

**CONTRACT DOCUMENTS**

**CITY OF LINCOLN/LANCASTER COUNTY  
NEBRASKA**

**Annual Repair Services  
For Construction and Purpose-Built Equipment  
Bid No. 18-167**

**Hamilton Equipment Co.  
8801 Highway 6  
Lincoln, NE 68507  
402-464-6381**

**CITY OF LINCOLN/LANCASTER COUNTY, NEBRASKA  
CONTRACT TERMS**

THIS CONTRACT, made and entered into by and between **Hamilton Equipment Co., 8801 Highway 6, Lincoln, NE 68507**, hereinafter called "Contractor", and the City of Lincoln, Nebraska, a municipal corporation, and the County of Lancaster, Nebraska, a political subdivision of the State of Nebraska, hereinafter called the "Owners".

WHEREAS, the Owner has caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

**Annual Repair Services for Construction and Purpose-Built Equipment, Bid No. 18-167**  
and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the Owners, in the manner and at the time specified, a sealed Proposal/Supplier Response in accordance with the terms of said advertisement; and,

WHEREAS, the Owners, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals/Supplier Responses submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's Proposal/Supplier Responses, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the mutual covenants herein contained, the Contractor and the Owners have agreed and hereby agree as follows:

1. The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute and complete all Work included in and covered by the Owners' award of this Contract to the Contractor, such award being based on the acceptance by the Owner of the Contractor's Proposal, or part thereof, as follows:

**Agreement to Line Item 7 of Contractor's Proposal and Attachment A**

2. The Owners agree to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefore, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the Owners:

“Contracted Vendors” shall mean all vendors who contract or who have contracted with the Owners pursuant to Bid No. 18-167 for Annual Repair Services for Construction and Purpose-Built Equipment.

“Contracts” shall mean the collective contracts entered into between the Owners and the Contracted Vendors pursuant to Bid No. 18-167 for Annual Repair Services for Construction and Purpose-Built Equipment.

**The Owners will pay for products/service, according to the Line Item pricing as listed in Contractors Proposal/Supplier Response, a copy thereof being attached to and made a part of this Contract. The Owners shall order on an as-needed basis for the duration of the contract. The estimated cost of products or services for City Departments shall not exceed \$ 750,000.00 during the contract term without approval. The estimated cost of products or services for County agencies shall not exceed \$100,000.00 during the contract term without approval by the Board of Commissioners.**

3. Equal Employment Opportunity. In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, disability, age or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.
4. E-Verify. In accordance with Neb. Rev. Stat. 4-108 through 4-114, the contractor agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324 a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The Contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A 1324b. The contractor shall require any subcontractor to comply with the provisions of this section.
5. Termination. This Contract may be terminated by the following:
  - 5.1) Termination for Convenience. Either party may terminate this Contract upon thirty (30) days written notice to the other party for any reason without penalty.
  - 5.2) Termination for Cause. The Owners may terminate the Contract for cause if the Contractor:
    - 5.2.1) Refuses or fails to supply the proper labor, materials and equipment necessary to provide services and/or commodities.
    - 5.2.2) Disregards Federal, State or local laws, ordinances, regulations, resolutions or orders.

- 5.2.3) Otherwise commits a substantial breach or default of any provision of the Contract Document. In the event of a substantial breach or default the Owners will provide the Contractor written notice of said breach or default and allow the Contractor ten (10) days from the date of the written notice to cure such breach or default. If said breach or default is not cured within ten (10) days from the date of notice, then the contract shall terminate.
6. Independent Contractor. It is the express intent of the parties that this contract shall not create an employer-employee relationship. Employees of the Contractor shall not be deemed to be employees of the Owners and employees of the Owners shall not be deemed to be employees of the Contractor. The Contractor and the Owners shall be responsible to their respective employees for all salary and benefits. Neither the Contractor's employees nor the Owners' employees shall be entitled to any salary, wages, or benefits from the other party, including but not limited to overtime, vacation, retirement benefits, workers' compensation, sick leave or injury leave. Contractor shall also be responsible for maintaining workers' compensation insurance, unemployment insurance for its employees, and for payment of all federal, state, local and any other payroll taxes with respect to its employees' compensation.
7. Owner Inclusion. It is understood and agreed by all parties that "Owner/s" shall include the City of Lincoln and Lancaster County, Nebraska. Whenever in the Contract documents, including the instructions to bidders, specifications, insurance requirements, bonds, and terms and conditions or any other documents which are a part of the Contract, a singular entity is referenced (i.e., "the City" or "the County") it shall mean the "Owners" encompassing the City of Lincoln, and Lancaster County. Notwithstanding the foregoing, the duties and obligations of the City, the County, and the Building Commission pursuant to the Contract shall be treated as divisible and severable duties and obligations, and default by any one of the City, the County, or the Building Commission shall not be attributed to any other of the Owners, but shall remain the sole obligation of the defaulting entity.
8. Period of Performance. This Contract shall be effective upon execution by all parties. The term of the Contract shall be a one-year term with the option to renew for three (3) additional one (1) year terms upon mutual agreement by all parties.
9. The Contract Documents comprise the Contract, and consist of the following:
1. Contract Terms
  2. Accepted Proposal/Supplier Response
  3. Attachment A
  4. Addendums No. 1 and 2
  5. Special Provisions
  6. Specifications
  7. Instructions to Bidders
  8. Insurance Requirements
  9. Sales Tax Exemption Form 13

The herein above mentioned Contract Documents form this Contract and are a part of the Contract as if hereto attached. Said documents which are not attached to this document may be viewed at: [lincoln.ne.gov](http://lincoln.ne.gov) - Keyword: Bid - Awarded or Closed bids.

The Contractor and the Owners hereby agree that all the terms and conditions of this Contract shall be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Contractor and the Owners do hereby execute this contract upon completion of signatures on:

Vendor Signature Page  
City of Lincoln Signature Page  
Lancaster County Signature Page

Vendor Signature Page

**CONTRACT**  
**Annual Repair Services**  
**For Construction and Purpose-Built Equipment**  
**Bid No. 18-167**  
**City of Lincoln and Lancaster County**  
**Hamilton Equipment Co.**

EXECUTION BY CONTRACTOR

IF A CORPORATION:

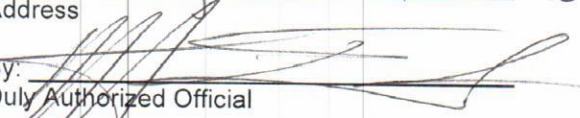
Attest:

\_\_\_\_\_  
Secretary

Seal

Hamilton Equipment Company  
Name of Corporation

8801 Hwy 6, Lincoln, NE 68507  
Address

By:   
Duly Authorized Official

Vice President  
Legal Title of Official

IF OTHER TYPE OF ORGANIZATION:

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Type of Organization

\_\_\_\_\_  
Address

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

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

IF AN INDIVIDUAL:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

**City of Lincoln Signature Page**

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**CONTRACT  
Annual Repair Services  
For Construction and Purpose-Built Equipment  
Bid No. 18-167  
City of Lincoln and Lancaster County  
Hamilton Equipment Co.**

**EXECUTION BY THE CITY OF LINCOLN, NEBRASKA**

ATTEST:

\_\_\_\_\_  
City Clerk

CITY OF LINCOLN, NEBRASKA

\_\_\_\_\_  
Chris Beutler, Mayor

Approved by Executive Order No. \_\_\_\_\_

dated \_\_\_\_\_

**Lancaster County Signature Page**

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**CONTRACT  
Annual Repair Services  
For Construction and Purpose-Built Equipment  
Bid No. 18-167  
City of Lincoln and Lancaster County  
Hamilton Equipment Co.**

**EXECUTION BY LANCASTER COUNTY, NEBRASKA**

Contract Approved as to Form:

The Board of County Commissioners of  
Lancaster, Nebraska

\_\_\_\_\_  
Deputy Lancaster County Attorney

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

dated \_\_\_\_\_



# City of Lincoln/Lancaster County (Lincoln Purchasing) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Robert Walla Purchasing Agent	Address	440 S. 8th St.	Address
Email	rwalla@lincoln.ne.gov		Lincoln, NE 68516	
Phone	1 (402) 441-8309 x	Contact	Robert Walla - Purchasing Agent	Contact
Fax	1 (402) 441-6513 x			Department
Bid Number	18-167 Addendum 2	Department		Building
Title	Annual Requirements - Repair Services for Construction and Purpose-Built Equipment	Building	Suite 200	Floor/Room
		Floor/Room		Telephone
Bid Type	Bid	Telephone	402 (441) 8309 x	Fax
Issue Date	6/20/2018 07:20 AM (CT)	Fax	402 (441) 6513 x	Email
Close Date	7/6/2018 12:00:00 PM (CT)	Email	rwalla@lincoln.ne.gov	

## Supplier Information

Company Hamilton Equipment Co  
 Address 8801 Highway 6  
  
 Lincoln, NE 68507  
 Contact Brian Motschenbacher  
 Department  
 Building  
 Floor/Room  
 Telephone (402) 464-6381  
 Fax (402) 464-5989  
 Email brian@hamiltonequipmentco.com  
 Submitted 7/3/2018 02:40:10 PM (CT)  
 Total \$300.00

By submitting your response, you certify that you are authorized to represent and bind your company.

Signature Brian Motschenbacher Email brian@hamiltonequipmentco.com

## Supplier Notes

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## Bid Notes

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## Bid Activities

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## Bid Messages

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**Bid Attributes**

Please review the following and respond where necessary

#	Name	Note	Response
1	Shop Location	Please list the location/s where your shop is located where service will be provided:	Hamilton Equipment Company 8801 Highway 6 Lincoln, NE 68507
2	Instructions to Bidders	I acknowledge reading and understanding the Instructions to Bidders.	Yes
3	Sample Contract	I acknowledge reading and understanding the sample contract.	Yes
4	Specifications	I acknowledge reading and understanding the specifications.	Yes
5	Term Clause of Contract	(a) Bid prices firm for the initial contract period. YES or NO (b) Bid prices subject to escalation/de-escalation YES or NO (c) If Yes, state period for which prices will remain firm: through _____	(a) Yes (b) No
6	Renewal is an Option	Contract Extension Renewal is an option.	Yes
7	Shop/Environmental Charges	State the Shop/Environmental Charges for each repair (If \$0, then please indicate \$0)-	A minimum of \$20.00 will be charged with a maximum of \$30.00
8	Parts Discount	State the percentage off of parts from the Manufactures Suggested List Price:	0%
9	Parts and Labor Warranty Period	State the standard Parts and Labor Warranty Period for the Parts and Services Provided:	90 days
10	Type and number of service vehicles	State the type and number of service vehicles you currently have in service:	truck with maintenance box
11	Field Service	Does your company provide after-hours field service upon request of the Owners? Yes or No	No
12	Bidders Normal Working Hours	State the normal working days and hours for your Company:	7:30 to 5:00 Monday through Friday / 7:30 till 12:00 Saturday Seasonal
13	Electronic Signature	Please check here for your electronic signature.	Yes
14	Term	I acknowledge and understand that the Term of the contract will be one (1) year with the option to renew for three (3) additional one (1) year terms upon mutual agreement by all parties.	Yes
15	Other Fees and Charges	List any other fees or charges which would be charged to the Owners for repairs which are not addressed in any other Attribute:  NOTE: Additional fees will not be paid by Owners during the contract term if they are not outlined in this section.	None
16	Authorized Service Provider	What brand of equipment are you an Authorized Service and/or Warranty Provider for?  Do you repair any other brands of equipment? Yes or No +  If Yes, Name the brands you service and provide the rates at which service would be completed.	Bobcat / Yes / Doosan / Kubota / Honda / Genie / Husqvarna / Land Pride / Multi Quip

