

CITY OF EVANSTON
REQUEST FOR PROPOSAL

NUMBER: 22-41

For

City of Evanston Municipal Fleet Rightsizing and Electrification Plan

May 19, 2022



PROPOSAL DEADLINE: 2:00 P.M., June 21, 2022

**PRE-PROPOSAL MEETING:
Virtual, Non-Mandatory**

11:00 A.M., June 2, 2022

Join Zoom Meeting:

<https://us06web.zoom.us/j/81914352457?pwd=T000Z3ViM3JlU0MxeKQ3YXE0V3cVdz09>

Meeting ID: 819 1435 2457

Passcode: 691015

Join by Phone: +1 312 626 6799

ELECTRONIC BID SUBMITTAL:

Bid responses will only be accepted electronically
via E-bidding through DemandStar (WWW.DEMANDSTAR.COM)

It is highly recommended that new DemandStar users complete the account setup process prior to project due date/time.

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DemandStar- E-bidding Instructions.....	14 pgs
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Near Term Fleet Acquisitions.....	1 pg

CITY OF EVANSTON

NOTICE TO PROPOSERS

Proposals will be received by the Purchasing Office until 2:00 P.M. local time on **June 21 2022**. Effective immediately, the City of Evanston will no longer accept hard copy paper submittals for any solicitation. Responses will only be accepted electronically via E-bidding through DemandStar (www.demandstar.com). Although registration is required, vendors can download solicitations and upload responses for free. Proposals shall cover the following:

City of Evanston Municipal Fleet Rightsizing and Electrification Plan RFP Number: 22-41

The City of Evanston (City) Sustainability Division of the City Manager's Office and the Facilities & Fleet Management Division of the Administrative Services Department are seeking proposals from experienced firms to provide a technical assessment of the municipal fleet size and recommendations to transition to zero emissions vehicles in compliance with the City's Climate Action and Resilience Plan.

There will be a Non-mandatory pre-proposal meeting held virtually at 11:00 A.M. Thursday, June 2, 2022. Interested parties can use the following link to access the meeting: <https://us06web.zoom.us/j/81914352457?pwd=T000Z3VjM3JlU0MxeKQ3YXE0V3cVdz09>

Meeting ID: 819 1435 2457 Passcode: 691015 Join by Phone: +1 312 626 6799

All firms intending to submit a proposal for this project are encouraged to attend to discuss the proposed work and receive answers to questions related to the project.

The above item shall conform to the RFP on file in the Purchasing Office. Parties interested in submitting a proposal should contact the Purchasing Office to receive a copy of the RFP or see the City's website at: www.cityofevanston.org/business/bids-proposals/ or Demandstar at: www.demandstar.com.

The City (the City of Evanston) in accordance with the laws of the State of Illinois, hereby notifies all firms that it will affirmatively ensure that the contract(s) entered into pursuant to this notice will be awarded to the successful firm without discrimination on the grounds of race, color, religion, sex, age, sexual orientation marital status, disability, familial status or national origin. The City of Evanston reserves the right to reject any or all submittals or to accept the submittal(s) deemed most advantageous to the City.

The Evanston City Council also reserves the right to award the contract to an Evanston firm if that firm's bid is within 5% of the low bid.

Each Proposer shall be required to submit with his/her proposal a Disclosure of Ownership Interest Statement Form in accordance with Section 1-18-1 *et seq.* of the City Code. Failure to submit such information may result in the disqualification of such proposal.

Linda Thomas
Purchasing Specialist

CITY OF EVANSTON **Request for Proposal**

1.0 INTRODUCTION

The City of Evanston is seeking requests for proposals from experienced firms for a Municipal Fleet Rightsizing and Electrification Plan.

Contact with City personnel in connection with this RFP shall not be made other than as specified in this RFP. Unauthorized contact of any City personnel may be cause for rejection of a proposal.

Prior to the submittal of a proposal, Proposers are advised to carefully examine

- the contract documents
- project scope and work tasks to be accomplished
- specifications
- submittal requirements
- insurance requirements and required documentation

Proposers are advised to become thoroughly familiar with all conditions, instructions and specifications governing this RFP. Proposals shall be made in accordance with these instructions. Proposals shall be submitted on the forms provided by the City

The City will not be liable in any way for any costs incurred by respondents in replying to this Request for Proposal.

The City of Evanston is a general purpose municipal government located in Cook County, Illinois. The southern boundary of the City of Evanston borders the City of Chicago and is twelve miles north of downtown Chicago. The City is home to Northwestern University and Garrett Theological Seminary. In addition, the City is the home of two major teaching hospitals, St. Francis Hospital and Evanston Hospital, many corporations, service institutions, large national retailers and small entrepreneurial businesses. The City is a home rule unit, as defined in the 1970 Illinois Constitution, and operates under the Council/Manager form of government to provide for the health, safety and welfare of Evanston residents. A mayor, elected city-wide, and nine Councilmembers elected by Ward, comprise the City Council. There are ten operating departments that provide a full array of services. The City has approximately 75,000 residents and a land area that covers 7.3 square miles. In addition to a vast array of programs and services, the City operates 58 buildings and 77 parks which provide a wide range of services, operations and public amenities.

In 2018, the City Council voted to accept and place on file the [Climate Action and Resilience Plan \(CARP\)](#), which calls for carbon neutrality for municipal operations by 2035. An intermediary goal calls for 50% of buses and fleets based and operating in Evanston to be

fully electric by 2025. Fewer than 1% of vehicles in the City of Evanston's fleet are zero emissions, and the City is not currently on track to achieve these goals.

The City's fleet vehicles and equipment are managed by the Facilities & Fleet Management Division of the Administrative Services Department. The Division manages and maintains over 400 vehicles/pieces of equipment including: 105 SUVs; 30 sedans; 92 pickup trucks; 92 light/medium/heavy duty trucks; 31 vans; 16 specialty vehicles; 13 fire trucks; 11 water crafts; 7 motorcycles; 7 greenways tractors/mowers; 5 buses; 5 ambulances; and 60 accessories/fleet equipment in addition to different attachments that go with them. Table 1. provides further detail pertaining to 2018 total fuel usage and mileage by vehicle type.

Table 1. City of Evanston 2018 Fleet Details

Vehicle Type	Vehicle Count, Percent of Fleet		2018 Total Gallons of Fuel	2018 Total Mileage
SUV	105	22%	72,954	701,293
Truck Pickup	92	20%	43,645	286,574
Accessory	60	12%	7,436	14,614
Light, Medium, Heavy Duty Public Works Agency Trucks	92	19%	79,877	216,587
Greenways Tractors/Mowers	7	1%	2,100	14,618
Van	31	7%	12,042	56,666
Car Sedan	30	6%	5,753	78,280
Specialty Vehicle	16	3%	1,699	52,389
Fire Truck	13	3%	20,598	70,685
Watercraft	11	2%	-	-
Motorcycle	7	1%	165	-
Ambulance	5	1%	5,892	35,115
Bus	5	1%	1,593	5,928

The majority (60%) of City vehicles are parked at the Service Center at 2020 Asbury Avenue. Vehicles also park at the Police Department (12%), Water Plant (10%), Fire

Department (8%), and the Civic Center (5%). The remaining City vehicles park at the City's Community Centers, the Recycling Center, and the Evanston Public Library.

In addition to reviewing the City's Climate Action and Resilience Plan (CARP), Proposers are advised to review the [Municipal Operations Zero Emissions Strategy](#) and the [City of Evanston Carbon Neutral Fleet Action Plan](#). Proposers must also be aware of the ongoing Evanston Service Center Facility Evaluation and Master Planning process as well as the ongoing [Civic Center and Police/Fire Headquarters Relocation Feasibility Study](#). The [Service Center Master](#) Plan is intended to outline a strategy to meet CARP compliance including planning for fleet electrification and should be carefully coordinated with this roadmap. That master plan is scheduled for completion in the fall of 2022.

2.0 SCOPE OF SERVICES

The selected consultant will conduct the following tasks:

1. A fleet rightsizing analysis of vehicle types by department, purpose, usage times, and mileage to determine if the municipal fleet is appropriately sized and efficiently operated while also affording some flexibility through a "factor of safety" if operations and staffing need to increase, and a "level of redundancy" in case of equipment failure.
2. A fleet assessment and plan for vehicles appropriate for conversion to zero and low emitting vehicles, including a benefit-cost analysis by vehicle class, a projected timeline of suggested conversions along with milestones, projected impacts on departmental standard operating procedures, range assessments for vehicles based on usage, and an identification of broad impacts on repair and maintenance operations including anticipated cost differences
3. A determination of charging infrastructure requirements to support that conversion, including costs, required electrical service increases and optimal charging location, with consideration of take-home vehicles and long distance driving.
4. An analysis of existing and future electrical infrastructure, inclusive of possible scenarios including, but not limited to utilizing:
 - a. Rooftop or parking canopy renewable energy installations;
 - b. Stationary energy storage to provide resiliency and lower cost; and,
 - c. Using EVs as battery storage solutions.
5. An evaluation of current fleet greenhouse gas emissions, expected fleet emissions throughout the transition to an EV fleet, and ongoing methods of tracking emissions.

In order to complete these tasks, City Staff requests that at least two departmental interviews each be conducted for the Police Department, Fire Department, Public Services Bureau, Water Production Bureau, Facilities & Fleet Management, and Parks & Recreation. The first interview must be in person and should focus on ascertaining the perceived opportunities and challenges related to the aforementioned tasks and deliverables below. The second interview may be virtual or in person will share preliminary findings and recommendations in order to refine final deliverables. In addition, one interview will be scheduled with the remaining Departments/Divisions as one group (Community Development, Engineering, Library) to discuss their administrative operations. The City of Evanston core project team also expects a monthly one hour virtual or in-person check-in with the consultant team for the term of the contract.

The expected deliverables include:

1. A near term fleet acquisition and infrastructure proposal for the Fiscal Year 2023 and 2024 Budgets and the Five-Year Capital Improvements Plan
 - a. A priority list of fleet vehicles recommended for procurement through 2024.
 - b. All associated charging station infrastructure and electrical upgrades, equipment, and recommended charging station locations that should be budgeted for in the Capital Improvements Plan for the period of 2023 through 2027.
2. A best practices Municipal Fleet Rightsizing and Electrification Plan to include:
 - a. Findings and Recommendations from the Fleet Rightsizing Analysis.
 - b. At least 4 distinct scenarios for municipal fleet electrification; one scenario must propose a 100% zero emissions fleet by 2035. These scenarios will be determined by the consultant team in collaboration with the City of Evanston core project team. The scenarios will compare the variables assessed in tasks 2-5 of the Scope of Services.
 - c. A table of existing low-emitting and zero emissions vehicles and equipment that compares cost, range, idle time, power and torque, charging requirements, and other relevant variables based on Staff feedback.
 - d. Best practice recommendations for personnel and training to prepare fleet and facilities staff for the transition to vehicle electrification.
 - e. Legislative or internal policy recommendations to facilitate the transition to vehicle electrification.
 - f. Recommendations for financing the transition to electrification including but not limited to lease options and available grants.
Recommendations for tracking greenhouse gas emissions for municipal fleet operations.
 - g. Any other Staff feedback shared during the Departmental interviews.

All deliverables should be formatted as 8-½" x11' PDF documents. Any spreadsheets, tables, or graphs should be shared in both PDF and Excel formats. Data and graphs should be presented consistently and in an easy to understand, stand-alone format. City Staff asks that the selected consultant prioritize and expedite the first deliverable by September 16th, 2022, so that it can be a part of the 2023 budget cycle. The second deliverable is expected by February 1st, 2023.

