternator.

SPECIFICATION NO. 19

CAB: Cab over high visibility type preferred, Conventional or stub nose conventional will be considered provided overall vehicle length is 36 feet or less. Cab shall be constructed of steel or aluminum with fiberglass components not to exceed 20 percent of materials used. Cab interior shall be manufacturer's standard package. Drivers and passenger seats shall be air-operated with spring back cushions and provide adjustment for operator size and weight. Power steering shall be provided. Cab-chassis shall be provided with front bumper, steps, and tow hook adequate for pulling vehicle out of landfill if necessary. Cab shall be furnished with electrically operated and adjustable heated mirrors. Cab shall have windshield wiper motor quick access panels for motor replacement. AM/FM stereo with dual speakers shall be provided.

SPECIFICATION NO. 20

PAINT: Frame shall be painted black, cab shall be painted white, IMRON or equal.

SPECIFICATION NO. 21

WARRANTY AND SERVICE: Manufacturer's standard warranty shall apply for cab-chassis. Options for extended warranty coverage shall be included with Bid submittal. Engine and/or transmission manufacturer's warranty(s) shall be noted on the Bid Proposal page and literature attached as a Bid Submittal.

LOT II-REFUSE BODY

SPECIFICATION NO. 22

GENERAL: It is the intent of the following specifications to describe a twenty-nine (29) cubic yard capacity body. Unit shall be completely assembled and mounted on cab-chassis ready for operation. The refuse body shall be the product of a manufacturing firm actively engaged in the production of rear load refuse bodies for the size, capacity and use as specified. Manufacturing firms engaged in refuse body production shall demonstrate that a minimum of 100 units have been manufactured and in continuous use for a minimum of one (1) year. All equipment not specifically mentioned but necessary for delivery of a complete and functional unit shall be included.

SPECIFICATION NO. 23

BODY CONSTRUCTION: Body shall be constructed of continuous or semi-continuous welded frame steel sections. Interior shall be smooth and free of all obstructions to allow smooth flow of refuse. All body components shall be reinforced to withstand continuous operation at maximum loads without excessive wear. Body shall be constructed of the following minimum steel gauges:

CAPACITY: Body capacity shall have a twenty-nine (29) cubic yards, not including hopper.

SIDES AND ROOF: Minimum 11 gauge high tensile steel, 80,000 PSI

HOPPER: Minimum 3/16" 80,000 PSI steel sides, minimum 3/16" 100,000 PSI floor. Hopper capacity shall be a minimum of three (3.0) cubic yards. Unit shall be provided with additional hopper liner installed.

SPECIFICATION NO. 24

TAILGATE: Shall be a single rear door hydraulically operated tailgate. Tailgate shall be provided with hydraulically operated container push bar capable of lifting and dumping a fully loaded two (2) cubic yard dumpster. Owner's dumpsters are Consolidated Fabricators product. Tailgate shall be provided with two (2) additional semi-automated cart tippers made by Perkins or Bayne (or comparable), each operated independently by a separate hydraulic control mounted on each side of body. Owner's trash carts are Otto Environmental ninety (90) gallon capacity product. Cart tippers shall be mounted without cutting into body structural members, no exceptions.

SPECIFICATION NO. 25

HYDRAULICS: Refuse body hydraulics shall operate by means of a front mount PTO unit on the cab/chassis unit that shall be supplied and installed by the successful Bidder, or Transmission mounted PTO for conventional cabs. Hydraulic tank capacity shall be a minimum of forty-five (45) gallons. Tank shall be readily accessible and include an isolation valve and in-line fluid filtering. A sight gauge shall be provided and mounted within operator eye-sight. Tailgate lift and ejector controls shall be mounted on forward corner of body. All other hydraulic controls shall be mounted near tailgate to provide operator view.

CYLINDERS: Unit shall have at least two (2) tailgate raising, two (2) packing plate, two (2) carrier plate, and one (1) double-acting ejection cylinder.

SPECIFICATION NO. 26

CAMERA: Vehicle shall be furnished with rear facing camera system. Refuse body manufacturer shall mount monitor and controls within operator field of view in truck cab.

SPECIFICATION NO. 27

LIGHTING: Lighting shall meet all current requirements at time of completed refuse vehicle delivery to Owner. LED work lighting shall be installed to illuminate rear loading areas for operator. Work lights shall be controlled by switches mounted within easy reach of operator. Two (2) amber (LED) strobe lights shall be installed one (1) each on each side of rear body.