17	Bid Award	I understand and accept the terms that the Owners reserve the right to award contracts to Vendors that they believe will best serve their interests as they relate to the work described in this bid and the Specifications: Yes or NO If NO, what exceptions do you take to this Attribute?	Yes
18	Service Response Time	Can your company meet the 2 hour timeline for providing services during regular business hours and emergency situations during non-business hours? YES or NO If NO - What is the response time that will be guaranteed?	Yes, During normal business hours. After hours, no service available.
19	Insurance Requirements and Endorsements	Vendor agrees to provide insurance coverage for each checked box on the Insurance Clause document in the Bid Attachments including the submission of the Certificate of ACORD and the applicable endorsements.  Insurance Certificate and required Endorsements are required at time of contract execution by the vendor.  Vendors are strongly encouraged to send the insurance requirements and endorsement information to their insurance agent prior to bid close in order to expedite the contract execution process.	Yes
20	Recycling of Corrugated Cardboard	I acknowledge that I must comply with the City of Lincoln recycling regulations which includes a ban of all corrugated cardboard from the City Landfill effective April 1, 2018. Vendors are encouraged to utilize recycling sites located throughout the city of Lincoln to dispose of corrugated cardboard.	Yes
21	Purchase Order, Contract and Delivery Contact	The City/County Purchasing Department issues Purchase Orders and Contracts via email to a designated contact person of the awarded Vendor. This designee will be the primary contact with the department through the delivery of the product/services. Please list the name, email address and phone number of the person who will be the contact person for the contract/PO to be awarded.	Brian Motschenbacher
22	Contact	Name of person submitting this bid:	Brian Motschenbacher
23	Tax Exempt Certification Forms	Materials being purchased in this bid are tax exempt and unit prices are reflected as such. A Purchasing Agent Appointment form and a Exempt Sales Certificate form shall be issued with contract documents. (Note: State Tax Law does not provide for sales tax exemption for proprietary functions for government, thereby excluding the purchases of pipes to be installed in water lines and purchase of water meters.)	Yes

24 U.S. Citizenship Attestation

Is your company legally considered an Individual or Sole Proprietor: YES or NO No

As a Vendor who is legally considered an Individual or a Sole Proprietor I hereby understand and agree to comply with the requirements of the United States Citizenship Attestation Form, available at:  
<http://www.sos.ne.gov/business/notary/citizenforminfo.html>

All awarded Vendors who are legally considered an Individual or a Sole Proprietor must complete the form and submit it with contract documents at time of execution.

If a Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the US Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.

Vendor further understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the Contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. 4-108.

25 Agreement to Addendum No. 1

Respondent hereby certifies that the change set forth in this addendum has been incorporated in their proposal and is part of their bid. Reason: See Bid Attachments section for Addendum information. Yes

26 Agreement to Addendum No. 2

Respondent hereby certifies that the change set forth in this addendum has been incorporated in their proposal and is part of their bid. Reason: See Bid Attachments section for Addendum information. Yes

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## Line Items

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#	Qty	UOM	Description	Response
1	1	PKG	Case - Construction Equipment Repair Pricing	Unit Price

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Item Notes:

Supplier Notes:

Package Line Items:

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#	Qty	UOM	Description	Response
1.1	1	hr	Shop Labor Rate for normal working hours (cost per hour)	

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Supplier Notes:

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1.2	1	hr	Shop Labor Rate for after hours (cost per hour)	
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Supplier Notes:

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1.3	1	hr	Field Service Rate for normal working hours (cost per hour)	
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Supplier Notes:

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1.4	1	hr	Field Service Rate for after hours (cost per hour)	
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Supplier Notes:

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1.5	1	mi	Field Service Truck (cost per mile)	
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Supplier Notes:

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2	1	PKG	John Deere - Construction Equipment Repair Pricing	Unit Price
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Item Notes:

Supplier Notes:

Package Line Items:

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#	Qty	UOM	Description	Response
2.1	1	hr	Shop Labor Rate for normal working hours (cost per hour)	

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Supplier Notes:

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2.2	1	hr	Shop Labor Rate for after hours (cost per hour)	
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Supplier Notes:

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2.3 1 hr Field Service Rate for normal working hours (cost per hour)

Supplier  
Notes:

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2.4 1 hr Field Service Rate for after hours (cost per hour)

Supplier  
Notes:

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2.5 1 mi Field Service Truck (cost per mile)

Supplier  
Notes:

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3 1 PKG Caterpillar - Construction Equipment Repair Pricing Unit Price

Item Notes:

Supplier Notes:

Package Line Items:

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#	Qty	UOM	Description	Response
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3.1 1 hr Shop Labor Rate for normal working hours (cost per hour)

Supplier  
Notes:

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3.2 1 hr Shop Labor Rate for after hours (cost per hour)

Supplier  
Notes:

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3.3 1 hr Field Service Rate for normal working hours (cost per hour)

Supplier  
Notes:

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3.4 1 hr Field Service Rate for after hours (cost per hour)

Supplier  
Notes:

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3.5 1 mi Field Service Truck (cost per mile)

Supplier  
Notes:

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4 1 PKG Vermeer - Equipment Repair Pricing Unit Price

Item Notes:

Supplier Notes:

Package Line Items:

#	Qty	UOM	Description	Response
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4.1 1 hr Shop Labor Rate for normal working hours (cost per hour)

Supplier  
Notes:

4.2 1 hr Shop Labor Rate for after hours (cost per hour)

Supplier  
Notes:

4.3 1 hr Field Service Rate for normal working hours (cost per hour)

Supplier  
Notes:

4.4 1 hr Field Service Rate for after hours (cost per hour)

Supplier  
Notes:

4.5 1 mi Field Service Truck (cost per mile)

Supplier  
Notes:

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5 1 PKG Komptech - Landfill Equipment Repair Pricing Unit Price

Item Notes:

Supplier Notes:

Package Line Items:

#	Qty	UOM	Description	Response
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5.1 1 hr Shop Labor Rate for normal working hours (cost per hour)

Supplier  
Notes:

5.2 1 hr Shop Labor Rate for after hours (cost per hour)

Supplier  
Notes:

5.3 1 hr Field Service Rate for normal working hours (cost per hour)

Supplier  
Notes:

5.4 1 hr Field Service Rate for after hours (cost per hour)

Supplier  
Notes:

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5.5 1 mi Field Service Truck (cost per mile)

Supplier  
Notes:

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6 1 PKG Komatsu - Construction Equipment Repair Pricing Unit Price

Item Notes:

Supplier Notes:

Package Line Items:

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#	Qty	UOM	Description	Response
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6.1	1	hr	Shop Labor Rate for normal working hours (cost per hour)	
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Supplier  
Notes:

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6.2	1	hr	Shop Labor Rate for after hours (cost per hour)	
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Supplier  
Notes:

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6.3	1	hr	Field Service Rate for normal working hours (cost per hour)	
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Supplier  
Notes:

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6.4	1	hr	Field Service Rate for after hours (cost per hour)	
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Supplier  
Notes:

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6.5	1	mi	Field Service Truck (cost per mile)	
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Supplier  
Notes:

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7 1 PKG Bobcat - Construction Equipment Repair Pricing \$300.00

Item Notes:

Supplier Notes:

Package Line Items:

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#	Qty	UOM	Description	Response
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7.1	1	hr	Shop Labor Rate for normal working hours (cost per hour)	120.00
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Supplier  
Notes:



7.2	1	hr	Shop Labor Rate for after hours (cost per hour)	No Bid
Supplier Notes:				
7.3	1	hr	Field Service Rate for normal working hours (cost per hour)	130.00
Supplier Notes:				
7.4	1	hr	Field Service Rate for after hours (cost per hour)	No Bid
Supplier Notes:				
7.5	1	mi	Field Service Truck (cost per mile)	50.00
Supplier Notes:		\$50.00 Trip Fee Within City Limits		

8 1 PKG Sterling Truck - Truck Repair Pricing Unit Price

Item Notes:

Supplier Notes:

Package Line Items:

#	Qty	UOM	Description	Response
8.1	1	hr	Shop Labor Rate for normal working hours (cost per hour)	
Supplier Notes:				
8.2	1	hr	Shop Labor Rate for after hours (cost per hour)	
Supplier Notes:				
8.3	1	hr	Field Service Rate for normal working hours (cost per hour)	
Supplier Notes:				
8.4	1	hr	Field Service Rate for after hours (cost per hour)	
Supplier Notes:				
8.5	1	mi	Field Service Truck (cost per mile)	
Supplier Notes:				

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9 1 PKG Freightliner Truck - Truck Repair Pricing Unit Price

Item Notes:

Supplier Notes:

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Package Line Items:

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#	Qty	UOM	Description	Response
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9.1	1	hr	Shop Labor Rate for normal working hours (cost per hour)	
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Supplier Notes:

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9.2	1	hr	Shop Labor Rate for after hours (cost per hour)	
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Supplier Notes:

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9.3	1	hr	Field Service Rate for normal working hours (cost per hour)	
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Supplier Notes:

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9.4	1	hr	Field Service Rate for after hours (cost per hour)	
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Supplier Notes:

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9.5	1	mi	Field Service Truck (cost per mile)	
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Supplier Notes:

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10 1 PKG International Truck - Truck Repair Pricing Unit Price

Item Notes:

Supplier Notes:

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Package Line Items:

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#	Qty	UOM	Description	Response
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10.1	1	hr	Shop Labor Rate for normal working hours (cost per hour)	
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Supplier Notes:

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10.2	1	hr	Shop Labor Rate for after hours (cost per hour)	
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Supplier Notes:

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10.3 1 hr Field Service Rate for normal working hours (cost per hour)

Supplier  
Notes:

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10.4 1 hr Field Service Rate for after hours (cost per hour)

Supplier  
Notes:

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10.5 1 mi Field Service Truck (cost per mile)

Supplier  
Notes:

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11 1 PKG Mack Truck - Truck Repair Pricing Unit Price

Item Notes:

Supplier Notes:

Package Line Items:

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#	Qty	UOM	Description	Response
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11.1 1 hr Shop Labor Rate for normal working hours (cost per hour)

Supplier  
Notes:

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11.2 1 hr Shop Labor Rate for after hours (cost per hour)

Supplier  
Notes:

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11.3 1 hr Field Service Rate for normal working hours (cost per hour)

Supplier  
Notes:

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11.4 1 hr Field Service Rate for after hours (cost per hour)

Supplier  
Notes:

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11.5 1 mi Field Service Truck (cost per mile)

Supplier  
Notes:

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12 1 PKG Doosan - Truck Repair Pricing Unit Price

Item Notes:

Supplier Notes:

Package Line Items:

#	Qty	UOM	Description	Response
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12.1 1 hr Shop Labor Rate for normal working hours (cost per hour)

Supplier  
Notes:

12.2 1 hr Shop Labor Rate for after hours (cost per hour)

Supplier  
Notes:

12.3 1 hr Field Service Rate for normal working hours (cost per hour)

Supplier  
Notes:

12.4 1 hr Field Service Rate for after hours (cost per hour)

Supplier  
Notes:

12.5 1 mi Field Service Truck (cost per mile)

Supplier  
Notes:

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13 1 PKG Cimline - Equipment Repair Pricing Unit Price

Item Notes:

Supplier Notes:

Package Line Items:

#	Qty	UOM	Description	Response
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13.1 1 hr Shop Labor Rate for normal working hours (cost per hour)

Supplier  
Notes:

13.2 1 hr Shop Labor Rate for after hours (cost per hour)

Supplier  
Notes:

13.3 1 hr Field Service Rate for normal working hours (cost per hour)

Supplier  
Notes:

13.4 1 hr Field Service Rate for after hours (cost per hour)

Supplier  
Notes:

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13.5 1 mi Field Service Truck (cost per mile)

Supplier  
Notes:

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14 1 PKG Malavasi - Equipment Repair Pricing Unit Price

Item Notes:

Supplier Notes:

Package Line Items:

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#	Qty	UOM	Description	Response
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14.1 1 hr Shop Labor Rate for normal working hours (cost per hour)

Supplier  
Notes:

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14.2 1 hr Shop Labor Rate for after hours (cost per hour)

Supplier  
Notes:

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14.3 1 hr Field Service Rate for normal working hours (cost per hour)

Supplier  
Notes:

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14.4 1 hr Field Service Rate for after hours (cost per hour)

Supplier  
Notes:

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14.5 1 mi Field Service Truck (cost per mile)

Supplier  
Notes:

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Response Total: \$300.00

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# HAMILTON EQUIPMENT COMPANY

8801 HIGHWAY 6

LINCOLN, NEBRASKA 68507

(402) 464-6381 FAX: (402) 464-5989

[WWW.HAMILTONEQUIPMENTCO.COM](http://WWW.HAMILTONEQUIPMENTCO.COM)

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July 24, 2018

City of Lincoln / Lancaster County

- (1) Bluff Road Landfill will have a flat rate trip charge of \$50.00
- (2) Seasonal Hours: Closed on Saturday from December 1<sup>st</sup> through March 1<sup>st</sup>
- (3) Observed Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.



Brian E. Motschenbacher  
Sales Manager



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/1/2017

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).

<b>PRODUCER</b> Gary Thompson Agency, Inc. 4200 Lucile Drive Suite 200  Lincoln NE 68506		<b>CONTACT NAME:</b> Jennifer Miller <b>PHONE (A/C, No, Ext):</b> (402) 475-2609 <b>FAX (A/C, No):</b> (402) 475-6121 <b>E-MAIL ADDRESS:</b> jenn@gtainsures.com	
<b>INSURED</b> Hamilton Equipment Company 8801 Highway 6  Lincoln NE 68507		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Continental Western Group INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES** CERTIFICATE NUMBER: CL179113857 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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	X		IMD3038465-24	9/1/2017	9/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 RPCLC \$ 25,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	X		IMD3038465-24	9/1/2017	9/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist BI-single \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$			IMD3038465-24	9/1/2017	9/1/2018	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input checked="" type="checkbox"/> N/A	WCA3038464-24	9/1/2017	9/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<b>INLAND MARINE</b>			IMD3038465-24	9/1/2017	9/1/2018	EQUIPMENT DEALERS FORM \$ 3,517,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 City of Lincoln and/or Lancaster County and/or City of Lincoln/Lancaster County Public Building  
 Commission are listed as additional insured on the general liability line and the auto liability policy.  
 Waiver of subrogation in favor of City/County/PBC also applies on the workers comp line.

<b>CERTIFICATE HOLDER</b> llirons@lincoln.ne.gov  City of Lincoln and/or Lancaster County and/or City of Lincoln/Lancaster County Public Building Commission 555 South 10th Street Lincoln, NE 68508	<b>CANCELLATION</b>  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 Jen Miller/JM
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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**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 Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
City of Lincoln Lancaster County Lincoln-Lancaster County Public Bldg Commission 555 S 10th St Lincoln, NE 68508	Various
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

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 location 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.
- C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

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

## **COMMERCIAL AUTOMOBILE EXPANSION ENDORSEMENT - PLATINUM**

This endorsement modifies insurance provided under the following:

### **BUSINESS AUTO COVERAGE FORM**

With respect to the coverages provided by this endorsement, the provisions of the Business Auto Coverage Form apply unless modified by this endorsement.

#### **A. NEWLY ACQUIRED OR FORMED ORGANIZATIONS**

The following is added to Paragraph **A.1. Who Is An Insured** of Section **II – Covered Autos Liability Coverage**:

Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company or any organization excluded either by this Coverage Part or by endorsement, and over which you maintain ownership or majority interest of more than 50 percent will qualify as a Named Insured. However:

1. This insurance does not apply to any newly acquired or formed organization that is an "insured" under any other automobile policy or would be an "insured" under such policy but for its termination or the exhaustion of its Limit of Insurance.
2. Coverage under this provision does not apply to "bodily injury", "property damage", expense or "loss" that occurred before you acquired or formed the organization.
3. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier.

#### **B. ADDITIONAL INSURED BY CONTRACT OR AGREEMENT**

The following is added to Paragraph **A.1. Who Is An Insured** of Section **II – Covered Autos Liability Coverage**:

When you have agreed in a written contract or agreement to include a person or organization as an additional "insured", such person or organization is included as an "insured" subject to the following:

1. Such person or organization is an additional "insured" only to the extent such person or organization is liable for "bodily injury" or "property damage" because of the conduct of an "insured" under Paragraphs **a.** or **b.** under Paragraph **A.1. Who Is An Insured** of Section **II – Covered Autos Liability Coverage**, caused
2. Paragraph **A.1. Who Is An Insured** of Section **II – Covered Autos Liability Coverage**, caused

by an "accident" and resulting from the ownership, maintenance or use of a covered "auto".

3. The written contract or agreement described above must have been executed prior to the "accident" that caused the "bodily injury" or "property damage" and be in effect at the time of such "accident".
4. The insurance afforded to any such additional "insured" does not apply to any "accident" beyond the period of time required by the written contract or agreement described above.
5. The most we will pay on behalf of such additional "insured(s)" is the lesser of:
  - a. The Limits of Insurance specified in the written contract or agreement described above; or
  - b. The Limits of Insurance shown in the Declarations.

This provision shall not increase the Limit of Insurance shown in the Declarations in this policy or coverage part.

6. The following changes are made to Paragraph **5. Other Insurance** of **B. General Conditions** under Section **IV – Business Auto Conditions**:

- a. The following is added to Paragraph **5.a.**:

If required by the written contract or agreement described above, the insurance afforded to the additional insured under this provision will be primary to, and will not seek contribution from, the additional insured's own insurance.

- b. Paragraph **5.c.** is deleted in its entirety.

7. Paragraph **A.1.c.** under Section **II – Covered Autos Liability Coverage** is deleted in its entirety.

8. The definition of "insured contract" under Section **V – Definitions** is amended to add the following:

An "insured contract" does not include that part of any contract or agreement:

That pertains to the ownership, maintenance or use of an "auto" and which indemnifies a person or organization for other than the vicarious liability of such person or organization for "bodily injury" or "property damage" caused by your operation or use of a covered "auto".

However, a person or organization is an additional "insured" under this provision only to the extent such person or organization is not named as an "insured" by separate endorsement to this policy.

#### **C. EMPLOYEES AS INSUREDS**

The following is added to Paragraph A.1. Who Is An Insured of Section II – Covered Autos Liability Coverage:

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

#### **D. INCREASED COVERAGE - BAIL BONDS**

The Supplementary Payments Coverage Extension of Section II – Covered Autos Liability Coverage is amended as follows:

The Limit of Insurance in paragraph A.2.a.(2) is increased to \$5,000.

#### **E. INCREASED COVERAGE - LOSS OF EARNINGS**

The Supplementary Payments Coverage Extension of Section II – Covered Autos Liability Coverage is amended as follows:

The Limit of Insurance in paragraph A.2.a.(4) is increased to \$1,000.

#### **F. FELLOW EMPLOYEE COVERAGE**

The Fellow Employee Exclusion contained in Section II – Covered Autos Liability Coverage does not apply. This coverage is excess over any other collectible insurance.

#### **G. COVERAGE EXTENSION – TRANSPORTATION EXPENSES**

Paragraph A.4.a. Transportation Expenses of Section III – Physical Damage Coverage is amended as follows:

1. The Limits of Insurance are increased to \$75 per day to a maximum of \$2,500.
2. We will also pay reasonable and necessary expenses to facilitate the return of the stolen "auto" to you.
3. It is agreed and understood and it is our stated intent that expenses incurred by you under the Transportation Expenses Coverage Extension will not also be covered or paid under the Rental Reimbursement Coverage provided by this endorsement or any rental reimbursement coverage added by separate endorsement to this policy.

#### **H. EXTENDED COVERAGE - AIRBAGS**

The following is added to Exclusion B.3.a. of Section III – Physical Damage Coverage:

However, this exclusion does not apply to the unintended discharge of an airbag. This coverage is excess over any other collectible insurance or warranty providing such airbag coverage.

#### **I. AUTO LOAN/LEASE GAP COVERAGE**

The following is added to Section III – Physical Damage Coverage:

In the event of a total "loss" to a covered "auto", we will pay any unpaid amount due on the lease or loan for a covered "auto", less:

1. The amount paid under the Physical Damage Coverage section of the policy; and
2. Any:
  - a. Overdue lease/loan payments at the time of the "loss";
  - b. Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;
  - c. Security deposits not returned by the lessor;
  - d. Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease; and
  - e. Carry-over balances from previous loans or leases.

However, this provision does not apply to the extent loan/lease gap coverage has been provided by separate endorsement to this policy.

#### **J. GLASS REPAIR – NO DEDUCTIBLE**

The following is added to Paragraph D. Deductible of Section III – Physical Damage Coverage:

Any Comprehensive Coverage deductible shown in the Declarations does not apply to "loss" to glass when you elect to patch or repair rather than replace the glass.

#### **K. INCREASED COVERAGE - ELECTRONIC EQUIPMENT**

The \$1,000 limit indicated in Paragraph C.1.b. under Section III – Physical Damage Coverage is increased to \$2,500.

#### **L. EXTENDED COVERAGE - PERSONAL PROPERTY**

The following is added to Paragraph A.4. Coverage Extensions of Section III – Physical Damage Coverage:

Physical Damage Coverage on a covered "auto" may be extended to "loss" to your personal property or, if you are an individual, the personal property of a family member that is in the covered "auto" at the time of "loss"; and caused by an "accident" and resulting from the ownership, maintenance or use of a covered "auto".

The insurance provided by this coverage extension is excess over any other collectible insurance. The most we will pay for any one "loss" under this coverage extension is \$500. However, our payment for "loss" to personal property will only be for the account of the owner of the property.

Under this provision personal property does not include and we will not pay for "loss" of: currency, coins, securities or contraband.

No deductible applies to this coverage extension.

#### **M. TOWING**

Paragraph **A.2.** Towing of Section **III – Physical Damage Coverage** is replaced by the following:

We will pay up to \$200 for towing and labor costs incurred each time a covered "auto" is disabled. However, the labor must be performed at the place of disablement.

#### **N. FIRE EXTINGUISHER RECHARGE**

The following is added to Paragraph **A.4.** Coverage Extensions of Section **IV – Physical Damage Coverage**:

When fire extinguishers are kept in your covered "auto" and any are discharged in an attempt to extinguish a fire, we will pay the lesser of the actual cost of recharging or replacing such fire extinguisher(s).