3.0 INSURANCE

Consultant shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Consultant, and insuring Consultant against claims which may arise out of or result from Consultant's performance or failure to perform the Services hereunder.

The consultant must provide an insurance certificate naming the City of Evanston as an additional insured and will provide a variety of insurances including:

- comprehensive general liability - \$3,000,000 combined single limit for each occurrence for bodily injury and property damage – designating the City as Additional Insured
- Workers Compensation - Statutory Limits
- Automobile Liability - \$1,000,000 per occurrence for all claims arising out of bodily injuries or death and property damages.
- errors and omissions or professional liability insurance - \$1,000,000

The surety and the insurance company must have not less than an A+ rating from the Alfred M. Best Co., Inc. and be approved by the City of Evanston.

Consultant’s certificate of insurance shall contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to City.

4.0 SUBMITTAL REQUIREMENTS

The City will no longer accept hard copy paper submittals for any solicitation. Responses will only be accepted electronically via E-bidding through DemandStar. Respondents are still required to complete all of the bid documents and provide all of the requested information in a pdf file(s). **Please refer to attached DemandStar e-bidding documents.**

ANY PROPOSALS RECEIVED AFTER THE SUBMITTAL DEADLINE, WILL NOT BE ACCEPTED. It is the sole responsibility of the proposer to ensure that his or her proposal is delivered by the stated time. THE CITY IS NOT RESPONSIBLE FOR INCOMPLETE UPLOADED SUBMITTALS..

A. Cover Letter

The cover letter will include the following:

- introduction of firm signed by an authorized Principal of the firm
- name of firm
- address of firm
- phone number of the firm submitting the proposal
- include the name and signature of an authorized binding official who is authorized to answer questions regarding the firm’s proposal

B. Qualifications and Experience of Firm and/or Team

- All respondents shall describe other contracts (at least 3, but no more than 10) similar in scope, size or discipline to the required services described herein, performed or undertaken within the past five years.
- The respondent must provide references, including name, address and telephone number of a contact person for each project identified and described.
- Indicate commencement dates, duration and type of operation.
- Provide a list of all Municipal clients.

C. Area/Regional Manager(s)

Clearly identify the professional staff person(s) who would be assigned as your Area/Regional Manager(s) and provide resumes for the project team. The proposal should indicate the abilities, qualifications and experience of these individuals.

D. Fees

Provide a copy of your fees/prices on the attached price/costs form (see page 29).

Provide a not-to-exceed cost by completing the Proposal Cost Table included with this RFP. Additionally, attach a fee breakdown to indicate the hours required by each team member and their hourly billing rate. Break down all costs by task and labor category and break out reimbursable direct costs separately. Proposals must list the salary cost multiplier for all labor hours.

E. Contract

The City has attached its standard contract in Exhibit M (see page 34– Professional Services Agreement). Identify all exceptions to the agreement that would prevent your Firm from executing it. The City shall not consider or negotiate regarding exceptions submitted at any time after the submission of the Proposer’s response.

5.0 ADDITIONAL SUBMISSION REQUIREMENTS

Not applicable.

6.0 M/W/EBE GOALS

The City has a goal of 25% of the contract amount for the participation and utilization of Minority-Owned, Women-Owned, and Evanston-based businesses (M/W/EBEs) in completing a portion of the services required by the City. All respondents must submit a statement of the proposed involvement of M/W/EBEs in completing a portion of the required services. Provide a copy of the certification for M/W/EBEs that will assist in achieving the M/W/EBE goal with your submittal as well as the appropriate M/W/EBE forms or Request for Waiver. Any questions regarding M/W/EBE compliance should be submitted in writing to Tammi Nunez Purchasing Manager at tnunez@cityofevanston.org.

7.0 EVALUATION CRITERIA

The City will select the successful firm through an evaluation process based on the firm meeting the specifications which are outlined in this RFP. A review committee will review in detail all proposals that are received. During the evaluation process, the City may require a Proposer’s representative to answer questions with regard to the proposal and/or make a formal presentation to the review committee. The review committee will make a recommendation to award the contract based on the criteria set forth below. This contract will be forwarded to the City Council for final approval.

The evaluation criteria listed below will be used in the selection of the successful Proposer.

- A.** Qualifications and Expertise
- B.** Price

- C. Organization and Completeness of Proposal
- D. Willingness to Execute the City of Evanston’s Professional Services Agreement
- E. M/W/EBE Participation

8.0 SELECTION PROCESS

The City will select a firm on the basis of the responsiveness of the proposal to the RFP submittal requirements, the evaluation criteria stated above and the demonstrated willingness to execute an acceptable written contract. The City reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials from the Proposer.

While it is the intent of the City to award a single firm, the City reserves the right to award in part or in whole and to select multiple firms and/or individuals, depending on whichever decision is deemed to be most advantageous to the City.

Responses may be rejected if the firm fails to perform any of the following:

- A. Adhere to one or more of the provisions established in this Request for Proposal.
- B. Demonstrate competence, experience, and the ability to provide the services described in this Request for Proposal.
- C. Submit a response on or before the deadline and complete all required forms.
- D. To fulfill a request for an oral presentation.
- E. To respond to a written request for additional information.

Discussions and/or interviews may be conducted with responsible firms that have submitted proposals in order to clarify certain elements. All proposals shall be afforded fair and equal treatment with respect to any opportunity for clarification. In conducting discussion, there shall be no disclosure of information derived from proposals submitted by competing firms. The selection shall be done by the City’s review committee and will be recommended to the City Council for final approval.

If the City is unable to reach any sort of agreement with the selected firm, the City will discontinue negotiations with the selected firm and begin negotiations with the firm ranked second and so on until agreement is reached.

The firm to be recommended to the City Council will be the one whose proposal is determined to be the most advantageous to the City in consideration of price and all other evaluation factors which are set forth in this Request for Proposal No other factors or criteria not listed in this RFP shall be used in the evaluation.

9.0 PROPOSED SCHEDULE

The tentative schedule for this RFP and project process is as follows:

- 1. RFP issued..... May 19, 2022
- 2. Non-mandatory Pre-Proposal Conference... June 2, 2022
- 3. Last Day to submit questions..... June 9, 2022
- 4. Final Addendum Issued..... June 15, 2022

- 5. RFP Submission Due Date.....June 21, 2022
- 6. City Council Award of Contract..... July 25, 2022
- 7. Contract Effective..... August 11, 2022
- 8. First Deliverable Due..... September 16, 2022
- 9. Completion..... February 1, 2023

10.0 QUESTIONS REGARDING RFP

All questions related to this RFP should be submitted in writing to the City of Evanston Purchasing Specialist at purchasing@cityofevanston.org with a copy to Ryan Hall at rhall@cityofevanston.org and Cara Pratt at cpratt@cityofevanston.org .

11.0 GENERAL TERMS AND CONDITIONS

A. Confidentiality

In connection with this Agreement, City may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for City. Consultant agrees (i) to treat, and to obligate Consultant’s employees to treat, as secret and confidential all such information whether or not identified by City as confidential, (ii) not to disclose any such information or make available any reports, recommendations and /or conclusions which Consultant may make for City to any person, firm or corporation or use the same in any manner whatsoever without first obtaining City’s written approval, and (iii) not to disclose to City any information obtained by Consultant on a confidential basis from any third party unless Consultant shall have first received written permission from such third party to disclose such information.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the City has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the City that it has received a Freedom of Information Act request that calls for records within the Consultant’s control, the Consultant shall promptly provide all requested records to the City so that the City may comply with the request within the required timeframe. The City and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemption to the disclosure of such records or part thereof is applicable.

The Purchasing Specialist will endeavor to advise the firm of any request for the disclosure of the material so marked with “TRADE SECRET”, “CONFIDENTIAL”, or “PROPRIETARY”, and give the firm or other submitting party the opportunity to seek a court order to protect such materials from disclosure. If the requested material was submitted by a party other than the firm, then the firm shall be solely responsible for notifying the submitting party of the request. The City’s sole responsibility is to notify the firm of the request for disclosure, and the City shall not be liable for any damages resulting out of such disclosure, whether such disclosure is deemed required by law, by an order of court or administrative agency, or occurs through inadvertence, mistake, negligence on the part of the City or its officers, or employees.

B. Withdrawal of Proposal

Proposals may be withdrawn prior to the submission deadline. Withdrawal may be attained by written request; however, no offer can be withdrawn within the ninety (90) day period

which occurs after the time is set for closing. Proposers who withdraw their proposals prior to the designated date and time may still submit another proposal if done in accordance with the proper time frame.

C. Exceptions to Specifications

Exceptions to these specifications shall be listed and explained on a separate page titled "Exceptions to Specifications", which shall be prepared by the Proposer. This page shall then be attached to these documents and submitted at the same time as the proposal. Each exception must refer to the page number and paragraph to which it is relevant. The nature and reasoning of each exception shall be explained in its entirety. Any exceptions to these specifications may be cause for rejection of the proposal.

D. Hold Harmless

Consultant shall defend, indemnify and hold harmless the City and its officers, elected and appointed officials, agents, and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or proceedings of any kind or nature, including but not limited to costs, and fees, including attorney's fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of the Consultant or Consultant's sub-contractors, employees, agents or sub-contractors during the performance of this Agreement. Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided. This provision shall survive completion, expiration, or termination of this Agreement.

Nothing contained herein shall be construed as prohibiting the City, or its officers, agents, or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. The Consultant shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits. Nothing herein shall be construed as a limitation or waiver of defenses available to the City and employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

At the City Corporation Counsel's option, Consultant must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Consultant of any of its obligations under this Agreement. Any settlement of any claim or suit related to this Agreement by Consultant must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.

To the extent permissible by law, Consultant waives any limits to the amount of its obligations to indemnify, defend, or contribute to any sums due under any Losses, including any claim by any employee of Consultant that may be subject to the Illinois Workers Compensation Act, 820 ILCS 305/1 *et seq.* or any other related law or judicial decision, including but not limited to, *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

Consultant shall be responsible for any losses and costs to repair or remedy work performed under this Agreement resulting from or arising out of any act or omission,

neglect, or misconduct in the performance of its Work or its sub-consultants' work. Acceptance of the work by the City will not relieve the Consultant of the responsibility for subsequent correction of any such error, omissions and/or negligent acts or of its liability for loss or damage resulting therefrom. All provisions of this Section shall survive completion, expiration, or termination of this Agreement.

E. Addenda

Any and all changes to these documents are valid only if they are included via written addendum to all respondents. Each respondent should acknowledge receipt of any addenda by indicating same in their proposal submission. Each respondent acknowledging receipt of any addenda is responsible for the contents of the addenda and any changes to the proposal therein. Failure to acknowledge any addenda may cause the proposal to be rejected. Addenda information is available over the internet at [City of Evanston Notices & Documents](#) or www.demandstar.com, or by contacting the Purchasing Office, 847-866-2935.

F. Term

The contract is for approximately six (6) months, with a request for some initial steps to implement in 2023/2024 by September 2022. All deliverables are expected by February 1, 2023. The City may terminate a contract for either cause or convenience.

G. Non-Appropriation of Funds

The City of Evanston reserves the right to terminate in whole or in part of the contract in the event that insufficient funds to complete the contract are appropriated by Evanston City Council.

H. Property of the City

All discoveries and documents produced as a result of any service or project undertaken on behalf of the City of Evanston shall become the property of the City.

I. Payment Terms

The consultant shall submit invoices detailing the services provided, project, professional staff, and hours. Payment shall be made in accordance with the Local Government Prompt Payment Act. Please note that failure to provide a detailed invoice could result in delay of payment and include termination of any agreement.