SPECIFICATION NO. 28

FINISHES: Refuse body shall be painted white to match vehicle cab. Industry best practices shall be followed for spray application of all paints. Entire body shall be primed prior to color coat. IMRON, or equal.

SPECIFICATION NO. 32

ELECTRICAL: All body electrical circuits shall be individually fused or protected by circuit breakers.

End of specifications Section.

BID PROPOSAL FORM
 BID NO. 2011-01
 REAR LOAD TRASH COLLECTION VEHICLE

This Bid Form is submitted in response to the Owner's Invitation to Bid and is in accordance with all conditions and specifications in this document.

LOT I - CAB/CHASSIS

Item No.	Description	Unit of Purchase	Quantity	Unit Price	Extended Total
1	Cab chassis, as specified, drop shipped to refuse body manufacturer's facility	Each	1	\$	\$
SUB TOTAL:					\$

Lot 1 Total, written in words: _____

LOT II - REFUSE BODY

Item No.	Description	Unit of Purchase	Quantity	Unit Price	Extended Total
1	Refuse body, as specified, mounted on cab-chassis and delivered to Owner	Each	1	\$	\$
SUB TOTAL:					\$

Lot II Total written in words: _____

Combined Total Lot 1 and Lot 2 Amount: _____

Combined Total Lots I & II Written In Words _____

Overall Length of Truck Cab, Chassis and Body, including the Front Mount PTO if equipped: _____

Axel Weights Provided:

Front Axel Weight: _____

Rear Axel Weight _____

Gross Vehicle Weight: _____

DELIVERY: _____ Calendar Days (Maximum _____ Calendar Days)

ALTERNATE DELIVERY SITE _____ REDUCTION IN FREIGHT CHARGES _____

TERMS OF PAYMENT: _____ %, _____ Calendar Days.

Warranty Provided:

Cab and Chassis: _____

Engine/transmission: _____

Refuse Body: _____

ATTACHMENTS TO BID FORM:

1. A copy of the product's printed specifications, advertising literature or catalogs as specified are attached.
2. Attachment 1, Subcontractor Information, is attached.
3. Attachment 2, Certificate of Insurance, is attached.
4. Attachment 3, references of past work is attached.
5. A copy of the product's standard warranty is attached.

The Bidder is responsible to ascertain the number of Addenda issued and hereby acknowledges receipt of the following Addendum:

Addendum No. _____, dated _____	Addendum No. _____, dated _____
Addendum No. _____, dated _____	Addendum No. _____, dated _____
Addendum No. _____, dated _____	Addendum No. _____, dated _____

DEVIATIONS TO BID

The Bidder will list, on a separate sheet of paper, any deviations to the conditions of this bid. This sheet will be labeled, "Deviations to Bid Conditions" and will be attached to the Bid Form. If no exceptions are stated, it will be understood that all terms and conditions will be complied with. **ANY DEVIATIONS MAY BE CONSIDERED SUBSTANTIAL AND BE CAUSE FOR REJECTION.**

SIGNATURE OF BIDDER

LEGAL NAME OF FIRM

NAME OF BIDDER (PRINT OR TYPE)

ADDRESS OF FIRM, CITY, STATE, ZIP CODE

PHONE NUMBER OF BIDDER

DATE

FAX NUMBER OF BIDDER

FOR INFORMATIONAL PURPOSES ONLY:

The above referenced firm is a MBE, WBE, PBE, SBE, NBE, LBE as defined below.

STATE OF NEVADA BUSINESSES

MINORITY OWNED BUSINESS ENTERPRISE (MBE): An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.

WOMEN OWNED BUSINESS ENTERPRISE (WBE): An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more women.

PHYSICALLY-CHALLENGED BUSINESS ENTERPRISE (PBE): An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.

SMALL BUSINESS ENTERPRISE (SBE): An independent and continuing Nevada business for profit which performs a commercially useful function, is **not** owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed \$1,000,000.

NEVADA BUSINESS ENTERPRISE (NBE): Any Nevada business which has the resources necessary to sufficiently perform identified County projects, and is owned or controlled by individuals that are not designated as socially or economically disadvantaged.