No deductible applies to this coverage.

#### **O. HIRED AUTO PHYSICAL DAMAGE COVERAGE**

The following is added to Paragraph **A.4.** Coverage Extensions of Section **III – Physical Damage Coverage**:

If hired "autos" are covered "autos" for Covered Autos Liability Coverage and if Physical Damage Coverage is provided for any "auto" you own, then the Physical Damage coverages provided are extended to "autos" you lease, rent, hire or borrow from someone other than your "employees", partners or members of their households subject to the following:

1. The most we will pay in any one "loss" is the lesser of:
  - a. The actual cash value of the "auto";
  - b. The cost to repair or replace the "auto"; or
  - c. \$100,000.
2. Paragraph 1. above is subject to a deductible. The deductible shall be equal to the amount of the highest deductible applicable for that coverage to any owned "auto".

No deductible will apply to "loss" caused by fire or lightning.
3. Hired Auto Physical Damage Coverage is subject to the following:
  - a. If symbol 8 is shown in the Covered Auto section of the Declarations page for any of the Physical Damage coverages, then the Hired Auto Physical Damage coverage described in this endorsement does not apply.
  - b. Other than indicated in Paragraphs a. directly above, coverage provided under this provision will be excess over any other collectible insurance or coverage.

4. In addition to the limit set forth in Paragraph 1. above, we will pay up to \$500 per day, to a maximum of \$3,500 per "loss" for:

- a. Any costs or fees associated with the "loss" to a hired "auto"; and
- b. Loss of use of the hired "auto", provided it is the consequence of an "accident" for which you are legally liable, and as a result of which a monetary loss is sustained by the leasing or rental concern.

However, Paragraph **A.4.b.** Loss of Use Expenses under Section **III – Physical Damage Coverage** of the Business Auto Coverage Form does not apply.

#### **P. RENTAL REIMBURSEMENT COVERAGE**

We will pay for rental reimbursement expenses incurred by you for the rental of an "auto" because of "loss" to a covered "auto", subject to the following provisions:

1. Payment applies in addition to the otherwise applicable amount of each coverage you have on a covered "auto".
2. No deductible applies to this coverage.
3. We will pay only for those expenses incurred during the policy period beginning 24 hours after the "loss" and ending, regardless of the expiration date of the policy, with the lesser of the following number of days:
  - a. The number of days when the covered "auto" has been repaired or replaced; or
  - b. 45 days.
4. Our payment is limited to the lesser of the following amounts:
  - a. Necessary and actual expenses incurred.
  - b. The maximum rental expenses indicated below:
    - (1) \$75 for any one day;
    - (2) \$3,375 because of "loss" to any one covered "auto"; or
    - (3) \$15,000 because of all "loss" to all covered "autos" in any one policy period.
5. We will pay up to an additional \$300 for the reasonable and necessary expenses you incur to remove your materials and equipment from the covered "auto" and replace such materials and equipment on the rental "auto".
6. This coverage does not apply while there are spare or reserve "autos" available to you for your operations.
7. If "loss" results from the total theft of a covered "auto" of the "private passenger type", we will pay under this coverage only that amount of your rental reimbursement expenses which is not already provided for under the Physical Damage Coverage Extension of the Business Auto Coverage Form or any endorsements thereto.

However, this provision does not apply to the extent rental reimbursement coverage is provided by separate endorsement to this policy.

#### **Q. DRIVE OTHER CAR COVERAGE**

1. The following is added to Section II – Covered Autos Liability Coverage:

a. Any "auto" you don't own, hire or borrow is a covered "auto" for Liability Coverage while being used by:

- (1) You, if you are designated in the Declarations as an individual;
- (2) Your partners or members, if you are designated in the Declarations as a partnership or joint venture;
- (3) Your members or managers, if you are designated in the Declarations as a limited liability company;
- (4) Your executive officers, if you are designed in the Declarations as an organization other than an individual, partnership, joint venture or limited liability company; and
- (5) The spouse of any person named in Paragraphs 1.a.(1) through 1.a.(4) directly above, while a resident of the same household;

Except:

- (a) Any "auto" owned by that individual or by any member of his or her household; or
- (b) Any "auto" used by that individual or his or her spouse while working in a business of selling, servicing, repairing or parking "autos".

#### **2. Changes In Auto Medical Payments And Uninsured And Underinsured Motorists Coverages**

The following is added to **Who Is An Insured**:

Any individual named in Paragraph 1.a. above and his or her "family members" are "insureds" while "occupying" or while a pedestrian when being struck by any "auto" you don't own except:

Any "auto" owned by that individual or by any "family member".

#### **3. Changes In Physical Damage Coverage**

Any private passenger type "auto" you don't own, hire or borrow is a covered "auto" while in the care, custody or control of any individual named in Paragraph 1.a. above or his or her spouse while a resident of the same household except:

- a. Any "auto" owned by that individual or by any member of his or her household; or
- b. Any "auto" used by that individual or his or her spouse while working in a business of selling, servicing, repairing or parking "autos".

4. The most we will pay for the total of all damages under Covered Autos Liability Coverage, Auto Medical Payments, Uninsured

Motorist Coverage and Underinsured Motorists Coverage is the Limit Of Insurance shown in the Declarations as applicable to owned "autos".

5. Our obligation to pay for, repair, return or replace damaged or stolen property under Physical Damage Coverage, will be reduced by a deductible equal to the amount of the highest deductible shown for any owned private passenger type "auto" applicable to that coverage. If there are no owned private passenger type "autos", the deductible shall be \$250 for Comprehensive Coverage and \$500 for Collision Coverage. No deductible will apply to "loss" caused by fire or lightning.

#### **6. Additional Definition**

As used in this Drive Other Car Provision:

"Family member" means a person related to the individual named in Paragraph 1.a. by blood, marriage or adoption who is a resident of the individual's household, including a ward or foster child.

However, this provision does not apply to the extent drive other car coverage is provided by separate endorsement to this policy.

#### **R. KNOWLEDGE OF AN ACCIDENT, CLAIM, SUIT OR LOSS**

The following is added to Paragraph A.2. Section IV – Business Auto Conditions:

Your obligation to provide prompt notice of an "accident", claim, "suit" or "loss" is satisfied if you or a person designated by you to be responsible for insurance matters is notified of, or in any manner made aware of an "accident", claim, "suit" or "loss" and provides us such notice as soon as practicable.

#### **S. WAIVER OF SUBROGATION BY CONTRACT OR AGREEMENT**

The following is added to Paragraph A.5. of Section IV - Business Auto Conditions:

We waive any right of recovery we may have against a person or organization because of payments we make for "bodily injury" or "property damage" when you and such person or organization have agreed in writing in a contract or agreement to waive such right of recovery, provided:

1. Such written contract or agreement was:
  - a. Made prior to the "accident" or "loss" resulting in the covered "bodily injury" or "property damage"; and
  - b. Was in effect at the time of the covered "bodily injury" or "property damage".
2. The covered "bodily injury" or "property damage" must arise out of the operations specified in such written contract or agreement.
3. At our request you must provide us with a copy of the aforementioned written contract or agreement.

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

**EQUIPMENT DEALERS  
LIABILITY AMENDMENT - PROPERTY OF OTHERS**

This endorsement modifies insurance provided under the following:

EQUIPMENT DEALERS COVERAGE FORM

**Coverage B - Property of Others** applies on an excess basis unless one of the coverage options is indicated below by an "X".

**Coverage Options**

- If this box is checked, we will pay for direct physical loss to Property of Others if you are legally liable for the loss or damage.
- If this box is checked, we will pay for direct physical loss to Property of Others without regard to your or any other insured's legal liability for the loss or damage. We will not take action against anyone who is liable for the loss or damage except with your written permission.

Issuing Company: Continental Western Insurance Company

IL 12 01 11 85

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**POLICY CHANGES**

Policy No.: IMD 3038465 - 24

<b>NAMED INSURED AND ADDRESS</b> Hamilton Equipment Co 8801 HIGHWAY 6 Lincoln, NE 68507-9600	<b>AGENCY NAME AND ADDRESS</b> (402) 746-2242 GARY THOMPSON AGENCY, INC. P.O. BOX 445 RED CLOUD, NE 68970	01832
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POLICY CHANGES EFFECTIVE Jul 31, 2018

ENDORSEMENT # 5

Premium For Endorsement	\$	0.00
ADJUSTED Annual Premium	\$	56,284.00

**COVERAGE PARTS AFFECTED**

Coverage		Additional / Return
Commercial Auto Subtotal	\$	0.00
Inland Marine Subtotal	\$	0.00
Commercial Property Subtotal	\$	0.00
Umbrella/Excess Subtotal	\$	0.00
General Liability Subtotal	\$	0.00
<b>Total</b>	<b>\$</b>	<b>0.00</b>

**Changes**

Added 30 day Notice of Intent to Cancel (CLIL0012) in favor of:  
City of Lincoln  
Lancaster County  
555 S 10th St  
Lincoln, NE 68508

Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_



Policy Number: IMD 3038465 - 24

## SCHEDULE OF FORMS AND ENDORSEMENTS

The following Declarations, Coverage Forms, Conditions, and Endorsements are applicable to:

### All Commercial Inland Marine Coverages

<u>State*</u>	<u>Number</u>	<u>Edition</u>	<u>Description</u>
ALL	B CM DS 02	09-2000	Commercial Inland Marine Declarations
ALL	CL CM FS 01	09-2008	Schedule of Forms and Endorsements
ALL	IM 79 02	01-2012	Loss Payable Schedule
ALL	CL IM 80 04	05-2013	Loss Payable Schedule
ALL	CL IM 80 05	05-2013	Loss Payable Options
ALL	CM 01 25	07-2000	Nebraska Changes

### Coverages

<u>State*</u>	<u>Number</u>	<u>Edition</u>	<u>Description</u>
ALL	IL 01 59	09-2007	Nebraska Changes - Fraud or Misrep

### Equipment Dealers Coverages

<u>State*</u>	<u>Number</u>	<u>Edition</u>	<u>Description</u>
ALL	CW 26 79	08-2013	Equipment Dealers Coverage Extension Endorsement
ALL	CW 26 78	05-2013	Equipment Dealers Coverage Form
ALL	CW 26 79 DS	08-2013	Equipment Dealers Coverage Extension Endorsement Schedule
ALL	CW 26 81	03-2010	Equipment Dealers - Liability Amendment - Property of Others
ALL	CW 26 88	02-2016	Equipment Dealers Blanket Schedule of Coverages

*\*When the word "ALL" appears in the state column, the form applies to all states on the policy.*

## WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

City of Lincoln Lancaster County Lincoln-Lancaster County Public Bldg Commission 555 So 10th St Lincoln, NE  
68508

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective  
09/01/2017

Policy No.  
WCA 3038464 24

Endorsement No.