J. Disclosures and Potential Conflicts of Interest

The City of Evanston's Code of Ethics prohibits public officials or employees from performing or participating in an official act or action with regard to a transaction in which he has or knows he will thereafter acquire an interest for profit, without full public disclosure of such interest. This disclosure requirement extends to the spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouses.

To ensure full and fair consideration of all proposals, the City of Evanston requires all Proposers including owners or employees to investigate whether a potential or actual conflict of interest exists between the Proposer and the City of Evanston, its officials, and/or employees. If the Proposer discovers a potential or actual conflict of interest, the Proposer

must disclose the conflict of interest in its proposal, identifying the name of the City of Evanston official or employee with whom the conflict may exist, the nature of the conflict of interest, and any other relevant information. The existence of a potential or actual conflict of interest does NOT, on its own, disqualify the disclosing Proposer from consideration. Information provided by Proposers in this regard will allow the City of Evanston to take appropriate measures to ensure the fairness of the proposal process.

The City requires all Proposers to submit a certification, enclosed with this RFP, that the Proposer has conducted the appropriate investigation and disclosed all potential or actual conflicts of interest.

K. Protests

Any actual or prospective Proposer, who is aggrieved in connection with the solicitation or award of a contract, may protest to the Purchasing Office. The protest shall be submitted in writing within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.

- The Proposer shall submit any protests or claims regarding this solicitation to the Purchasing Office.
- A pre-bid protest must be filed five (5) days before the bid opening or proposal submittal.
- A pre-award protest must be filed no later than ten (10) days after the bid opening date or proposal deadline.
- A post-award protest must be filed no later than ten (10) days after the award of the Contract.

All claims by a Proposer against the City relating to a contract shall be submitted in writing to the Purchasing Specialist. The City will only consider protests that are properly and timely submitted.

All protests or claims must set forth the name and address of the protester, the contract number, the grounds for the protest or claim, and the course of action that the protesting party desires the Purchasing Specialist to take. Statements shall be sworn and submitted under penalty of perjury.

L. Authority To Resolve Protests And Contract Claims

Protests: The Purchasing Specialist shall have the authority to consider and resolve a protest of an aggrieved Proposer, actual or prospective, concerning the solicitation or award of a contract. The City shall issue a written decision and that decision is final.

Contract Claims: The Purchasing Specialist, after consulting with Corporation Counsel, shall have the authority to resolve contract claims, subject to the approval of the City Manager or City Council, as applicable, regarding any settlement that will result in a change order or contract modification.

Each Proposer, by submitting a response to this RFP, expressly recognizes the limitations on its rights to protest provided in this Section and expressly waives all other rights and remedies and agrees that the decision on the protest is final and conclusive. If a Proposer

disregards, disputes or does not follow the exclusive protest remedies provided in this Section, it shall indemnify and hold the City and its officers, employees, agents and consultants harmless from and against all liabilities, fees and costs, including legal and consultant fees and costs, and damages incurred or suffered as a result of such Proposer's actions. Each Proposer, by submitting a response to this RFP, shall be deemed to have irrevocably and unconditionally agreed to this indemnity obligation.

M. Litigation

For purposes of this Section, the following terms are defined as follows:

"issue" means any prior or pending litigation or investigation, either civil or criminal, or any governmental agency action or proceeding (the "issue"), which may affect the performance of the services to be rendered herein. For purposes of this Section, an "issue" shall also include any criminal, civil, or administrative penalty or finding imposed against any covered individual. An issue occurring within seven (7) years of the date preceding the date of the Proposer's response shall be disclosed by the Proposer.

"covered individual" means any principal, president, managing partner, or vice-president, affiliated in any way with the Firm, and the Firm's employees or sub-contractors.

All proposers shall identify and describe with particularity any issue. The City, and not Proposer, has the sole discretion to determine whether an issue may affect the performance of the services. Failure of any Proposer to comply with this mandatory obligation shall, at the City's sole discretion, result in the Proposer's response being deemed non-responsive and not responsible. Failure of any Proposer to comply with the obligation specified herein may result in the voiding any subsequent contract award to Proposer if the City discovers upon the exercise of its customary due diligence that Proposer failed to comply with the mandatory obligation in this Section. The City reserves all rights to take any other actions in the case of a Proposer's non-compliance with this Section.

N. Sub-contractors

If any firm submitting a proposal intends on sub-contracting out all or any portion of the engagement, that fact, and the name of the proposed sub-contracting firm(s) must be clearly disclosed in the proposal. Following the award of the contract, no additional sub-contracting will be allowed without the prior written consent of the City of Evanston.

O. Contact with City Personnel

All Proposers are prohibited from making any contact with the City Manager, City Council, or any other official or employee of the City with regard to the Project, other than in the manner and to the person(s) designated herein. The Purchasing Specialist reserves the right to disqualify any Proposer found to have contacted City Personnel in any manner with regard to the Project. Additionally, if it is determined that the contact with City Personnel was in violation of any provision of 720 ILCS 5/33EE, the matter may be referred to the Cook County State's Attorney for review and prosecution.

P. Costs Incurred

The City of Evanston assumes no responsibility or liability for costs incurred by the Proposer prior to the execution of a contract. This includes costs incurred by the Proposer as a result of preparing a response to this RFP.

Exhibit A

DISCLOSURE OF OWNERSHIP INTERESTS

The City of Evanston Code Section 1-18-1 *et seq.* requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their proposal. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

APPLICANT is (**Check One**)

- Corporation
- Partnership
- Sole Owner
- Association

Other () _____

Please answer the following questions on a separate attached sheet if necessary.

SECTION I CORPORATION

1a. Names and addresses of all Officers and Directors of Corporation.

1b. **(Answer only if corporation has 33 or more shareholders.)**

Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

1c. **(Answer only if corporation has fewer than 33 shareholders.)**

Names and addresses of all shareholders and percentage of interest of each herein. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

SECTION 2 PARTNERSHIP/ASSOCIATION/JOINT VENTURE

2a. The name, address, and percentage of interest of each partner whose interests therein, whether limited or general, is equal to or in excess of 3%.

2b. Associations: The name and address of all officers, directors, and other members with 3% or greater interest.

SECTION 3 - TRUSTS

3a. Trust number and institution.

3b. Name and address of trustee or estate administrator.

3c. Trust or estate beneficiaries: Name, address, and percentage of interest in total entity.

SECTION 4 ALL APPLICANTS - ADDITIONAL DISCLOSURE

4a. Specify which, if any, interests disclosed in Section 1, 2, or 3 are being held by an agent or nominee, and give the name and address of principal.

4b. If any interest named in Section 1,2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

4c. If "constructive control" of any interest named in Sections 1,2, 3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture or partnership agreements.)

I have not withheld disclosure of any interest known to me. Information provided is accurate and current.

Date Signature of Person Preparing Statement

Title

ATTEST: _____
Notary Public

(Notary Seal)

Commission Expires: _____

EXHIBIT B

ADDITIONAL INFORMATION SHEET

Proposal Name: _____

Proposal Number #: _____

Company Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Telephone/FAX: # _____

E-mail: _____

Comments: _____

Exhibit C

CONFLICT OF INTEREST FORM

_____, hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the bidder, its owners and employees and any official or employee of the City of Evanston.

Proposer further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if bidder/Proposer has not disclosed any actual or potential conflict of interest, the City of Evanston may disqualify the bid/proposal.

(Name of Bidder/Proposer if the Bidder/Proposer is an Individual)
(Name of Partner if the Bidder/Proposer is a Partnership)
(Name of Officer if the Bidder/Proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public. Subscribed and Sworn to this _____ day of _____, 20

Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the bid / proposal.

Exhibit D

ACKNOWLEDGEMENT OF UNDERSTANDING

THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED

The undersigned hereby certifies that they have read and understand the contents of this solicitation and attached service agreements, and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this document, the Proposer hereby certifies that they are not barred from bidding on this contract as a result of bid rigging or bid rotating or any similar offense (720 ILCS S/33E-3, 33E-4).

Authorized Signature: _____ **Company Name:** _____
Typed/Printed Name: _____ **Date:** _____
Title: _____ **Telephone Number:** _____
Email: _____ **Fax Number:** _____

Exhibit E

ANTI-COLLUSION AFFIDAVIT AND PROPOSER'S CERTIFICATION

_____, being first duly sworn,
deposes and says that he is _____
(Partner, Officer, Owner, Etc.)

of _____
(Proposer)

The party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this _____ day of _____, 20

Notary Public

Commission Expires: _____

Failure to complete and return this form may be considered sufficient reason for rejection of the bid.

EXHIBIT F

CITY OF EVANSTON M/W/EBE POLICY

A City of Evanston goal is to provide contracting and sub-contracting opportunities to Minority Business Enterprises, Women Business Enterprises, and Evanston Business Enterprises. The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. To assist such growth, the City's goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract.

Firms bidding on projects with the City must work to meet the 25% goal or request a waiver from participation. It is advised that bidders place advertisements requesting sub-contractors and that they email or contact individual firms that would be appropriate to partner in response to the project. For samples of possible advertisements, see the City of Evanston's Business Diversity Section <http://www.cityofevanston.org/business/business-diversity/> ([Sample Advertisement](#)). If you request a paper copy of the additional documents, it will be available free of charge from the Purchasing Office, 2100 Ridge Road Suite 4200, Evanston, IL 60201.

If a bidder is unable to meet the required M/W/EBE goal, the Bidder must seek a waiver or modification of the goal on the attached forms. Bidder must include:

1. A narrative describing the Bidder's efforts to secure M/W/EBE participation prior to the bid opening.
2. Documentation of each of the assist agencies that were contacted, the date and individual who was contacted, and the result of the conversation (see form)
3. A letter attesting to instances where the bidder has not received inquiries/proposals from qualified M/W/EBEs
4. Names of owners, addresses, telephone numbers, date and time and method of contact of qualified M/W/EBE who submitted a proposal but was not found acceptable.
5. Names of owners, addresses, telephone numbers, date and time of contact of at least 15 qualified M/W/EBEs the bidder solicited for proposals for work directly related to the Bid prior to the bid opening (copies must be attached).

If a bidder is selected with a Sub-contractor listed to meet the M/W/EBE goal, a "monthly utilization report" will be due to the City prior to each payment being issued to the Contractor. This report will include documentation of the name of the firm hired, the type of work that firm performed, etc. Should the M/W/EBE not be paid according to the schedule proposed in this document, the City reserves the right to cancel the contract. Examples of this monthly form can be found on the City's website: <http://www.cityofevanston.org/business/business-diversity/> ([MWEBE Monthly Utilization Report](#)).

EXHIBIT G

M/W/EBE PARTICIPATION COMPLIANCE FORM

I do hereby certify that

_____ (Name of firm) intends to participate as a Subcontractor or General Contractor on the project referenced above.

This firm is a (check only one):

_____ Minority Business Enterprise (MBE), a firm that is at least 51% managed and controlled by a minority, certified by a certifying agency within Illinois.

_____ Women's Business Enterprise (WBE), a firm that is at least 51% managed and controlled by a woman, certified by a certifying agency within Illinois.

_____ Evanston Based Enterprise (EBE), a firm located in Evanston for a minimum of one year and which performs a "commercially useful function".