BUSINESSES IN OTHER STATES

LARGE BUSINESS ENTERPRISE (LBE): An independent and continuing business for profit which performs a commercially useful function and is not located in Nevada.

ATTACHMENT 1
BID NO. 2011-02
REAR LOAD TRASH COLLECTION VEHICLE

SUBCONTRACTOR INFORMATION

It is our intent to utilize the following MBE, WBE, PBE, SBE, and NBE subcontractors in association with this Contract:

5. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE NBE

6. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE NBE

7. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE NBE

8. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE NBE

9. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE NBE

10. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE NBE

11. Subcontractor Name: _____
Contact Person: _____ Telephone Number: _____
Description of Work: _____
Estimated Percentage of Total Dollars: _____
Business Type: MBE WBE PBE SBE NBE

No MBE, WBE, PBE, SBE, or NBE subcontractors will be used.

ATTACHMENT 2
BID NO. 2011-02
REAR LOAD TRASH COLLECTION VEHICLE
INSURANCE REQUIREMENTS

TO ENSURE COMPLIANCE WITH THE BID DOCUMENT, BIDDERS SHOULD FORWARD THE FOLLOWING INSURANCE CLAUSE AND SAMPLE INSURANCE FORM TO THEIR INSURANCE AGENT PRIOR TO BID SUBMITTAL.

1. **Format/Time:** The successful Bidder shall provide Owner with Certificates of Insurance, per the sample format (page 2-3), for coverages as listed below, and endorsements affecting coverage required by this bid within **10 calendar days** after the award by the Owner. All policy certificates and endorsements shall be signed by a person authorized by that insurer and who is licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the certificate of insurance, and shall be maintained for the duration of the contract and any renewal periods.
2. **Best Key Rating:** The Owner requires insurance carriers to maintain during the contract term, a Best Key Rating of A-VII or higher, which shall be fully disclosed and entered on the certificate of insurance.
3. **Owner Coverage:** The Owner, its officers and employees must be expressly covered as additional insureds except on workers' compensation insurance coverages. The successful Bidder's insurance shall be primary as respects the Owner, its officers and employees.
4. **Endorsement/Cancellation:** The successful Bidder's general liability insurance policy shall be endorsed to recognize specifically the successful Bidder's contractual obligation of additional insured to Owner and must note that the Owner will be given 30 calendar days advance notice by certified mail return receipt requested of any policy changes, cancellations, or any erosion of insurance limits.
5. **Deductibles:** All deductibles and self-insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed **\$10,000** without the express written permission of the Owner.
6. **Aggregate Limits:** If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than **\$2,000,000**.
7. **Commercial General Liability:** Subject to paragraph 6 of this attachment, the successful Bidder shall maintain limits of no less than **\$1,000,000** combined single limit per occurrence for bodily injury (including death), personal injury and property damages. Commercial general liability coverage shall be on a per occurrence basis only, not claims made, and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form.
8. **Automobile Liability:** Subject to paragraph 6 of this attachment, the successful Bidder shall maintain limits of no less than **\$1,000,000** combined single limit per occurrence for bodily injury and property damage, to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by successful Bidder and **any auto** used for the performance of services under this contract.
9. **Workers' Compensation:** The successful Bidder shall obtain and maintain for the duration of this contract, a work certificate and/or a certificate issued by an insurer qualified to underwrite workers' compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, regardless of whether the successful Bidder has any employees, and regardless of whether the insurer has determined that the successful Bidder is exempt from the provisions of the workers' compensation statutes.
10. **Failure To Maintain Coverage:** If the successful Bidder fails to maintain any of the insurance coverages required herein, Owner may withhold payment, order the successful Bidder to stop the work, declare the successful Bidder in breach, suspend or terminate the contract, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. Owner may collect any replacement insurance costs or premium payments made from the successful Bidder or deduct the amount paid from any sums due the successful Bidder under this contract.
11. **Additional Insurance:** The successful Bidder is encouraged to purchase any such additional insurance as it deems necessary.
12. **Damages:** The successful Bidder is required to remedy all injuries to persons and damage or loss to any property of Owner, caused in whole or in part by the successful Bidder, their subcontractors or anyone employed, directed or supervised by successful Bidder.
13. **Cost:** The successful Bidder shall pay all associated costs for the specified insurance. The cost shall be included in the bid price(s).
14. **Insurance Submittal Address:** All Insurance Certificates requested shall be sent to the Town of Gardnerville Administrative Office. See the Submission of Bids clause in the General Provisions for the appropriate mailing address.