Insured  
Hamilton Equipment Co  
Insurance Company:

Premium

Continental Western Insurance Company

Countersigned by \_\_\_\_\_

**WORKERS COMPENSATION AND EMPLOYERS  
LIABILITY INSURANCE POLICY**

AMENDATORY ENDORSEMENT

NCCI Carrier Code No.: 11053

**Policy No.:** WCA 3038464 - 24  
**Policy Period:** 09/01/2017 to 09/01/2018

**Issued By:** Continental Western Insurance Company

<b>1. Named Insured and Address</b> Hamilton Equipment Co 8801 HIGHWAY 6 Lincoln, NE 68507-9600	<b>Agency Name and Address</b> (402) 746-2242 GARY THOMPSON AGENCY, INC. P.O. BOX 445 RED CLOUD, NE 68970	01832
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**FEIN:** 470618159

**U.I.A.N.**

**Bureau File No.:**

**State:** NE

**Entity of Insured:** Corporation

**ENDORSEMENT EFFECTIVE**

This endorsement, effective Sep 1, 2017, forms a part of Policy WCA 3038464-24.  
This supersedes any previous declarations bearing the same number for this policy period.

**DESCRIPTION**

Added 30 day Notice of Intent to Cancel (CLWC9912) in favor of:  
City of Lincoln  
Lancaster County  
555 S 10th St  
Lincoln, NE 68508

**PREMIUM ADJUSTMENT**

ENDORSEMENT # 2

**SEE ENDORSEMENT SCHEDULE**

<b>Minimum Premium \$</b>	750.00		<b>EST ANNUAL</b>
		Standard Premium \$	51,241.00
		Expense Constant \$	180.00
		Premium Discount \$	-5,040.00
		Estimated Annual Premium \$	46,381.00
		Terrorism \$	212.00
		Catastrophe (Other Than Certified Acts of Terrorism) \$	212.00
		Total Estimated Annual Premium \$	46,805.00

\$ 0.00 Premium For Endorsement

## NOTICE OF CANCELLATION TO A SCHEDULED PERSON OR ORGANIZATION

This endorsement is used to add the following to Part Six of the policy.

### PART SIX CONDITIONS

SCHEDULE		
Name of Person or Organization:	Address:	Number of Days Notice (Other than Nonpayment of Premium)
City of Lincoln & Lancaster County	555 S 10th St Lincoln, NE 68508	

- A. If we cancel this policy by written notice to the first Named Insured for any statutorily permitted reason, we will send written notice of the cancellation to the person or organization shown in the Schedule above.
- B. If we cancel for nonpayment of premium, we will send written notice at least 10 days prior to the cancellation effective date. If we cancel for any other reason, we will send written notice at least 30 days prior to the cancellation effective date, unless a different number of days is specified in the Schedule above.
- C. Any notice will be sent to the address shown in the Schedule above.

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

## **AMENDMENT OF CANCELLATION PROVISIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL AUTOMOBILE COVERAGE PART  
COMMERCIAL GENERAL LIABILITY COVERAGE PART  
COMMERCIAL INLAND MARINE COVERAGE PART  
COMMERCIAL LIABILITY UMBRELLA COVERAGE PART  
CONDOMINIUM DIRECTORS AND OFFICERS LIABILITY  
CRIME AND FIDELITY COVERAGE PART  
EMPLOYMENT-RELATED PRACTICES LIABILITY  
EMPLOYEE BENEFITS LIABILITY  
FARM COVERAGE PART  
FARM UMBRELLA LIABILITY COVERAGE PART  
LIQUOR LIABILITY COVERAGE PART  
OWNERS AND CONTRACTORS PROTECTIVE LIABILITY COVERAGE PART  
PRINTERS ERRORS AND OMISSIONS LIABILITY  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART  
PROFESSIONAL LIABILITY  
RAILROAD PROTECTIVE LIABILITY COVERAGE PART

If we cancel this policy, we will give the person or organization shown below the number of days' notice indicated in the Schedule below. Proof of mailing will be sufficient proof of notice.

### **SCHEDULE**

**1. Number of days' notice:**

(a) Non-payment of premium: 10 days

(b) Any reason other than non-payment of premium: 30 days.

**2. Name and Address of Person or Organization:**

City of Lincoln  
Lancaster County  
555 S 10th St  
Lincoln, NE 68508

**SPECIFICATIONS**  
**REPAIR SERVICES FOR CONSTRUCTION and PURPOSE-BUILT EQUIPMENT**

**1. OVERVIEW**

- 1.1 It is the intent of the City of Lincoln, Nebraska and Lancaster County, Nebraska, hereinafter called the "Owners" to contract with qualified Vendors for maintenance and repair, as deemed necessary by the Owners, on a variety of construction and purpose-built equipment.
- 1.2 Contracts will be awarded on the basis of Vendor qualifications, rates, and discounts offered.
- 1.3 Because the Vendor must be a manufacturer's authorized service and warranty provider, multiple contracts shall be awarded.
- 1.4 Each event specific maintenance and/or repair service performed under the awarded contract shall not exceed \$100,000.00.
- 1.5 Annual repair work averages an estimated \$200,000.00 per year for the services offered through this contract.
  - 1.5.1 Services are requested on an as-needed basis and no amount of work is guaranteed to the awarded Vendors.

**2. SCOPE OF WORK**

- 2.1 The Owners own and maintain a large fleet of construction and purpose-built equipment.
- 2.2 Due to both the size and diversity of the fleet it is necessary to utilize Vendor resources to manage such assets in the most cost effective and efficient manner.
- 2.3 In an effort to optimize both internal and external resources, the Owners are seeking to contract maintenance and repairs on an individual request basis.
- 2.4 Providing after-hours field service for extended periods during emergency operations, such as snow removal, or on designated holidays, is essential.
- 2.5 Vendor shall have the capability of dispatching a trained mechanic within 2 hours of the request for service during normal business hours and during emergencies, unless the requirement is waived by the Owners.

**3. QUALIFICATIONS**

- 3.1 Responding Vendors must be authorized service and/or warranty provider for one or more of the manufacturers identified in Item #6 of this document.
- 3.2 Facilities and staffing must be adequate to perform maintenance and/or repairs requested in a timely manner.
- 3.3 Field service capabilities must include service vehicles available for on-site repairs.
- 3.4 Field service capabilities must include the ability to provide after-hours service for extended periods.
- 3.5 The Owners may request an on-site visit to inspect the Vendor's facility, service vehicles and parts inventory prior to contract award or during the contract period.
- 3.6 The Owners may request a specific mechanic be assigned to inspect or troubleshoot a specific maintenance or repair need.
- 3.7 Vendors who are submitting a bid for over-the-road truck repair shall have a facility located within 25 miles of the city limits of Lincoln.

**4. INSURANCE REQUIREMENTS**

- 4.1 The awarded Vendor shall furnish the Owners with a Certificate of Insurance ACORD and associated endorsements in the kinds and minimum amounts as detailed in the attached "Insurance Requirements for all Contracts" at time of award.
- 4.2 All certificates of insurance and endorsements shall be filed with the Owners on the standard ACORD Certificate of Insurance form showing specific limits of insurance coverage required and showing Lancaster County as "Named Additional Insured" as pertains to these services.

- 4.3 **Vendors are strongly encouraged to send the insurance requirements and endorsement information to their Insurance Agent during the bid process in order to ensure contract execution within 5 days of award notice. Any deviation to the insurance requirements shall be submitted by the Vendor on company letterhead attached to the Response Attachment section of the Ebid.**

**5. MAINTENANCE/REPAIR REQUEST AND PROVISIONS**

- 5.1 Maintenance and repairs will be performed by the Vendor strictly on request of an authorized representative of the Owners.
- 5.2 The Owners will neither be obligated nor limited to any specific number of requests.
- 5.3 Only new OEM parts will be utilized by the Vendor unless the use of aftermarket, reconditioned or used parts is pre-approved by the Owners.
- 5.4 Written estimates shall be provided for all maintenance and repair requests anticipated to exceed \$10,000 prior to approval of the service request.
- 5.5 The need for additional repairs found during the normal course of servicing or authorized repair will be communicated to the Owner for further authorization of such repairs.
- 5.6 Recommended adjustments to the maintenance schedule or program which would reduce the maintenance & operations costs or extend the life of the equipment, determined by the Vendor, must be reported to the Owner for consideration.
- 5.7 If transportation of equipment to a Vendor's facility is required, or requested by the Owner, the Vendor shall provide a written estimate of all required transportation costs, including but not limited to, all necessary equipment preparation, permits and escort.
- 5.8 No repair anticipated to exceed \$10,000 shall proceed without written estimate and approval by the Owner.
- 5.9 Invoice shall include a description of the rate billed (shop or field and regular or after-hours), the number of hours billed, the rate billed, and a total.
- 5.10 Labor rates or other rate changes cannot be increased without a properly executed contract amendment.
- 5.10.1 Proposed increases must be justified with a written explanation of the need for the increase sent no less than 30 days prior to the proposed increase.
- 5.10.2 Proposed increases must be submitted to the City/County Purchasing Division on company letterhead, signed by the Vendors Service Manager and/or the Vendors authorized Contract Administrator.
- 5.10.3 Labor rate increases can be requested during the annual contract renewal or at any time during the annual contract period.
- 5.11 Normal work days and normal work hours shall be indicated in the attributes section of the Ebid.
- 5.12 Parts and labor warranty in days or months offered by Vendor shall be indicated in the attributes section of the Ebid.
- 5.13 Shop/Environmental charges, if applicable, shall be identified in the attributes section of the e-bid.

- 5.14 Vendor may have access to the shop overhead crane and heavy equipment jack stands for maintenance and repairs performed at the Solid Waste Management Division, provided:
  - 5.14.1 The Vendor has a training program meeting OSHA standards.
  - 5.14.2 Only Vendor employees who are properly trained are dispatched to fulfill service requests.
  - 5.14.3 Vendor is able to produce documentation of employee training upon request.
  - 5.14.4 Vendors insurance covers any damage to City/County equipment and/or injury to City/County employees.

**6. MAINTENANCE AND REPAIR CONTRACTS DESIRED**

- 6.1 Case: Bid Package No. 1.
- 6.2 John Deere: Bid Package No. 2.
- 6.3 Caterpillar: Bid Package No. 3.
- 6.4 Vermeer: Bid Package No. 4.
- 6.5 Komptech: Bid Package No. 5.
- 6.6 Komatsu: Bid Package No. 6.
- 6.7 Bobcat: Bid Package No. 7.
- 6.8 Sterling Trucks: Bid Package No. 8.
- 6.9 Freightliner Trucks: Bid Package No. 9.
- 6.10 International Trucks: Bid Package No. 10.
- 6.11 Mack Trucks: Bid Package No. 11.
- 6.12 Doosan: Bid Package No. 12
- 6.13 Cimline: Bid Package No. 13
- 6.14 Malavasi: Bid Package No. 14

**7. BID LINE ITEM SUBMITTAL REQUIREMENTS**

- 7.1 Vendors will provide the following information by manufacturer.
  - 7.1.1 Shop labor rate for normal working hours.
  - 7.1.2 Shop labor rate for after-hours.
  - 7.1.3 Field service labor rate for normal working hours.
  - 7.1.4 Field service labor rate for after-hours.
  - 7.1.5 Field service truck cost per mile.



**ADDENDUM #1**  
**Issue Date: 6/28/2018**  
**Bid No. 18-167**

**Annual Requirements - Repair Services for Construction and Purpose-Built Equipment**

Addenda are instruments issued by the Purchasing Department prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction. Please acknowledge receipt of this addendum in the space provided in the Attribute Section.

Be advised of the following changes to the Specification and bidding documents:

**Question:** What type of certification do you need to qualify for the bid 18-167? Does work experience at a dealership count toward certification? Is there a way that an independent mechanic can qualify?