Total proposed price of response \$ _____

Amount to be performed by a M/W/EBE \$ _____

Percentage of work to be performed by a M/W/EBE _____ %

Information on the M/W/EBE Utilized:

Name _____

Address _____

Phone Number _____

Signature of firm attesting to participation _____

Title and Date _____

Type of work to be performed _____

Please attach:

1. Proper certification documentation if applying as a M/WBE and check the appropriate box below. This M/WBE will be applying with documentation from:

- Cook County State Certification
 Federal Certification Women's Business Enterprise National Council City of Chicago
 Chicago Minority Supplier Development Council

2. Attach business license if applying as an EBE

EXHIBIT G

M/W/EBE UTILIZATION SUMMARY REPORT

The following Schedule accurately reflects the value of each MBE/WBE/EBE sub-agreement, the amounts of money paid to each to date, and this Pay Request. The total proposed price of response submitted is _____.

MBE/WBE/EBE FIRM NAME	FIRM TYPE (MBE/WBE /EBE)	SERVICES PERFORMED	AMOUNT OF SUB- CONTRACT	PERCENT OF TOTAL CONTRACT AMOUNT
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
TOTAL			\$	

Exhibit H

M/W/EBE PARTICIPATION WAIVER REQUEST

I am _____ of _____, and I have authority to _____
(Title) (Name of Firm)

execute this certification on behalf of the firm. I _____ do
(Name)

hereby certify that this firm seeks to waive all or part of this M/W/EBE participation goal for the following reason(s):

(CHECK ALL THAT APPLY. SPECIFIC SUPPORTING DOCUMENTATION MUST BE ATTACHED.)

_____ 1. No M/W/EBEs responded to our invitation to bid.

_____ 2. An insufficient number of firms responded to our invitation to bid.

For #1 & 2, please provide a narrative describing the outreach efforts from your firm and proof of contacting at least 15 qualified M/W/EBEs prior to the bid opening. Also, please attach the accompanying form with notes regarding contacting the Assist Agencies.

_____ 3. No sub-contracting opportunities exist.

Please provide a written explanation of why sub-contracting is not feasible.

_____ 4. M/W/EBE participation is impracticable.

Please provide a written explanation of why M/W/EBE participation is impracticable.

Therefore, we request to waive _____ of the 25% utilization goal for a revised goal of _____%.

Signature: _____
(Signature)

Date: _____

EXHIBIT I

M/W/EBE Assistance Organizations (“Assist Agencies”) Form

AGENCY	DATE CONTACTED	CONTACT PERSON	RESULT OF CONVERSATION
Association of Asian Construction Enterprises (AACE) 5500 Touhy Ave., Unit K Skokie, IL. 60077 Phone: 847-525-9693 Perry Nakachii, President			
Black Contractors United (BCU) 400 W. 76th Street Chicago, IL 60620 Phone: 773-483-4000; Fax: 773-483-4150 Email: bcunewera@ameritech.net			
Chicago Minority Business Development Council 105 West Adams Street Chicago, Illinois 60603 Phone: 312-755-8880; Fax: 312-755-8890 Email: info@chicagomsdc.org Shelia Hill, President			
Evanston Minority Business Consortium, Inc. P.O. Box 5683 Evanston, Illinois 60204 Phone: 847-492-0177 Email: embcinc@aol.com			
Federation of Women Contractors 5650 S. Archer Avenue Chicago, Illinois 60638 Phone: 312-360-1122; Fax: 312-360-0239 Email: FWCChicago@aol.com Contact Person: Beth Doria Maureen Jung, President			
Hispanic American Construction Industry (HACIA) 901 W. Jackson, Suite 205 Chicago, IL 60607 Phone: 312-666-5910; Fax: 312-666-5692 Email: info@haciaworks.org			
Women’s Business Development Ctr. 8 S. Michigan Ave, Suite 400 Chicago, Illinois 60603 Phone: 312-853-3477 X220; Fax: 312-853-0145 Email: wbdc@wbdc.org Carol Dougal, Director			

PLEASE NOTE: Use of M/W/EBE Assistance Organizations (“Assist Agencies”) Form and agencies are for use as a resource only. The agencies and or vendors listed are not referrals or recommendations by the City of Evanston.

Exhibit J

**PROPOSAL COST TABLE
RFP 22-41**

Task	Consultant/Subconsultant	Cost
Fleet Rightsizing Analysis		
Fleet Electrification Analysis		
Charging Equipment and Infrastructure Analysis		
Staff Meetings/Interviews		
Data Visualization		
Report Writing		
Subtotal		
Reimbursable Expenses		
Grand Total		

EXHIBIT K
Firm Experience Table

Firm Experience Within Past 10 Years List 3 most current and similar projects, including Project Name, Client Organization, Reference Name, Title, Phone Number, and Email Address			
<u>Work Type</u>	<u>Client 1</u>	<u>Client 2</u>	<u>Client 3</u>
<u>Fleet Rightsizing Analysis</u>			
<u>Fleet Electrification Plan</u>			
<u>Modernization of Facilities to Accommodate for Electric Fleet</u>			
<u>Net Zero Emissions Designs</u>			
<u>Bus Electrification and Facilities Plan</u>			

Note 1: Proposers may re-create this table to better accommodate their information, so long as all required information is provided and table follows the general format shown above.

Note 2: Provide firm experience references for the prime consultant and sub-consultants.

Note 3: Experience on projects with the same sub-consultants is desirable.

EXHIBIT L

PROJECT TEAM EXPERIENCE TABLE

Team Experience Within Past 10 Years List most current similar projects, including Project Name, Client Organization, Reference Name, Title, Phone Number, and Email Address									
Client /Location ¹	Project Type	Included evaluation of existing fleet? (yes/no)	Included MEP/FP (yes/no)	Included net zero emissions (yes/no)	Public Sector Client? (yes/no)	Project Manager	Key Team Member 1	Key Team Member 2 ²	Reference Contact Information ³

¹ Include, at a minimum, the last three similar projects for each team member.

² Indicate actual team member names. Provide a column for each key team member on this proposal.

³ Provide name, title, email address and phone number for each reference.

Exhibit M
Professional Services Agreement Acknowledgement Page

The City has attached its standard professional services agreement as an exhibit to this RFP. Identify all exceptions to the agreement that would prevent your firm from executing it. **The City shall not consider or negotiate regarding exceptions submitted at any time after the submission of the Proposer's response.** *Please check one of the following statements:*

 I have read the professional services agreement and plan on executing the agreement without any exceptions.

My firm cannot execute the City's standard professional service agreement unless the exceptions noted below or in the attached sample professional services agreement are made.

*****Please be aware that submitting exceptions to the contract may impact the likelihood of your firm being selected to perform this work.**

List exceptions in the area below:

Authorized Signature: _____ **Company Name:** _____

Typed/Printed Name and Title: _____ **Date:** _____

Exhibit M

Consultant Certification and Verification Addendum

I certify in accordance with the Professional Services Agreement, the agents, employees and subcontractors of [CONSULTANT FIRM] are in compliance and will comply with City work rules and policies applicable to City employees while they are on City property, including the City's Workplace Harassment Policy; COVID-19 Vaccination Policy; and Sexual Harassment Policy. I further certify that the agents, employees and subcontractors of [CONSULTANT FIRM] are in compliance with OSHA emergency temporary standard to protect workers from coronavirus.

CONSULTANT:

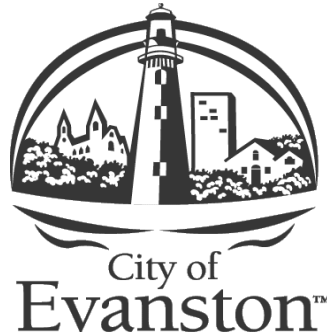
By _____

Its: _____

FEIN Number: _____

Date: _____

Exhibit M



**CITY OF EVANSTON
PROFESSIONAL SERVICES AGREEMENT**

The parties referenced herein desire to enter into an agreement for professional services for
City of Evanston Municipal Fleet Rightsizing & Electrification Plan
“the Project”
RFP 22-41

THIS AGREEMENT (hereinafter referred to as the “Agreement”) entered into this ___ day of _____, 20___, between the City of Evanston, an Illinois municipal corporation with offices located at 2100 Ridge Avenue, Evanston Illinois 60201 (hereinafter referred to as the “City”), and **[Insert Professional Service Provider’s name here]**, with offices located at **[Insert address here]**, (hereinafter referred to as the “Consultant”). Compensation for all basic Services (“the Services”) provided by the Consultant pursuant to the terms of this Agreement shall not exceed **[\$Insert fee here]**.

I. COMMENCEMENT DATE

Consultant shall commence the Services on _____ or no later than **three (3) DAYS AFTER** City executes and delivers this Agreement to Consultant.

II. COMPLETION DATE

Consultant shall complete the Services by _____. If this Agreement provides for renewals after an initial term, no renewal shall begin until agreed to in writing by both parties prior to the completion date of this Agreement.

III. PAYMENTS

City shall pay Consultant those fees as provided here: Payment shall be made upon the completion of each task for a project, as set forth in Exhibit A – Project

Milestones and Deliverables. Any expenses in addition to those set forth here must be specifically approved by the City in writing in advance.

IV. DESCRIPTION OF SERVICES

Consultant shall perform the services (the "Services") set forth here: Services are those as defined in Exhibit A, the City's Request for Proposal/Qualifications No. # (Exhibit B) and Consultant's Response to the Proposal (Exhibit C). Services may include, if any, other documented discussions and agreements regarding scope of work and cost (Exhibit D).

V. GENERAL PROVISIONS

A. Services. Consultant shall perform the Services in a professional and workmanlike manner. All Services performed and documentation (regardless of format) provided by Consultant shall be in accordance with the standards of reasonable care and skill of the profession, free from errors or omissions, ambiguities, coordination problems, and other defects. Consultant shall take into account any and all applicable plans and/or specifications furnished by City, or by others at City's direction or request, to Consultant during the term of this Agreement. All materials, buildings, structures, or equipment designed or selected by Consultant shall be workable and fit for the intended use thereof, and will comply with all applicable governmental requirements. Consultant shall require its employees to observe the working hours, rules, security regulations and holiday schedules of City while working and to perform its Services in a manner which does not unreasonably interfere with the City's business and operations, or the business and operations of other tenants and occupants in the City which may be affected by the work relative to this Agreement. Consultant shall take all necessary precautions to assure the safety of its employees who are engaged in the performance of the Services, all equipment and supplies used in connection therewith, and all property of City or other parties that may be affected in connection therewith. If requested by City, Consultant shall promptly replace any employee or agent performing the Services if, in the opinion of the City, the performance of the employee or agent is unsatisfactory.

Consultant is responsible for conforming its final work product to generally accepted professional standards for all work performed pursuant to this Agreement. Nothing in this Agreement accords any third-party beneficiary rights whatsoever to any non-party to this Agreement that any non-party may seek to enforce. Consultant acknowledges and agrees that should Consultant or its sub-consultants provide false information, or fail to be or remain in compliance with this Agreement; the City may void this Agreement. The Consultant warrants and states that it has read the Contract Documents, and agrees to be bound thereby, including all performance guarantees as respects Consultant's work and all indemnity and insurance requirements.

The Consultant shall obtain prior approval from the City prior to sub-contracting with any entity or person to perform any of the work required under this Agreement. If the Consultant sub-contracts any of the services to be performed under this Agreement, the sub-consultant agreement shall provide that the services to be performed under any such agreement shall

not be sublet, sold, transferred, assigned or otherwise disposed of to another entity or person without the City's prior written consent. The Consultant shall be responsible for the accuracy and quality of any sub-consultant's work.

All sub-consultant agreements shall include verbatim or by reference the provisions in this Agreement binding upon Consultant as to all Services provided by this Agreement, such that it is binding upon each and every sub-consultant that does work or provides Services under this Agreement.