ATTACHMENT 2
BID NO. 2011-02
REAR LOAD TRASH COLLECTION VEHICLE
INSURANCE REQUIREMENTS cont'd

15. Insurance Form Instructions: The following information must be filled in by the successful Bidders' Insurance Company representative:
1. Insurance Broker's name, complete address, phone and fax numbers.
 2. Successful Bidder's name, complete address, phone and fax numbers.
 3. Insurance Company's Best Key Rating
 4. Commercial General Liability (Per Occurrence)
 - (A) Policy Number
 - (B) Policy Effective Date
 - (C) Policy Expiration Date
 - (D) General Aggregate (\$2,000,000)
 - (E) Products-Completed Operations Aggregate (\$2,000,000)
 - (F) Personal & Advertising Injury (\$1,000,000)
 - (G) Each Occurrence (\$1,000,000)
 - (H) Fire Damage (\$50,000)
 - (I) Medical Expenses (\$5,000)
 5. Automobile Liability (Any Auto)
 - (J) Policy Number
 - (K) Policy Effective Date
 - (L) Policy Expiration Date
 - (M) Combined Single Limit (\$1,000,000)
 6. Worker=s Compensation
 7. Description: Bid Number and Name of Contract (must be identified on the initial insurance form and each renewal form).
 8. Certificate Holder:

Town Of Gardnerville
1407 Highway 395 North
Gardnerville, Nevada 89410

The Certificate Holder is named as an additional insured.
 9. Nevada Resident Agent Signature

PRODUCER

Bidder's Insurance Company

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

INSURED

Bidder

- COMPANY A
- COMPANY B
- COMPANY C
- COMPANY D
- COMPANY E

NAMED INSURED ENDORSEMENT (SEE 80-0002)

COVERAGES

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. AGGREGATE 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	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN' AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE	1,000,000
					FIRE DAMAGE (Any one fire)	50,000
					MED EXP (Any one person)	5,000
					PERSONAL & ADV INJURY	1,000,000
					GENERAL AGGREGATE	2,000,000
					PRODUCTS - COMPROP AGG	2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> <input type="checkbox"/>				COMBINED SINGLE LIMIT (Ex total限)	\$1,000,000
					BODILY INJURY (Per person)	
					BODILY INJURY (Per accident)	
					PROPERTY DAMAGE (Per accident)	
A	GARAGE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY - EA ACCIDENT	
					OTHER THAN AUTO ONLY EAC ACC	
					AGGREGATE	
A	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE	
					AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
					EL EACH ACCIDENT	
					EL DISEASE - POLICY LIMIT	
					EL DISEASE - EA EMPLOYEE	
	OTHER					

Sample

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLESEXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL ITEMS

PROOF OF INSURANCE

CERTIFICATE HOLDER

ADDITIONAL INSURED, INSURER LETTER _____

CANCELLATION

TOWN OF GARDNERVILLE
 1407 HIGHWAY 395 NORTH
 GARDNERVILLE, NV 89410

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 DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
 AUTHORIZED REPRESENTATIVE _____

ATTACHMENT 3
BID NO. 2011-02
REAR LOAD TRASH COLLECTION VEHICLE
REFERENCES

Please provide us with references for similar recently furnished cab/chassis' and/or refuse bodies as applicable. Please furnish contact numbers, names, and any other relevant reference information.

Has your company ever failed to complete any contracts awarded to it?
No___ Yes___ (If yes, please provide details.)

Has your company filed any arbitration request or law suits on similar contracts awarded within the last five years?
No___ Yes___ (If yes, please provide details.)

Does your firm now have any legal suits or arbitration claims pending or outstanding against it or any officers?
No___ Yes___ (If yes, please provide details.)

Does your firm now employ any officers or principals who were with another firm when that company failed to complete a similar contract within the last five years?
No___ Yes___ (If yes, please provide details.)

Has your firm had a contract partially or completely terminated for default (cause) within the past five years?
No___ Yes___ (If yes, please provide details.)

Has your firm been found non-responsive or non-responsible on a government bid within the last five years?
No___ Yes___ (If yes, please provide details.)