**Answer:** Work performed under the terms of an awarded contract will be warranty work and non-warranty work. Warranty work must be completed by authorized service/warranty providers for each type of equipment. Non-warranty work may be done by any responsible, responsive bidder that is in the business of providing those services and is deemed acceptable by the City to perform such work based on references, prior experience, shop capacity, staffing, etc.

**Clarification:** Equipment repair relative to this bid includes welding, metal fabrication for replacement parts, electrical work, and other services which are not directly related to mechanical issues such as engine or transmission repair. Vendors who provide these services are encouraged to bid for these services.

**Bid Extension:** The bid has been extended to Friday July 6, 2018 at 12:00pm. All bids must be submitted in the Ebid system.

**Clarification:** Package 4 has been changed from Frontier Equipment to Vermeer Equipment.

All other terms, conditions and requirements of the request remain the same as originally indicated in the document or as modified on previous addenda.

Robert L Walla  
Purchasing Agent

**ADDENDUM #2**  
**Issue Date: 6/29/2018**  
**Bid No. 18-167**

**Annual Requirements - Repair Services for Construction and Purpose-Built Equipment**

Addenda are instruments issued by the Purchasing Department prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction. Please acknowledge receipt of this addendum in the space provided in the Attribute Section.

Be advised of the following changes to the Specification and bidding documents:

**Clarification:** It has been brought to our attention that the coverage for Garage Keepers Insurance was not specified on the document attached to the bid. The following clause will replace the Garage Keepers clause that is currently in the Insurance Requirement document attached to the bid.

**Garage Keepers / Garage Liability**

The Contractor shall provide garage insurance, if required. Coverage shall include Garage Liability and Garage Keepers on a Direct Primary Basis, including Auto Physical Damage, with limits of not less than \$1,000,000 for each Garage Keepers and Garage Liability, including Bodily Injury and Property Damage combined liability and Actual Cash Value auto physical damage. Coverage symbol(s) 30 and 31 shall be provided, where applicable.

All other terms, conditions and requirements of the request remain the same as originally indicated in the document or as modified on previous addenda.

Robert L Walla  
Purchasing Agent

**SPECIAL PROVISIONS  
FOR  
TERM CONTRACTS**

**PURCHASING DEPARTMENT  
CITY OF LINCOLN/LANCASTER COUNTY, NEBRASKA**

**1. ESTIMATED QUANTITIES**

- 1.1 The quantities set forth in the line items and specification document are approximate and represent the estimated requirements for the contract period.
- 1.2 Items listed may or may not be an inclusive requirements for this category.
- 1.3 Category items not listed, but distributed by bidder are to be referred to as kindred items. Kindred items shall receive the same percentage of discount or pricing structure as items listed in the specification document.
- 1.4 The unit prices and the extended total prices shall be used as a basis for the evaluation of bids. The actual quantity of materials necessary may be more or less than the estimates listed in the specification document, but the City/County shall be neither obligated nor limited to any specified amount. If possible, the Owners will restrict increases/decreases to 20% of the estimated quantities listed in the specification document.

**2. CONTRACT PERIOD**

- 2.1 The material shall be delivered as ordered during the contract period, beginning from the date of contract execution and ending as indicated in the specifications or in the Attribute Section of the bid.
- 2.2 Bidder must indicate in the Bid, if extension renewals are an option.
- 2.3 By mutual consent of both parties it is understood and agreed that the contract may be renewed at the same prices and/or under the same conditions governing the original contract.

**3. BID PRICES**

- 3.1 Bidders must state in the Attribute Section if the bid prices will remain firm for the full contract period; or if the bid prices will be subject to escalation/de-escalation.
- 3.2 Escalation/De-escalation Clause: In the event that prevailing market conditions warrant an adjustment in bid prices contained in the contract, the following escalation/de-escalation clause shall be the only clause applicable or acceptable:
  1. Contractor shall give written notice to the Purchasing Agent of any proposed changes from contract prices not less than thirty (30) calendar days prior to the effective date of said price changes.
  2. Such notice must be accompanied by a certified copy of the supplier's advisory or notification to the contractor of price changes.
  3. No price escalation will be authorized in excess of the amount of the increase referred to on the supplier's notice.
  4. Purchasing shall issue a contract Addendum with revised pricing upon receipt and approval. The Addendum will be executed by both parties for the remaining term of the contract.
  5. The approved price change shall be honored for all orders received by the contractor after the effective date of such price change.
  6. Approved price changes are not applicable to orders already issued and in process at time of price change.

7. Purchasing reserves the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

8. The Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interests of the City/County.

9. If in the opinion of the Purchasing Agent any proposed increase is found unacceptable, the Purchasing Agent reserves the right to cancel the contract upon thirty (30) calendar days written notice.

10. Contractors must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Contractor will put the Purchasing Agent on the mailing lists for such publication so that the Purchasing Agent can monitor said changes. Such membership will be no cost to the Owners.

**4. CONTRACT ADMINISTRATION**

- 4.1 The Purchasing Division will issue a Contract to all successful bidders. Such contract will incorporate the specifications and all other forms used during the bid process.
- 4.2 Orders for materials will be made as needed by the various Agencies following execution by all parties.
- 4.3 Contractor may be asked to assist the Purchasing Agent with the development of a list of repetitively purchased commodities, to periodically update such list, and to assist in the development of a list of suitable substitutions.
- 4.4 Contractor shall provide technical advice upon request, and assist in the evaluation of new products.
- 4.5 Contractor shall monitor orders to ensure the highest possible fill rate and minimize back-orders.

**5. QUARTERLY REPORT**

- 5.1 Upon request, the contractor shall provide to the Purchasing Agent a quarterly report, showing all purchases made under the terms and conditions of the contract.
- 5.2 Such quarterly report shall itemize the following information:
  1. Each ordering department.
  2. Items and quantities purchased by department.
  3. Total dollar amount of purchases by department.

## **INSURANCE CLAUSE FOR ALL CITY OF LINCOLN, LANCASTER COUNTY AND PUBLIC BUILDING COMMISSION CONTRACTS**

Insurance coverage on this Contract will be required for the entities selected below

City of Lincoln     Lancaster County     Public Building Commission

Vendors must provide coverage & documents related to the items with a check mark in Sections 1 – 1.9.

This includes proof of coverage and waivers as required below.

All Vendors must comply with Sections 2-8.

**THE REQUIREMENTS HEREIN APPLY TO CONTRACTS TO BE ISSUED BY THE CITY OF LINCOLN,  
LANCASTER COUNTY, AND THE LINCOLN-LANCASTER COUNTY PUBLIC BUILDING COMMISSION.  
FOR PURPOSES OF CERTIFICATES, ENDORSEMENTS AND OTHER PROOF REQUIRED HEREIN, ONLY  
INCLUDE THE ENTITY ISSUING THE CONTRACT.**

**FAILURE OF THE APPROPRIATE ENTITY (CITY, COUNTY, OR PUBLIC BUILDING COMMISSION) TO  
OBJECT TO THE FORM OF THE CERTIFICATE OR ENDORSEMENT OR TO DEMAND SUCH PROOF AS  
IS REQUIRED HEREIN SHALL NOT CONSTITUTE A WAIVER OF ANY OF THE INSURANCE  
REQUIREMENTS SET FORTH BELOW.**

### **Insurance; Coverage Information**

The Contractor shall, prior to beginning work, provide proof of insurance coverage in a form satisfactory to the City/County/PBC, which shall not withhold approval unreasonably. The coverages and minimum levels required by this Contract are set forth below and shall be in effect for all times that work is being done pursuant to this Contract. No work on the Project or pursuant to this Contract shall begin until all insurance obligations herein are met to the satisfaction of the City/County/PBC, which shall not unreasonably withhold approval. Self-insurance shall not be permitted unless consent is given by the City/County/PBC prior to execution of the Contract and may require submission of financial information for analysis. Deductible levels shall be provided in writing from the Contractor's insurer and will be no more than \$25,000 per occurrence or as may be approved by the City or County as appropriate. Said insurance shall be written on an **OCCURRENCE** basis, and shall be **PRIMARY, with any insurance coverage maintained by the City/County/PBC being secondary or excess.**

### **Certificates**

The Contractor shall provide certificates of insurance and such other proof, such as endorsements, as may be acceptable to the City or County (as appropriate) evidencing compliance with these requirements. The Contractor shall provide a Certificate of Insurance demonstrating the coverage required herein and the necessary endorsements or other proof and waivers described herein and below before being permitted to begin the work or project pursuant to this Contract.

**1. Commercial General Liability**

The Contractor shall provide proof of Commercial General Liability Insurance with a minimum limit of not less than \$1,000,000 each occurrence and \$2,000,000 aggregate. These minimum limits can be met by primary and umbrella liability policies. Coverage shall include: Premises-Operations, Products/ Completed Operations, Contractual, Broad Form Property Damage, and Personal Injury. Such coverage shall be endorsed for the general aggregate to be on a **PER PROJECT** basis, and the Contractor shall provide an additional insured endorsement acceptable to the City/County/PBC. The required insurance must include coverage for all projects and operations of Contractor or similar language that meets the approval of the City/County/PBC, which approval shall not be unreasonably withheld.

**1.1 Additional Insured (Requires an Endorsement Form)**

All Contractors shall provide an Additional Insured Endorsement form or other proof showing the City/County/PBC as additional insured for commercial general liability, auto liability and such other coverages as may be required by the City/County/PBC. The form or other proof shall be as is acceptable to the City/County Attorney.

**1.2 Automobile Liability**

The Contractor shall provide proof of Automobile Liability coverage, which shall include: Owned, Hired and Non-Owned. Bodily Injury and Property Damage Combined Single Limit shall be at least \$1,000,000 Per Accident.

**1.3 Garage Keepers / Garage Liability**

The Contractor shall provide garage insurance, if required. Coverage shall include Garage Liability and Garage Keepers on a Direct Primary Basis, including Auto Physical Damage, with limits of not less than \$1,000,000 each accident Bodily Injury and Property Damage combined liability and Actual Cash Value auto physical damage. Coverage symbol(s) 30 and 21 shall be provided, where applicable.

**1.4 Workers' Compensation; Employers' Liability**

The Contractor shall provide proof of workers' compensation insurance of not less than minimum statutory requirements under the laws of the State of Nebraska and any other applicable State. Employers' Liability coverage with limits of not less than \$500,000 each accident or injury shall be included. The Contractor shall provide the City/County/PBC with an endorsement for waiver of subrogation or other proof of such waiver as may be acceptable to the City or County. The Contractor shall also be responsible for ensuring that all subcontractors have workers' compensation insurance for their employees before and during the time any work is done pursuant to this Contract.

**1.5 Builder's Risk Insurance**

The Contractor shall purchase and maintain builder's risk property insurance for all sites upon which construction is occurring as provided by Contract and all storage sites where equipment, materials, and supplies of any kind purchased pursuant to the Contract are being held or stored unless the Contractor receives notice that the City/County/PBC has obtained a builder's risk policy for itself. Except to the extent recoverable by Contractor from another subcontractor, deductibles shall be the responsibility of the Contractor. This coverage is required whenever the work under contract involves construction or repair of a building structure or bridge.

**1.5.1 Waiver of Builder's Risk Insurance Carrier's Subrogation Rights**

The Contractor and its subcontractor(s) waive all rights of action and subrogation that the insurance company providing the builder's risk policy may have against each of them and/or the City/County/PBC, Architect, and the officers, agents and employees of any of them, for all claims, damages, injuries and losses, to the extent covered by such property insurance. Such waiver of subrogation shall be effective for such persons even though such persons would otherwise have a duty of indemnification or contribution, contractual or otherwise, and even though such persons did not pay the insurance premium directly or indirectly, and whether or not such persons had an insurable interest in any property damaged. The Contractor or subcontractor shall provide proof of such waiver.