The Consultant shall cooperate fully with the City, other City contractors, other municipalities and local government officials, public utility companies, and others, as may be directed by the City. This shall include attendance at meetings, discussions and hearings as requested by the City. This cooperation shall extend to any investigation, hearings or meetings convened or instituted by the City, any of its departments, and/or OSHA relative to this Project, as necessary. Consultant shall cooperate with the City in scheduling and performing its Work to avoid conflict, delay in or interference with the work of others, if any, at the Project.

Except as otherwise provided herein, the nature and scope of Services specified in this Agreement may only be modified by a writing approved by both parties. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representatives of the parties.

B. Representation and Warranties. Consultant represents and warrants that: (1) Consultant possesses and will keep in force all required licenses to perform the Services; (2) the employees of Consultant performing the Services are fully qualified, licensed as required, and skilled to perform the Services.

C. Breach/Default. Any one of the following events shall be deemed an event of default hereunder by Consultant, subject to Consultant's right to cure:

1. Failure to perform the Services as defined in Paragraph A above and contained within Exhibit A;
2. Failure to comply with any other of the General Provisions contained within this contract.

Consultant, within thirty (30) days, shall have the right to cure any default herein listed at its own expense, including completion of Services or the replacement or termination of any agent, employee, or sub-contractor as a result of any violation of the General Provisions contained herein.

D. Remedy. City does not waive any right to exercise any option to cure any breach or default on the part of contractor, including but not limited to injunctive relief, an action in law or equity or termination of this Agreement as outlined in Paragraph E of this section.

E. Termination. City may, at any time, with or without cause, terminate this Agreement

upon seven (7) days written notice to Consultant. If the City terminates this agreement, the City will make payment to Consultant for Services performed prior to termination. Payments made by the City pursuant to this Agreement are subject to sufficient appropriations made by the City of Evanston City Council. In the event of termination resulting from non-appropriation or insufficient appropriation by the City Council, the City's obligations hereunder shall cease and there shall be no penalty or further payment required. In the event of an emergency or threat to the life, safety or welfare of the citizens of the City, the City shall have the right terminate this Agreement without prior written notice. Within thirty (30) days of termination of this Agreement, the Consultant shall turn over to the City any documents, drafts, and materials, including but not limited to, outstanding work product, data, studies, test results, source documents, AutoCAD Version 2007, PDF, ARTView, Word, Excel spreadsheets, technical specifications and calculations, and any other such items specifically identified by the City related to the Services herein.

F. Independent Consultant. Consultant's status shall be that of an independent Consultant and not that of a servant, agent, or employee of City. Consultant shall not hold Consultant out, nor claim to be acting, as a servant, agent or employee of City. Consultant is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of City. Consultant shall at its own expense comply with all applicable workers compensation, unemployment insurance, employer's liability, tax withholding, minimum wage and hour, and other federal, state, county and municipal laws, ordinances, rules, regulations and orders. Consultant shall require its employees to observe the working hours, rules, security regulations and holiday schedules of City, including but not limited to all policies and work rules applicable to City employees while on City property such as the Workplace Harassment Policy; COVID-19 Vaccination Policy; and Drug and Alcohol Policy. Consultant agrees to abide by the Occupational Safety & Health Act of 1970 (OSHA), and as the same may be amended from time to time, applicable state and municipal safety and health laws and all regulations pursuant thereto. Consultant shall certify that its agents, employees and subcontractors are in compliance with City work rules applicable to City employees while on City property. Failure to certify or violation of work rules is subject to the Default provisions of Paragraph C.

G. Conflict of Interest. Consultant represents and warrants that no prior or present services provided by Consultant to third parties conflict with the interests of City in respect to the Services being provided hereunder except as shall have been expressly disclosed in writing by Consultant to City and consented to in writing to City.

H. Ownership of Documents and Other Materials. All originals, duplicates and negatives of all plans, drawings, reports, photographs, charts, programs, models, specimens, specifications, AutoCAD Version 2007, Excel spreadsheets, PDF, and other documents or materials required to be furnished by Consultant hereunder, including drafts and reproduction copies thereof, shall be and remain the exclusive property of City, and City shall have the unlimited right to publish and use all or any part of the same without payment of any additional royalty, charge, or other compensation to Consultant. Upon the termination of this Agreement, or upon request of City, during any stage of the Services, Consultant shall promptly deliver all such materials to City. Consultant shall not publish, transfer, license or, except in connection with carrying out obligations under this Agreement, use or reuse all or any part of such reports and other documents, including working pages,

without the prior written approval of City, provided, however, that Consultant may retain copies of the same for Consultant's own general reference.

I. Payment. Invoices for payment shall be submitted by Consultant to City at the address set forth above, together with reasonable supporting documentation, City may require such additional supporting documentation as City reasonably deems necessary or desirable. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, after City's receipt of an invoice and all such supporting documentation.

J. Right to Audit. Consultant shall for a period of three years following performance of the Services, keep and make available for the inspection, examination and audit by City or City's authorized employees, agents or representatives, at all reasonable time, all records respecting the services and expenses incurred by Consultant, including without limitation, all book, accounts, memoranda, receipts, ledgers, canceled checks, and any other documents indicating, documenting, verifying or substantiating the cost and appropriateness of any and all expenses. If any invoice submitted by Consultant is found to have been overstated, Consultant shall provide City an immediate refund of the overpayment together with interest at the highest rate permitted by applicable law, and shall reimburse all of City's expenses for and in connection with the audit respecting such invoice.

K. Indemnity. Consultant shall defend, indemnify and hold harmless the City and its officers, elected and appointed officials, agents, and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or proceedings of any kind or nature, including but not limited to costs, and fees, including attorney's fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of the Consultant or Consultant's sub-contractors, employees, agents or sub-contractors during the performance of this Agreement. Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided. This provision shall survive completion, expiration, or termination of this Agreement.

Nothing contained herein shall be construed as prohibiting the City, or its officers, agents, or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. The Consultant shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits. Nothing herein shall be construed as a limitation or waiver of defenses available to the City and employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

At the City Corporation Counsel's option, Consultant must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Consultant of any of its obligations under this Agreement. Any settlement of any claim or suit related to this Agreement by Consultant must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.

To the extent permissible by law, Consultant waives any limits to the amount of its obligations to indemnify, defend, or contribute to any sums due under any Losses, including

any claim by any employee of Consultant that may be subject to the Illinois Workers Compensation Act, 820 ILCS 305/1 *et seq.* or any other related law or judicial decision, including but not limited to, *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

Consultant shall be responsible for any losses and costs to repair or remedy work performed under this Agreement resulting from or arising out of any act or omission, neglect, or misconduct in the performance of its Work or its sub-consultants' work. Acceptance of the work by the City will not relieve the Consultant of the responsibility for subsequent correction of any such error, omissions and/or negligent acts or of its liability for loss or damage resulting therefrom. All provisions of this Section shall survive completion, expiration, or termination of this Agreement.

L. Insurance. Consultant shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Consultant, and insuring Consultant against claims which may arise out of or result from Consultant's performance or failure to perform the Services hereunder: (1) worker's compensation in statutory limits and employer's liability insurance in the amount of at least \$500,000, (2) comprehensive general liability coverage, and designating City as additional insured for not less than \$3,000,000 combined single limit for bodily injury, death and property damage, per occurrence, (3) comprehensive automobile liability insurance covering owned, non-owned and leased vehicles for not less than \$1,000,000 combined single limit for bodily injury, death or property damage, per occurrence, and (4) errors and omissions or professional liability insurance respecting any insurable professional services hereunder in the amount of at least \$1,000,000. Consultant shall give to the City certificates of insurance for all Services done pursuant to this Agreement before Consultant performs any Services, and, if requested by City, certified copies of the policies of insurance evidencing the coverage and amounts set forth in this Section. The City may also require Consultant to provide copies of the Additional Insured Endorsement to said policy (ies) which name the City as an Additional Insured for all of Consultant's Services and work under this Agreement. Any limitations or modification on the certificate of insurance issued to the City in compliance with this Section that conflict with the provisions of this Section shall have no force and effect. Consultant's certificate of insurance shall contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to City. Consultant understands that the acceptance of certificates, policies and any other documents by the City in no way releases the Consultant and its sub-contractors from the requirements set forth herein. Consultant expressly agrees to waive its rights, benefits and entitlements under the "Other Insurance" clause of its commercial general liability insurance policy as respects the City. In the event Consultant fails to purchase or procure insurance as required above, the parties expressly agree that Consultant shall be in default under this Agreement, and that the City may recover all losses, attorney's fees and costs expended in pursuing a remedy or reimbursement, at law or in equity, against Consultant.

Consultant acknowledges and agrees that if it fails to comply with all requirements of this Section, that the City may void this Agreement.

M. Confidentiality. In connection with this Agreement, City may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for City. Consultant agrees (i) to treat, and to obligate Consultant's employees to treat, as secret and confidential all such information whether or not identified by City as confidential, (ii) not to disclose any such information or make available any reports, recommendations and /or conclusions which Consultant may make for City to any person, firm or corporation or use the same in any manner whatsoever without first obtaining City's written approval, and (iii) not to disclose to City any information obtained by Consultant on a confidential basis from any third party unless Consultant shall have first received written permission from such third party to disclose such information.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the City has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the City that it has received a Freedom of Information Act request that calls for records within the Consultant's control, the Consultant shall promptly provide all requested records to the City so that the City may comply with the request within the required timeframe. The City and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemption to the disclosure of such records or part thereof is applicable. Vendor shall indemnify and defend the City from and against all claims arising from the City's exceptions to disclosing certain records which Vendor may designate as proprietary or confidential. Compliance by the City with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with jurisdiction over the City, shall not be a violation of this Section.

N. Use of City's Name or Picture of Property. Consultant shall not in the course of performance of this Agreement or thereafter use or permit the use of City's name nor the name of any affiliate of City, nor any picture of or reference to its Services in any advertising, promotional or other materials prepared by or on behalf of Consultant, nor disclose or transmit the same to any other party.

O. No Assignments or Sub-contracts. Consultant shall not assign or sub-contract all or any part or its rights or obligations hereunder without City's express prior written approval. Any attempt to do so without the City's prior consent shall, at City's option, be null and void and of no force or effect whatsoever. Consultant shall not employ, contract with, or use the services of any other architect, interior designer, engineer, consultant, special contractor, or other third party in connection with the performance of the Services without the prior written consent of City.

P. Compliance with Applicable Statutes, Ordinances and Regulations. In performing the Services, Consultant shall comply with all applicable federal, state, county, and municipal statutes, ordinances and regulations, at Consultant's sole cost and expense, except to the extent expressly provided to the contrary herein. Whenever the City deems it reasonably necessary for security reasons, the City may conduct at its own expense, criminal and driver history background checks of Consultant's officers, employees, sub-

contractors, or agents. Consultant shall immediately reassign any such individual who in the opinion of the City does not pass the background check.

Q. Liens and Encumbrances. Consultant, for itself, and on behalf of all sub-contractors, suppliers, materialmen and others claiming by, through or under Consultant, hereby waives and releases any and all statutory or common law mechanics' materialmen's' or other such lien claims, or rights to place a lien upon City property or any improvements thereon in connection with any Services performed under or in connection with this Agreement. Consultant further agrees, as and to the extent of payment made hereunder, to execute a sworn affidavit respecting the payment and lien releases of all sub-contractors, suppliers and materialmen, and a release of lien respecting the Services at such time or times and in such form as may be reasonably requested by City. Consultant shall protect City from all liens for labor performed, material supplied or used by Consultant and/or any other person in connection with the Services undertaken by consultant hereunder, and shall not at any time suffer or permit any lien or attachment or encumbrance to be imposed by any sub-consultant, supplier or materialmen, or other person, firm or corporation, upon City property or any improvements thereon, by reason or any claim or demand against Consultant or otherwise in connection with the Services.