**1.6 Pollution Liability**

Contractors shall provide proof of pollution liability insurance arising out of all operations of the Contractors and subcontractors, due to discharge, dispersal, release, or escape of contaminants or pollutants into or upon land, the atmosphere or any watercourse or body of water with bodily injury and property damage limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate for:

- 1) Bodily injury, sickness, disease, mental anguish or shock sustained by any person, including death;
- 2) Property damage including physical injury to or destruction of tangible property including the resulting loss of use thereof, clean-up costs, and the loss of use of tangible property that has not been physically injured or destroyed;
- 3) Defense including loss adjustment costs, charges and expenses incurred in the investigation, adjustment or defense of claims for such compensatory damages;
- 4) Definition of pollution conditions shall include asbestos, lead, and mold so that these risks are covered if caused by Contractor/successful candidate's work or operations.
- 5) Coverage is required on an occurrence form.

**1.7 Errors and Omissions; Professional Liability**

Errors and Omissions or Professional Liability insurance, as may be required, covering damages arising out of negligent acts, errors, or omissions committed by Contractor in the performance of this Contract, with a liability limit of not less than \$1,000,000 each claim. Contractor shall maintain this policy for a minimum of two (2) years after completion of the work or shall arrange for a two year extended discovery (tail) provision if the policy is not renewed. The intent of this policy is to provide coverage for claims arising out of the performance of professional Services under this contract and caused by any error, omission, breach or negligent act, including infringement of intellectual property (except patent and trade secret) of the Contractor. This coverage is required whenever the Contractor or service provider is required to be certified, licensed or registered by a regulatory entity and/or where the provider's judgment in planning and design could result in economic loss to City/County/PBC.

**1.8 Railroad Contractual Liability Insurance**

If work is to be performed within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road beds, tunnel, underpass or railroad crossing, the Contractor must provide proof acceptable to the City or County that any exception for such work in the Contractor's commercial general liability policy has been removed or deleted.

**1.8.1 Railroad Protective Liability**

If work is to be performed within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road beds, tunnel, underpass or crossing or otherwise required by the Special Provisions or applicable requirements of an affected railroad, the Contractor shall provide Railroad Protective Liability Insurance naming the affected railroad/s as insured with minimum limits for bodily injury and property damage of \$2,000,000 per occurrence, \$6,000,000 aggregate, or such other limits as required in the Special Provisions or by the affected railroad. The original of the policy shall be furnished to the railroad and a certified copy of the same furnished to the City/County/PBC Purchasing Department prior to any related construction or entry upon railroad premises by the Contractor or for work related to the Contract.

**1.9 Cyber Insurance**

The Contractor shall maintain network risk and cyber liability coverage (including coverage for unauthorized access, failure of security, breach of privacy perils, as well as notification costs and regulatory defense) in an amount of not less than \$1,000,000. Such insurance shall be maintained in force at all times during the term of the Contract and for a period of two years thereafter for services completed during the term of the Contract.

**2. Cancellation Notice**

All Contractors shall include an endorsement to provide for at least thirty (30) days' firm written notice in the event of cancellation during the term of the Contract and during the period of any required continuing coverages. The Contractor shall provide, prior to expiration of the policies, certificates and endorsement forms evidencing renewal insurance coverages. The parties agree that the failure of City/County/PBC to object to the form of a certificate and/or additional insured endorsement or endorsement forms provided shall not constitute a waiver of this requirement.

**3. Risk of Loss**

Except to the extent covered by the builder's risk insurance, the Contractor shall have the sole responsibility for the proper storage and protection of, and assumes all risk of loss of, any subcontractor's Work and tools, materials, equipment, supplies, facilities, offices and other property at or off the Project site. The Contractor shall be solely responsible for ensuring each subcontractor shall take every reasonable precaution in the protection of all structures, streets, sidewalks, materials and work of other subcontractors. Contractor shall protect its Work from damage by the elements or by other trades working in the area.

**4. Umbrella or Excess Liability**

The Contractor may use an Umbrella, Excess Liability, or similar coverage to supplement the primary insurance stated above in order to meet or exceed the minimum coverage levels required by this Contract.

**5. Minimum Scope of Insurance**

All Liability Insurance policies shall be written on an "Occurrence" basis only. All insurance coverage are to be placed with insurers authorized to do business in the State of Nebraska and must be placed with an insurer that has an A.M. Best's Rating of no less than A:VII unless specific approval has been granted otherwise.

**6. Indemnification**

To the fullest extent permitted by law the Contractor shall indemnify, defend, and hold harmless the Owner, its elected officials, officers, employees, agents, consultants, and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorney fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible or intangible property, including the Work itself, but only to the extent caused by the negligent, wrongful, or intentional acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss



or expense is caused in part by the negligence of a party indemnified hereunder. In the event the claim, damage, loss or expense is caused in part by the negligence of a party indemnified hereunder, the indemnification by the Contractor shall be prorated based on the extent of the liability of the party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce obligations of indemnity which would otherwise exist as to a party or person described in this Section. Nothing herein shall be construed to be a waiver of sovereign immunity by the Owner.

**7. Reservation of Rights**

The City/County/PBC reserves the right to require a higher limit of insurance or additional coverages when the City/County/PBC determines that a higher limit or additional coverage is required to protect the City/County/PBC or the interests of the public. Such changes in limits or coverages shall be eligible for a change order or amendment to the Contract.

**8. Sovereign Immunity**

Nothing contained in this clause or other clauses of this Contract shall be construed to waive the Sovereign Immunity of the City/County/PBC.

**9. Further Contact**

For further information or questions concerning coverage or acceptable forms, Contractors may contact the Purchasing Division or the department that issued the bid or the request for proposal.

For general questions regarding Insurance Requirements, please contact Risk Management for the City or County.

**INSTRUCTIONS TO BIDDERS**  
**City of Lincoln, Nebraska, County of Lancaster**  
E-Bid

**1. BIDDING PROCEDURE**

- 1.1 Sealed bid, formal and informal, subject to Instructions and General Conditions and any special conditions set forth herein, will be received in the office of the Purchasing Division, 440 So. 8<sup>th</sup> St., Lincoln, NE 68508, until the bid closing date and time indicated for furnishing the City of Lincoln and Lancaster County, hereafter referred to as "Owners" the materials, supplies, equipment or services shown in the electronic bid request.
- 1.2 Bidders shall use the electronic bid system for submitting bids and must complete all required fields. If you do not care to bid, please respond to the bid request and note your reason.
- 1.3 Identify the item you will furnish by brand or manufacturer's name and catalog numbers. Also furnish specifications and descriptive literature if not bidding the specific manufacturer or model as listed in the specifications.
- 1.4 Any person submitting a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.5 Bids received after the time and date established for receiving bids will be rejected.
- 1.6 The Bidders and public are invited, but not required, to attend the formal opening of bids. At the opening, prices will be displayed electronically and/or read aloud to the public. The pricing is also available for immediate viewing on-line. No decisions related to an award of a contract or purchase order will be made at the opening.
- 1.7 If bidding on a construction contract, the City's Standard Specifications for Municipal Construction 2011 shall apply.
  - 1.7.1 Bidders may obtain this document from the City's Design Engineering Division of the Public Works & Utilities Department for a small fee.
  - 1.7.2 Said document can be reviewed at Design Engineering or the office of the Purchasing Division.
  - 1.7.3 Said document is available on the web site.  
<http://www.lincoln.ne.gov/city/pworks/engine/dconst/standard/stndspec/index.htm>

**2. BID SECURITY**

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bidder's bond, may be required to be submitted with this bid document, as indicated on the bid.
  - 2.1.1 Bid security, if required, shall be in the amount specified on the bid. The bid security must be scanned and attached to the "Response Attachments" section of your response or it can be faxed to the Purchasing Office at 402-441-6513. The original bid security should then be sent or delivered to the office of the Purchasing Division, 440 S. 8<sup>th</sup> St., Ste. 200, Lincoln, NE 68508 to be received within three (3) days of bid closing.
  - 2.1.2 If bid security is not received in the Office of the Purchasing Division as stated above, the vendor may be determined to be non-responsive.
- 2.2 If alternates are submitted, only one bid security will be required, provided the bid security is based on the amount of the highest gross bid.
- 2.3 Such bid security will be returned to the unsuccessful Bidders when the award of bid is made.
- 2.4 Bid security will be returned to the successful Bidder(s) as follows:
  - 2.4.1 For single order bids with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the Owners.
  - 2.4.2 For all other contracts: upon approval by the Owners of the executed contract and bonds.
- 2.5 Owners shall have the right to retain the bid security of Bidders to whom an award is being considered until either:
  - 2.5.1 A contract has been executed and bonds have been furnished.
  - 2.5.2 The specified time has elapsed so that the bids may be withdrawn.
  - 2.5.3 All bids have been rejected.
- 2.6 Bid security will be forfeited to the Owners as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this specification document:
  - 2.6.1 If the Bidder fails or refuses to enter into a contract on forms provided by the Owners, and/or if the Bidder fails to provide sufficient bonds or insurance within the time period as established in this specification document.

**3. BIDDER'S REPRESENTATION**

- 3.1 Each Bidder by electronic signature and submitting a bid, represents that the Bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 3.2 Each Bidder for services further represents that the Bidder has examined and is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

**4. CLARIFICATION OF SPECIFICATION DOCUMENTS**

- 4.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents.
- 4.2 Bidders desiring clarification or interpretation of the specification documents for formal bids shall make a written request which must reach the Purchasing Agent at least five (5) calendar days prior to the date and time for receipt of formal bids.
- 4.3 Changes made to the specification documents will be issued electronically. All vendors registered for that bid will be notified of the addendum. Subsequent Bidders will only receive the bid with the addendum included.
- 4.4 Oral interpretations or changes to the bidding documents made in any manner other than written form will not be binding on the Owners; and Bidders shall not rely upon such interpretations or changes.

**5. ADDENDA**

- 5.1 Addenda are instruments issued by the Owners prior to the date for receipt of bids which modify or interpret the specification document by addition, deletion, clarification or correction.
- 5.2 Addenda notification will be made available to all registered vendors immediately via e-mail for inspection on-line.
- 5.3 No formal bid addendums will be issued later than forty-eight (48) hours prior to the date and time for receipt of formal bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.

**6. INDEPENDENT PRICE DETERMINATION**

- 6.1 By signing and submitting this bid, the Bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder prior to bid opening directly or indirectly to any other Bidder or to any competitor; no attempt has been made, or will be made, by the Bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

**7. ANTI-LOBBYING PROVISION**

- 7.1 During the period between the bid advertisement date and the contract award, Bidders, including their agents and representatives, shall not lobby or promote their bid with any member of the City or County staff or officers except in the course of Owner sponsored inquiries, briefings, interviews, or presentations, unless requested by the Owners.

**8. BRAND NAMES**

- 8.1 Wherever in the specifications or bid that brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 8.2 It is the Bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the Owners that said item is equal to, or better than, the product specified.
- 8.3 Bids for alternate items shall be stated in the appropriate space on the e-bid form, or if the proposal form does not contain blanks for alternates, Bidder MUST attach to its bid document on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation.
- 8.4 The Bidder must indicate any variances by item number from the specification document no matter how slight.
- 8.5 If variations are not stated in the bid, it will be assumed that the item being bid fully complies with the Owners' bidding documents.