R. Notices. Every notice or other communication to be given by either party to the other with respect to this Agreement, shall be in writing and shall not be effective for any purpose unless the same shall be served personally or by United States certified or registered mail, postage prepaid, addressed if to City as follows: City of Evanston, 2100 Ridge Avenue, Evanston, Illinois 60201, Attention: Purchasing Division and to Consultant at the address first above set forth, or at such other address or addresses as City or Consultant may from time to time designate by notice given as above provided.

S. Attorney's Fees. In the event that the City commences any action, suit, or other proceeding to remedy, prevent, or obtain relief from a breach of this Agreement by Consultant, or arising out of a breach of this Agreement by Consultant, the City shall recover from the Consultant as part of the judgment against Consultant, its attorneys' fees and costs incurred in each and every such action, suit, or other proceeding.

T. Waiver. Any failure or delay by City to enforce the provisions of this Agreement shall in no way constitute a waiver by City of any contractual right hereunder, unless such waiver is in writing and signed by City.

U. Severability. In the event that any provision of this Agreement should be held void, or unenforceable, the remaining portions hereof shall remain in full force and effect.

V. Choice of Law. The rights and duties arising under this Agreement shall be governed by the laws of the State of Illinois. Venue for any action arising out or due to this Agreement shall be in Cook County, Illinois. The City shall not enter into binding arbitration to resolve any dispute under this Agreement. The City does not waive tort immunity by entering into this Agreement.

W. Time. Consultant agrees all time limits provided in this Agreement and any Addenda or Exhibits hereto are of essence to this Agreement. Consultant shall continue to perform

its obligations while any dispute concerning the Agreement is being resolved, unless otherwise directed by the City.

X. Survival. Except as expressly provided to the contrary herein, all provisions of this Agreement shall survive all performances hereunder including the termination of the Consultant.

VI. EQUAL EMPLOYMENT OPPORTUNITY

In the event of the Consultant's noncompliance with any provision of Section 1-12-5 of the Evanston City Code, the Illinois Human Rights Act or any other applicable law, the Consultant may be declared non-responsible and therefore ineligible for future contracts or sub-contracts with the City, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of the contract, the Consultant agrees as follows:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, or age or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. Consultant shall comply with all requirements of City of Evanston Code Section 1-12-5.

B. That, in all solicitations or advertisements for employees placed by it on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, or disability.

VII. SEXUAL HARASSMENT POLICY

The Consultant certifies pursuant to the Illinois Human Rights Act (775 ILCS 5/2105 *et. seq.*), that it has a written sexual harassment policy that includes, at a minimum, the following information:

A. The illegality of sexual harassment;

B. The definition of sexual harassment under State law;

C. A description of sexual harassment utilizing examples;

D. The Consultant's internal complaint process including penalties;

E. Legal recourse, investigation and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission, and directions on how to contact both; and

- F. Protection against retaliation as provided to the Department of Human Rights.

VIII. CONSULTANT CERTIFICATIONS

A. Consultant acknowledges and agrees that should Consultant or its sub-consultant provide false information, or fails to be or remain in compliance with the Agreement, the City may void this Agreement.

B. Consultant certifies that it and its employees will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. Section 1201 et seq.) and applicable rules in performance under this Agreement.

C. If Consultant, or any officer, director, partner, or other managerial agent of Consultant, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Consultant certifies at least five years have passed since the date of the conviction.

D. Consultant certifies that it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any State in the U.S., nor made any admission of guilt of such conduct that is a matter of record. (720 ILCS 5/33 E-3, E-4).

E. In accordance with the Steel Products Procurement Act, Consultant certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the U.S. unless the City grants an exemption.

F. Consultant certifies that it is properly formed and existing legal entity, and as applicable, has obtained an assumed name certificate from the appropriate authority, or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

G. If more favorable terms are granted by Consultant to any similar governmental entity in any state in a contemporaneous agreement let under the same or similar financial terms and circumstances for comparable supplies or services, the more favorable terms shall be applicable under this Agreement.

H. Consultant certifies that it is not delinquent in the payment of any fees, fines, damages, or debts to the City of Evanston.

IX. INTEGRATION

This Agreement, together with Exhibits A, B, C, and D sets forth all the covenants, conditions and promises between the parties with regard to the subject matter set forth herein. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement. This Agreement has been negotiated and entered into by each party with the opportunity to consult with its counsel regarding the terms therein. No portion of the Agreement shall be construed against a party due to the fact that one party drafted that particular portion as the rule of *contra proferentem* shall not apply.

In the event of any inconsistency between this Agreement, and any Exhibits, this Agreement shall control over the Exhibits. In no event shall any proposal or contract form submitted by Consultant be part of this Agreement unless agreed to in a writing signed by both parties and attached and referred to herein as an Addendum, and in such event, only the portions of such proposal or contract form consistent with this Agreement and Exhibits hereto shall be part hereof.

IN WITNESS WHEREOF, the parties hereto have each approved and executed this Agreement on the day, month and year first above written.

**CONSULTANT:
2100 RIDGE AVENUE**

**CITY OF EVANSTON
EVANSTON, IL 60201**

By: _____

By: _____

Kelley A. Gandurski

Its: _____

Its: Interim City Manager

FEIN Number: _____

Date: _____

Date: _____

Approved as to form:

By: _____

Nicholas E. Cummings

Its: Corporation Counsel

Revision: April 2021

EXHIBIT A – Project Milestones and Deliverables

This EXHIBIT A to that certain Consulting Agreement dated _____ between the City of Evanston, 2100 Ridge Avenue, Evanston, Illinois, 60201(“City”) and _____ (“Consultant”) sets forth the Commencement and Completion Date, Services, Fees, and Reimbursable Expenses as follows:

I. **COMMENCEMENT DATE:** _____

II. **COMPLETION DATE:** _____

III. **FEES:**

IV. **SERVICES/SCOPE OF WORK:**

As defined in RFP # 22-41(Exhibit B) and Consultants Response to Proposal (Exhibit C)

Dated: _____

EXHIBIT N

PROPOSAL BOND SUBMITTAL LABEL (If Applicable)

SUBMITTAL NUMBER: _____

SUBMITTAL NAME: _____

SUBMITTAL DUE DATE/TIME: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY TELEPHONE #: _____

Number	Model Year	Vehicle Make	Vehicle Model	Department
POLICE				
1	2016	FORD	EXPLORER4X4	POLICE
2	2017	FORD	EXPLORER4X4	POLICE
4	2013	CHEVY	TAHOE	POLICE
5	2020	FORD	FUSION SEDAN HYBRID	POLICE
6	2020	FORD	FUSION HYBRID	POLICE
7	2020	FORD	FUSION SEDAN_HYBRID	POLICE
8	2020	FORD	INTERCEPTOR - HYBRID	POLICE
9	2020	FORD	INTERCEPTOR- HYBRID	POLICE
10	2020	FORD	INTERCEPTOR	POLICE
12	2020	FORD	F-250 4x2 PICKUP	PD- Animal
13	2015	FORD	EXPLORER4X4	POLICE
14	2017	FORD	EXPLORER	POLICE
16	2012	FORD	EXPEDITION	POLICE
18	2014	FORD	EXPLORER	POLICE
19	2016	FORD	EXPLORER4X4	POLICE
21	2017	FORD	EXPLORER	POLICE
22	2017	FORD	EXPLORER	POLICE
23	2013	FORD	EXPLORER	POLICE
24	2017	FORD	EXPLORER	POLICE
25	2019	FORD	TAURUS	POLICE
27	2015	FORD	EXPLORER	POLICE
28	2015	FORD	EXPLORER	POLICE
30	2009	FORD	E150	POLICE
31	2017	FORD	EXPLORER	POLICE
32	2017	FORD	EXPLORER	POLICE
33	2009	T3	T-3-001-001-10B	POLICE
35	2020	FORD	FUSION	POLICE
36	2017	FORD	EXPLORER4X4	POLICE
37	2014	FORD	EXPLORER	POLICE
39	2017	FORD	EXPLORER	POLICE
40	2017	FORD	EXPLORER4X4	POLICE
41	2018	FORD	EXPLORER	POLICE
42	2021	FORD	EXPLORER HYBRID	POLICE
43	2018	CHEVY	TAHOE	POLICE
44	2017	FORD	EXPLORER	POLICE
45	2017	FORD	EXPLORER	POLICE
46	2018	FORD	EXPLORER	POLICE
47	2017	FORD	EXPLORER	POLICE
48	2019	FORD	EXPLORER	POLICE
49	2017	FORD	EXPLORER	POLICE
50	2018	FORD	EXPLORER	POLICE
52	2011	FORD	F450	POLICE
53	2019	FORD	EXPLORER	POLICE

55	2021	FORD	EXPLORER HYBRID	POLICE
56	2019	FORD	EXPEDITION	POLICE
57	2018	FORD	EXPLORER	POLICE
58	2017	FORD	EXPLORER	POLICE
59	2017	FORD	EXPLORER	POLICE
61	2021	FORD	EXPLORER HYBRID	POLICE
63	2017	FORD	EXPLORER4X4	POLICE
64	2013	FORD	EXPLORER	POLICE
66	2021	FORD	EXPLORER HYBRID	POLICE
68	2018	FORD	EXPLORER	POLICE
69	2018	FORD	EXPLORER4X4	POLICE
71	2018	FORD	EXPLORER	POLICE
74	2015	FORD	EXPLORER	POLICE
76	2016	FORD	EXPLORER	POLICE
78	2014	FORD	EXPLORER	POLICE
79	2014	FORD	EXPLORER	POLICE
80	2017	FORD	ESCAPE	POLICE
81	2009	FORD	E350	POLICE
82	2016	FORD	EXPLORER4X4	POLICE
83	2016	FORD	EXPLORER	POLICE
85	2016	FORD	EXPLORER4X4	POLICE
87	2017	FORD	EXPLORER	POLICE
88	1995	INT'L	4700	POLICE
90	2021	VOLKSWAGEN	TIGUAN	POLICE
97	2014	FORD	EXPLORER	POLICE
99	2017	FORD	EXPLORER	POLICE

PARKING

110	2017	FORD	ESCAPE	PARKINGSER
111	2019	NISSAN	ROGUE	PARKINGSER
112	2013	FORD	FOCUS	PARKINGSER
113	2019	NISSAN	ROGUE	PARKINGSER
114	2013	FORD	FOCUS	PARKINGSER
115	2017	FORD	ESCAPE	PARKINGSER
116	2019	NISSAN	ROGUE	PARKINGSER
117	2019	NISSAN	ROGUE	PARKINGSER
118	2013	FORD	ESCAPE	PARKINGSER
120	2013	FORD	ESCAPE	PARKINGSER
124	2017	FORD	ESCAPE	PARKINGSER
132	2019	FORD	TRANSIT	PARKING MAINT
133	2009	FORD	E150	PARKINGSER
134	2013	FORD	ESCAPE - MARK AND MARICELA	
135	2014	FORD	EXPLORER	PARKING
145	2012	FORD	F250 4X4	PARKINGSER

TRAFFIC OPS

160	2019	FORD	F250 4X4	TRAFFIC
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161	2015	FORD	EXPLORER	ADMIN FOR TRAFFIC
162	2020	FORD	F550 4X2	TRAFFIC
164	2018	FORD	F250 4X2	TRAFFIC
166	2022	Ford	F750 with an Elliott I50F Aerial Lift	TRAFFIC
170	2017	FORD	F550DIESEL	TRAFFIC
173	2021	FORD	F550	TRAFFIC

IT

240	2008	FORD	ESCAPE	ITDEPT
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FACILITIES

146	2000	GENIE	TMZ5030	FACILITIES
147	2017	JLG	2632ES	FACILITIES
250	2006	FORD	E350	FACILITIES
251	2019	FORD	TRANSIT	FACILITIES
253	2006	FORD	E350	FACILITIES
254	2006	FORD	F350	FACILITIES
255	2019	FORD	TRANSIT-250	FACILITIES
256	2021	FORD	TRANSIT	FACILITIES
257	2008	FORD	E150	FACILITIES
259	2012	FORD	F450 4X4	FACILITIES
260	2014	FORD	E150	FACILITIES
262	2018	FORD	EXPLORER	FACILITIES- SEAN
263	2020	NIFTY	SP64-HYBRID	FACILITIES
264	2014	FORD	F250 4x4	FACILITIES
265	2018	FORD	EXPLORER	FACILITIES - LUKASZ
266	2016	FORD	TRANSIT	FACILITIES
267	2020	TROPOS	MOTORS ABLE	FACILITIES
268	2020	HYSTER	J40XNT	FACILITIES
271	2022	FORD	F150	FACILITIES
272	2021	FORD	TRANSIT VAN FULL SIZE	FACILITIES
273	2009	FORD	F150	FACILITIES
274	2021	FORD	TRANSIT VAN	FACILITIES
275	2021	FORD	F250 4x4	FACILITIES
746	1998	NISSAN	KCUGH02F35PV (forklift)	FLEETSERV
747	2006	CAT	NR3500 (forklift)	FLEETSERV
756	2002	JOHN DEERE	GATOR 6X4	FLEETSERV
758	2013	GENIE	AWP-25S	FACILITIES
759	2016	FORD	F250 4X4	FLEETSERV
761	2012	FORD	F250 4X4	FLEETSERV

FIRE

300	2017	FORD	EXPLORER	FIRE - SMITH
301	2015	FORD	EXPLORER	FIRE - YEE
302	2004	YAMAHA	FX140 (jet ski)	FIRE
303	2004	YAMAHA	FX1000C (jet ski)	FIRE
304	2017	JOHN DEERE	GATOR-XUV825I (still in service)	FIRE
307	2013	CHEVY	TAHOE	FIRE
310	2005	IH	4300 SBA LP	FIRE - DIVE
311	2006	PIERCE	DASH	FIRE - RESERVE
330	2015	FORD	ESCAPE	FIRE- ADMIN
331	2003	FORD	F450 4X4	FIRE - ADMIN
340	2020	FORD	INTERCEPTOR	FIRE - POLEP
345	2006	SPARTAN		FIRE
347	2018	FORD	EXPLORER	FIRE - MUNO
348	2016	FORD	EXPLORER4X4	FIRE - ROACH
350	2018	FORD	EXPLORER	FIRE - KULL

COMM DEV.				
400	2017	FORD	EXPLORER	COMDEVEL
401	2013	FORD	EXPLORER	COMDEVEL
402	2017	FORD	EXPLORER	COMDEVEL
402	2013	FORD	ESCAPE	COMDEVEL
403	2013	FORD	FOCUS	COMDEVEL
404	2011	FORD	FOCUS	COMDEVEL
405	2013	FORD	FOCUS	COMDEVEL
406	2014	NISSAN	ROGUE	COMDEVEL
407	2013	FORD	ESCAPE	COMDEVEL
408	2015	FORD	EXPLORER	COMDEVEL
409	2015	FORD	EXPLORER	COMDEVEL
PRCS				
420	2016	FORD	E450	PR&CS
421	2014	FORD	E350 VAN	PRCS- CROWN
423	2019	ZAMBONI	552AC	PRCS
425	2015	FORD	F250 4X4	PR&CS
428	2013	ZAMBONI	552	PR&CS
429	2000	BOSTON	WHALER (boat)	PR&CS
431	2008	TAHOE	Q450B (BOAT)	PRCS - BEACHFRONT
432	2015	FORD	F150	PR&CS
433	2017	GUARDIAN	210GDA (boat)	PR&CS
436	2017	GUARDIAN	BC-170GDA (boat)	PR&CS
439	2014	FORD	E350	PR&CS
440	2020	JOHN DEERE	GATOR	PRCS- BEACHFRONT
441	2007	HOBIECAT	HC16 (sailboat)	PR&CS
443	2008	EZ-GO	METALIST (golf cart)	PR&CS
445	2013	GUARDIAN	BC-170GDA (boat)	PR&CS
448	2014	FORD	E350	PR&CS
449	2006	INT'L	3200	PR&CS
450	2015	INT'L	INTEGRATEDCE	PR&CS
453	2017	BLUEBIRD	VISION	PR&CS
454	2021	BLUEBIRD	ALL-AMERICAN	PR&CS
455	2000	TRAILMASTE	ORK (watermelon boat)	PR&CS
456	2019	JOHN DEERE	GATOR 6X4 (utility vehicle)	PR&CS
509	2014	FORD	E350	PR&CS
HHS				
424	2006	MAZDA	TRIBUTE	HHS
444	2014	NISSAN	ALTIMA	HHS
470	2015	FORD	EXPLORER	HHS
471	2021	NISSAN	LEAF	HHS
LIBRARY				
192	2013	CHEVY	STARCRAFT	LIBRARY
193	2020	FORD	TRANSIT VAN FULL SIZE	LIBRARY
490	2012	KUBOTA	BX2360	LIBRARY
GREENWAYS				
501	2020	KROMER	COMMANDER CHAMELEON	GREENWAYS
502	2011	FORD	F250 4X4	GREENWAYS
504	2019	VENTRAC	4500Z	GREENWAYS
505	2015	FORD	F250 4X4	GREENWAYS
507	2013	KUBOTA	RTV-X1100CWL-H	GREENWAYS
508	2014	BOBCAT	TOOLCAT5600	GREENWAYS
509	2021	KUBOTA	D1105	GREENWAYS
510	2014	BOBCAT	TOOLCAT5600	GREENWAYS
511	2020	FORD	F450 UTILITY	GREENWAYS

513	2019	KUBOTA	BX2380V	GREENWAYS
514	2015	FORD	F450 4X4	GREENWAYS
516	2016	FORD	F450 4X4	GREENWAYS
524	2012	FORD	F450 4X4	GREENWAYS
525	2019	FORD	F250 4X4	GREENWAYS
526	2016	FORD	F450 4X4	GREENWAYS
527	2012	FORD	F4504X2	GREENWAYS
528	2015	FORD	F450	GREENWAYS
530	2019	JACOBSEN	HR800 MOWER	GREENWAYS
531	2015	TORO	GROUNDMASTER5910	GREENWAYS
534	2014	FORD	ESCAPE	GREENWAYS
543	2017	TRACKLESS	MT7-1149	GREENWAYS
544	2011	FORD	F350 4X2	GREENWAYS
546	2019	FORD	F450 4X4	GREENWAYS
550	2006	JOHN DEERE	310SG	GREENWAYS
552	2000	CAT	236	GREENWAYS
553	2001	JOHN DEERE	4700 TRACTOR	GREENWAYS
556	2019	JOHN DEERE	5090E (tractor)	GREENWAYS
561	2013	BARBER	600HD (beach rake)	GREENWAYS
563	2021	VERMEER	BV1500	GREENWAYS
571	2011	FORD	F350 4X4	GREENWAYS
585	1999	BIGTEX	70PI-12	GREENWAYS

STREETS

600	2005	TRECAN	(snow melter)	STREETS
601	2011	FORD	F250 4X4	STREETS - DON C
602	2021	FORD	F350	STREETS
605	2008	FORD	F150	STREETS
607	2021	CAT	Skidsteer	STREETS
608	2013	CAT	272D1XHP	STREETS
609	2006	JOHN DEERE	310SG (backhoe)	STREETS
612	2017	IH	7400 6X4	STREETS
613	2019	PETERBILT	348	STREETS
614	2014	INT'L	7400	STREETS
615	2013	INT'L	7400	STREETS
616	2012	INT'L	7400	STREETS
618	2012	FORD	F450 4X4	STREETS
622	2020	PETERBILT	348	STREETS
623	2009	INERNATION	7400 6X4	STREETS
624	2014	INT'L	7400SFA4X2	STREETS
625	2013	INT'L	7400	STREETS
626	2011	FORD	F450 4X4	STREETS
627	2012	INT'L	7400	STREETS
628	2011	INERNATION	7400 6X4	STREETS
630	2007	KAIZER	MOORE (hotbox)	STREETS
631	2008	CAT	PC204 (asphalt cutter)	STREETS
632	2020	PETERBILT	348	STREETS
634	2012	FORD	F450	STREETS
635	2012	FORD	F450 4X4	STREETS
636	2013	INT'L	7400 6X4	STREETS
637	2012	FORD	F450 4X4	STREETS
638	2012	FORD	F450 4X4	STREETS
642	2000	CAT	236	STREETS
643	2014	FORD	F450	STREETS
644	2019	FORD	F450	STREETS
650	0	TEREXAMIDA	ODLSE15LA	STREETS

656	2015	HAMM	HD 12VO ROLLER	STREETS
660	2022	FORD	F150	PWA - ADMIN
662	2015	FORD	EXPLORER	PWA
663	2015	FORD	EXPLORER	PWA - ADMIN
676	1996	IR	P185WJD	STREETS
680	2006	JOHN DEERE	644J	STREETS
681	2003	JOHN DEERE	544H	STREETS
682	2019	HAMM	HD14I (roller)	STREETS
685	2021	JOHN DEERE	670G	STREETS
686	2019	FALCON	4-TON (asphalt dump box)	STREETS
687	2021	FALCON	4-TON (asphalt dump box)	STREETS
688	2021	CAT	938M	STREETS

RECYCLING

700	2017	FORD	EXPLORER	RECYENVIRM
701	2012	FORD	F350 4X4	RECYENVIRM
702	2011	FORD	F250 4X4	RECYENVIRM
703	2012	FORD	F450 4X4 (trash hauler)	RECYENVIRM
704	2017	CCC	LET2-44	RECYENVIRM
705	2018	CCC	LET2-44	RECYENVIRM
706	2015	BOBCAT	TOOLCAT5600	RECYENVIRM
712	2017	CCC	LET2-44	RECYENVIRM
713	2013	CCC	LET2-40	RECYENVIRM
714	2017	CCC	LET2-44	RECYENVIRM
716	2016	CCC	LET2-44	RECYENVIRM
717	2018	PETERBILT	337	RECYENVIRM
718	2021	CCC	LET2-44	RECYENVIRM
719	2021	CCC	LET2-44	RECYENVIRM
720	2008	CCC	LET-2-40	RECYENVIRM
721	2021	CCC	LET 2-44	RECYENVIRM
723	2018	CCC	LET2-44	RECYENVIRM
724	2020	PETERBILT	337	RECYENVIRM
725	2019	CCC	LET2-40	RECYENVIRM
730	2020	FORD	F-250 PICKUP	RECYENVIRM
736	2019	PETERBILT	337	RECYENVIRM
741	2013	ELGIN	PELICANNP (street sweeper)	RECYENVIRM
742	2016	ELGIN	PELICANNP	RECYENVIRM
743	2010	ELGIN	PELICAN	RECYENVIRM
744	2019	ELGIN	PELICAN	RECYENVIRM