**9. DEMONSTRATIONS/SAMPLES**

- 9.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the Owners.
- 9.2 Such demonstration can be at the Owners delivery location or a surrounding community.
- 9.3 If items are small and malleable, the Bidder is proposing an alternate product, the Bidder shall supply a sample of the exact item. Samples will be returned at Bidder's expense after receipt by the Owners of acceptable goods. The Bidder must indicate how samples are to be returned.

**10. DELIVERY (Non-Construction)**

- 10.1 Each Bidder shall state on the bid the date upon which it can make delivery of all equipment or merchandise.
- 10.2 The Owners reserve the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the bid.
- 10.3 All bids shall be based upon **inside** delivery of the equipment/ merchandise F.O.B. the Owners at the location specified by the Owners, with all transportation charges paid.
- 10.4 At the time of delivery, a designated Owner employee will sign the invoice/packing slip. The signature will only indicate that the order has been received and the items actually delivered agree with the delivery invoice. This signature does not indicate all items met specifications, were received in good condition and/or that there is not possible hidden damage or shortages.

**11. WARRANTIES, GUARANTEES AND MAINTENANCE**

- 11.1 Copies of the following documents, if requested, shall accompany the bid proposal for all items being bid:
  - 11.1.1 Manufacturer's warranties and/or guarantees.
  - 11.1.2 Bidder's maintenance policies and associated costs.
- 11.2 As a minimum requirement of the Owners, the Bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the Owners. Replacement parts of defective components shall be shipped at no cost to the Owners. Shipping costs for defective parts required to be returned to the Bidder shall be paid by the Bidder.

**12. ACCEPTANCE OF MATERIAL**

- 12.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 12.2 Material delivered under this proposal shall remain the property of the Bidder until:
  - 12.2.1 A physical inspection and actual usage of the material is made and found to be acceptable to the Owners; and
  - 12.2.2 Material is determined to be in full compliance with the bidding documents and accepted proposal.
- 12.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, the Owners reserves the right to cancel the order upon written notice to the Bidder and return materials to the Bidder at Bidder's expense.
- 12.4 Awarded Bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the Owner, as required by the specification documents or purchase orders.
- 12.5 Awarded Bidder's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

**13. BID EVALUATION AND AWARD**

- 13.1 The electronic signature shall be considered an offer on the part of the Bidder. Such offer shall be deemed accepted upon issuance by the Owners of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 13.2 No bid shall be modified or withdrawn for a period of ninety (90) calendar days after the time and date established for receiving bids, and each Bidder so agrees in submitting the bid.
- 13.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 13.4 The bid will be awarded to the lowest responsible, responsive Bidder whose bid will be most advantageous to the Owners, and as the Owners deem will best serve the requirements and interests of the Owners.
- 13.5 The Owners reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, with or without alternates, by groups, or "lump sum"; to waive minor irregularities in bids; such as shall best serve the requirements and interests of the Owners.
- 13.6 In order to determine if the Bidder has the experience, qualifications, resources and necessary attributes to provide the quality workmanship, materials and management required by the plans and specifications, the Bidder may be required to complete and submit additional information as deemed necessary by the Owners. Failure to provide the information requested to make this determination may be grounds for a declaration of non-responsive with respect to the Bidder.
- 13.7 The Owners reserves the right to reject irregular bids that contain unauthorized additions, conditions, alternate bids, or irregularities that make the Bid Proposal incomplete, indefinite or ambiguous.
- 13.8 Any governmental agency may piggyback on any contract entered into from this bid.

**14. INDEMNIFICATION**

- 14.1 The Bidder shall indemnify and hold harmless the Owners from and against all losses, claims, damages, and expenses, including, attorney's fees arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Bidder, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Bidder to indemnify or hold harmless the Owners for any losses, claims damages, and expenses arising out of or resulting from the sole negligence of the Owners.
- 14.2 In any and all claims against the Owners or any of its members, officers or employees by an employee of the Bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 14.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the Bidder or any subcontractor under worker's compensation acts, disability benefit acts or other employee benefit acts.

**15. TERMS OF PAYMENT**

- 15.1 Unless stated otherwise, the Owners will begin processing payment within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

**16. LAWS**

- 16.1 The laws of the State of Nebraska shall govern the rights, obligations, and remedies of the parties under this proposal and any contract reached as a result of this process.
- 16.2 Bidder agrees to abide by all applicable local, state and federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.

**17. EQUIPMENT TAX ASSESSMENT**

- 17.1 Any bid for public improvement shall comply with Nebraska Revised Statutes Section 77-1323 and 77-1324. Indicating; every person, partnership, limited liability company, association or corporation furnishing labor or material in the repair, alteration, improvement, erection, or construction of any public improvement shall sign a certified statement which will accompany the contract. The certified statement shall state that all equipment to be used on the project, except that acquired since the assessment date, has been assessed for taxation for the current year, giving the county where assessed.

**18. AFFIRMATIVE ACTION**

- 18.1 The City of Lincoln-Lancaster County provides equal opportunity for all Bidders and encourages minority businesses, women's businesses and locally owned business enterprises to participate in our bidding process.

**19. INSURANCE**

- 19.1 All Bidders shall take special notice of the insurance provisions required for all City/County contracts (see *Insurance Requirements*).

**20. EXECUTION OF AGREEMENT**

- 20.1 Depending on the type of service or commodity provided, one of the following methods will be employed. The method applicable to this contract will be checked below:

- a. **PURCHASE ORDER**, unless otherwise noted.
1. The contract shall consist of a City of Lincoln and Lancaster County Purchase Order.
  2. A copy of the Bidder's bid response (or referenced bid number) attached and that the same, in all particulars, becomes the contract between the parties hereto: that both parties thereby accept and agree to the terms and conditions of said bid documents.
- b. **CONTRACT**, unless otherwise noted.
1. City and County will furnish copies of the Contract to the successful Bidder who shall prepare attachments as required. Insurance as evidenced by a Certificate of Insurance (as required), surety bonds properly executed (as required), and Contract signed with the dated.
  2. The prepared documents shall be returned to the Purchasing Office within 10 days (unless otherwise noted).
  3. The City and County will sign and date the Contract.
  4. Upon approval and signature, the City and County, will return one copy to the successful Bidder.

**21. TAXES AND TAX EXEMPTION CERTIFICATE**

- 21.1 The Owners are generally exempt from any taxes imposed by the state or federal government. A Tax Exemption Certificate will be provided as applicable.

**22. CITY AUDIT ADVISORY BOARD**

- 22.1 All parties of any City agreement shall be subject to audit pursuant to Chapter 4.66 of the Lincoln Municipal Code and shall make available to a contract auditor, as defined therein, copies of all financial and performance related records and materials germane to the contract/order, as allowed by law.
- 22.2 The Water Division of the City of Lincoln is taxable per Reg. 066.14A and no exemption certificate will be issued.

**23. E-VERIFY**

- 23.1 In accordance with Neb. Rev. Stat. 4-108 through 4-114, the contractor agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324 a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The Contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A 1324b. The contractor shall require any subcontractor to comply with the provisions of this section. For information on the E-Verify Program, go to [www.uscis.gov/everify](http://www.uscis.gov/everify).

## Protection of Proprietary Information and Trade Secrets

Data contained in any bid (hereinafter "Submission") and all documentation provided therein, become the property of the City of Lincoln/Lancaster County. Upon receipt of any Submission by the City of Lincoln/Lancaster County, all data and documentation becomes a public record and is subject to disclosure by the City of Lincoln/Lancaster County to any party initiating a public records request under Nebraska Revised Statutes § 84-712 et seq. In response to a public records request, the City of Lincoln/Lancaster County may include the entire response. The City of Lincoln/Lancaster County has no duty to protect proprietary or commercial information and/or trade secrets.

If the Bidder wishes to have any information withheld from a public records request, such information must fall within the definition of "proprietary or commercial information" contained within Nebraska Public Records Statutes as defined by Nebraska Revised Statute § 84-712.05(3) and/or must be considered "trade secrets" as defined by Nebraska Revised Statutes §§ 87-501 to 87-507. Any and all information the Bidder wishes the City of Lincoln/Lancaster County to withhold from public disclosure must be submitted in the City/County E-bid system as a Response Attachment with the following information:

- 1) Is clearly marked "*proprietary or commercial information*" and/or "*trade secrets*" on the title of the document and the file attached;
- 2) Individually identifies each separate page as confidential;
- 3) Contains supporting documentation specifically enumerating why the information in such documents are marked and qualify as proprietary or commercial information/trade secrets. Under Nebraska law, in order for such information to be protected, the information, if released, would give competitors an advantage *and* serve no public purpose.

**FAILURE TO STRICTLY COMPLY WITH THESE INSTRUCTIONS WILL RESULT IN DISCLOSURE OF INFORMATION DECLARED BY THE BIDDER TO BE PROPRIETARY OR COMMERCIAL INFORMATION AND/OR TRADE SECRETS.  
NO NOTICE OF FAILURE TO COMPLY WILL BE PROVIDED.**

If the instructions above for designating proprietary or commercial information and/or trade secrets are strictly followed, the City of Lincoln/Lancaster County will provide the bidder with reasonable notice that a public records request has been made that may include the information designated as proprietary and commercial or a trade secret. It is the sole responsibility of the Bidder to take actions necessary to protect the information claimed as proprietary or commercial, or a trade secret.

Bidders may not mark their entire Submission as *proprietary or commercial information and/or trade secrets*. Bid pricing may not be marked as proprietary or commercial information/trade secrets, and are deemed to be a public record in the State of Nebraska. Failure of the Bidder to follow the instructions for submitting proprietary or commercial information/trade secrets may result in the material being viewed by other bidders and/or the public.

"Proprietary or commercial information" is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose. (see Neb. Rev. Stat. § 84-712.05(3)).

"Trade Secrets" is defined as information, including, but not limited to, a drawing, formula, pattern, compilation, program, device, method, technique, code, or process that:  
Derives independent economic value, actual or potential, from not being known to, and not being ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.  
(See Neb. Rev. Stat. § 87-502 (4)(a)(b))

In accordance with the Nebraska Attorney General Opinions 92068 and 97033, Bidders submitting information as proprietary or commercial information/trade secrets may be required to prove specific competitor(s) by name who would be advantaged by release of the information and the specific advantage the competitor(s) would receive.

**Advertise 2 times**  
**Wednesday, June 20, 2018**  
**Wednesday, June 27, 2018**

**City of Lincoln/Lancaster County**  
**Purchasing Division**  
**NOTICE TO BIDDERS**

Sealed bids will be received by the Purchasing Agent of the City of Lincoln/Lancaster County, Nebraska BY ELECTRONIC BID PROCESS until: **12:00 pm, Friday, June 29, 2018** for providing the following:

**Annual Requirements - Construction and Purpose-Built Equipment**  
**Repair and Maintenance Services**  
**Bid No. 18-167**

Bidders must be registered on the City/County's E-Bid site in order to respond to the above Bid. To register go to: [lincoln.ne.gov](http://lincoln.ne.gov) (type: e-bid - in search box, then click "Supplier Registration").

Questions concerning this bid process may be directed to City/County Purchasing at (402) 441-8103 or [purchasing@lincoln.ne.gov](mailto:purchasing@lincoln.ne.gov).