MOTORPOOL

762	2014	FORD	E350	MOTORPOOL
766	2005	CHEVY	CC5500 (being replaced)	MOTORPOOL
770	2014	FORD	EXPLORER	MOTORPOOL
771	2015	CHEVY	TAHOE	MOTORPOOL
772	2013	FORD	FOCUS	MOTORPOOL
773	2015	FORD	EXPEDITION	MOTORPOOL
774	2013	FORD	FOCUS	MOTORPOOL
775	2013	NISSAN	FRONTIER	MOTORPOOL
776	2012	FORD	F250 4X4	MOTORPOOL
777	2005	FORD	F250 4x4	MOTORPOOL
778	2013	FORD	EXPLORER	MOTORPOOL
779	2006	FORD	E350	MOTORPOOL
780	2014	FORD	EXPLORER	MOTORPOOL
781	2013	FORD	EXPLORER	MOTORPOOL

ENGINEERING

201	2013	FORD	ESCAPE	ENGINEER
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202	2011	FORD	FOCUS	ENGINEER
203	2017	FORD	EXPLORER	ENGINEER
207	2017	FORD	EXPLORER	ENGINEER
208	2013	FORD	ESCAPE	ENGINEER
474	2015	FORD	EXPLORER	ENGINEER

FORESTRY

800	2012	FORD	F250 4X4	FORESTRY
801	2012	FORD	F250 4X4	FORESTRY
808	1996	JOHN DEERE	444G	FORESTRY
809	2019	FORD	F250 4X4	FORESTRY
810	2019	VERMEER	BC1800XL	FORESTRY
812	2014	FORD	F450	FORESTRY
814	2018	PETERBILT	348	FORESTRY
815	2014	FORD	F350 4X4	FORESTRY
816	2020	FORD	F550 4X4	FORESTRY
817	2008	INERNATION	7400 6X4	FORESTRY
818	2008	INERNATION	7400SBA4X2	FORESTRY
819	2013	INT'L	7400SFA4X2	FORESTRY
820	2020	PETERBILT	348	FORESTRY
821	2017	IH	7400_4X2	FORESTRY
822	2020	VERMEER	BC1800XL CHIPPER	FORESTRY
823	2012	FORD	F450 4X4	FORESTRY
824	2019	VERMEER	BC1800XL	FORESTRY
825	2013	VERMEER	SC802	FORESTRY
826	2020	INTERNATIONAL	HV 607 w/DUMPER AND PLOW	FORESTRY
829	2010	VERMEER	BC1800XL	FORESTRY
830	2020	FORD	F-450 w/DUMPER AND PLOW	FORESTRY
832	2021	JEEP	WRANGER	FORESTRY
867	2012	VERMEER	BC1800XL	FORESTRY
875	2019	PETERBILT	337	FORESTRY
883	2017	PETERBILT	348	FORESTRY
884	2021	PETERBILT	348 (with grapple and log hauler)	FORESTRY

WATER

905	2022	2022	F-450 Chassis 4x4 SD	WATER
906	2009	FORD	F250 4X4	WATER
907	2019	FORD	EXPLORER	WATER
908	2019	FORD	EXPLORER	WATER
910	2017	FORD	E450	WATER
911	1970	HARRIS	PONTOON	WATER
914	2012	FORD	F550DIESEL	WATER
915	2015	FORD	F250 4X2	WATER
916	2013	FORD	F550DIESEL	WATER
917	2019	FORD	F350 4X4	WATER
919	2014	IH	4300	WATER
920	2015	IH	4300M7	WATER
921	2017	INT'L	7400 6X4	WATER
923	2008	INERNATION	7400 6X4	WATER
925	2015	INT'L	4400	WATER
926	2012	INT'L	7400SFA6X4	WATER
928	2016	CAT	226D	WATER
931	2015	FORD	F250 4X2	WATER
932	2017	FORD	F250 4X4	WATER
933	2015	FORD	F250 4X2	WATER
936	2007	CASE	721E	WATER

936	2022	Case	Model 721G Wheel Loader	WATER
937	1996	INGERSOL	P185WJD (air compressor)	WATER
943	2021	UNICARRIER	AF50LP	WATER
944	1981	CLARK	C500-50	WATER
945	2015	PIPEHUNTER	HDR	WATER
949	2019	DODGE	CARAVAN	WATER
953	2017	WACKERNEUS	1000313964-E1203	WATER
954	2020	KENWORTH	VACTOR 2100i	WATER
955	2012	JOHN DEERE	310SK	WATER
956	2019	KENWORTH	VACTOR T440	WATER
958	2009	HUSQVARNA	FS6600 (saw)	WATER
974	2021	SULLIAIR	185 DPQ Air Compressor	WATER

Fleet Replacements for 2022

A-23 (old 316) Fire International Ambulance (existing will go into reserve status)
E-24 (old 324) Fire Engine (existing will go into reserve status)
M-4 Police Motorcycle (potentially replacing with used 2020 Harley Davidson) *
M-5 Police Motorcycle (potentially replacing with used 2020 Harley Davidson) *
13 Police SUV
14 Police SUV
21 Police SUV
40 Police SUV
43 Police SUV
64 Police SUV
71 Police SUV
74 Police SUV
83 Police SUV
118 Parking SUV (3 year lease to own) *
120 Parking SUV (3 year lease to own) *
133 Parking Maintenance Van
135 Parking SUV
166 (old 165) Traffic International
256 Facilities Van
257 (old 254) Facilities ELECTRIC Van
270 (old 271) FFM Pickup
301 Fire Department SUV
328R Fire Reserve Engine (being replaced with a donated used Engine)
452 (old 449) Parks & Rec Bus
506 (old 507) Greenways Kubota
572 (old 571) Greenways Ford F450
602 (old 601) Streets F350
620 (old 626) Streets Ford F350
621 (old 626) Streets Ford F350
660 (old 661) Streets Ford F150
683 (old 681) Streets John Deere Loader *
713 Recycling Crane Carrier 20 yd Refuse *
905 Water F450
936 Water Loader
944 Water PROPANE Forklift

*Potentially Purchasing in 2022. If not, shifting as Priority Purchases in 2023.

Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

It's EASY! Get started with these 3 easy steps!

1 REGISTER

Go to:

<https://www.demandstar.com/registration>

Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

Next



2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis ✕

Narrow down your search by selecting a state and county.

State	County
Select State ▼	Select County ▼

- City of Metropolis – Board of Commisioners
- City of Metropolis Purchasing
- Metropolis Technical College

You have chosen **Metropolis Technical College** as your free agency.
Add additional government agencies below for \$25 per County,
Statewide and National subscriptions available.

My Subscriptions  [0]

Nation (0)

States (0)

Counties (0)

		Your Current Rate
Total	(0 subscriptions)	\$0/year

Proceed to Checkout

Skip for Now

SIGN UP

Visit www.demandstar.com





DEMANDSTAR

B u i l d i n g C o m m u n i t i e s .

(E-bidding) Electronic Bidding Instructions

Introduction

To submit a bid electronically (e-bidding) on DemandStar

- The project **MUST** be setup for e-bidding by the government agency advertising the opportunity

Bid Identifier	Agency Name	Bid Status	Broadcast Date	Date Due ▼	Name	Actions
RFP-2019-01-0-2019/df	Town of Malabar	Active	5/15/2019	5/31/2019	Malabar Parks and Recreation Board Memorial Wall Project	Planholders, Download/Order, Details
EBID-20190077-0-2019/HF	City of Port St. Lucie, Procurement Management Department	Active	4/25/2019	5/31/2019	Purchase Breaching "Backpack Gas Masks and Gas Mask Cartridges for the Police Department JAG Grant Funded	E-Bidding, Planholders, Download/Order, Details



How to check if it is an e-bidding opportunity

- Not all opportunities posted on DemandStar by government are available for e-bidding
- Those that are available for you to electronically bid will list "e-bidding" as an available "ACTION" when you look at the project details

In order to do
e-bidding

1. Click on “E-bidding” in
the actions column

Bid Identifier	Agency Name	Bid Status	Broadcast Date	Date Due ▼	Name	Actions
RFP-2019-01-0-2019/df	Town of Malabar	Active	5/15/2019	5/31/2019	Malabar Parks and Recreation Board Memorial Wall Project	Planholders, Download/Order, Details
EBID-20190077-0-2019/HF	City of Port St. Lucie, Procurement Management Department	Active	4/25/2019	5/31/2019	Purchase Breaching “Backpa Gas Masks and Gas Mask Cartridges for the Police Department JAG Grant Funded	E-Bidding, Planholders, Download/Order, Details

In order to do
e-bidding

2. Enter your contact information and enter in all required fields

Note: You **MUST** put a number of the “BID AMOUNT” box. However, that number can be 0 so as to allow for a more detailed description of your bid through your uploaded documents.

Contact Information

**indicates required fields*

Company Name *

Address 1 *

Address 2

City *

State *

Postal Code *

Phone *

Fax

Country *



Bid Amount *

Alternate Bid Amount

Notes

In order to do e-bidding

- In the agency required documents section – check the documents you intend on uploading and fulfilling. By checking these boxes this is **ONLY** an acknowledgement of how you will fulfill the requirement. You still have to upload the documents.

Required Documents



The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online) and which ones you will submit directly to the agency (offline).

Agency Required Documents

Document	None	Online/ Electronic	Offline/ Manual	Not submitting
-	⚠	✓	📄	•
Bid Reply	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Checklist	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subcontractor List	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Current Workload, List of Projects and Completion Dates	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Questionnaire	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drug Free Workplace Form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In order to do e-bidding

Upload your response documents in an accepted file format

Make sure that you have covered and uploaded all the required documents

E-Bid Response Documents

Agency Name	City of Port St. Lucie, Procurement Management Department
Bid Number	EBID-20190077-0-2019/HF
Bid Name	Purchase Breaching "Backpack" Kits, Gas Masks and Gas Mask Cartridges for the Police Department JAG Grant Funded
Bid Due Date	5/31/2019 3:00:00 PM Eastern time
Bid Opening	14 days, 21 hours, 45 minutes, 5 seconds

No response documents uploaded

Agency Accepted File Formats



Formats

Adobe Acrobat (*.PDF)
Microsoft Excel (*.XLS)
Microsoft Excel (*.XLSX)
Microsoft PowerPoint (*.PPT)
Microsoft Word (*.DOC)
Microsoft Word (*.DOCX)

Upload Electronic Documents

** indicates required fields*



Document Title *

Specify Upload Document *

Choose File No file chosen

(Type the path of the document, or click the Browse button.)


Upload

In order to do e-bidding

Once you decide you've uploaded all your documents that you would like to submit, make sure you click the **NEXT** button at the bottom of the screen

E-Bid Response Documents

Agency Name City of Port St. Lucie, Procurement Management Department
Bid Number EBID-20180218-0-2018/jer
Bid Name Sculpture on Lawn at City Hall Temporary Art Installation
Bid Due Date 1/9/2019 2:00:00 PM Eastern time
Bid Opening 100 days, 1 hour, 20 minutes, 11 seconds

	Document Title	Format	Size	Uploaded	Status	Action
1	 E-Bidding for Suppliers	Microsoft Word	12 Kb	10/1/2018 9:39:50 AM	Complete	View , Remove

Agency Accepted File Formats

Formats
Adobe Acrobat (*.PDF)
Microsoft Excel (*.XLS)
Microsoft Excel (*.XLSX)
Microsoft PowerPoint (*.PPT)
Microsoft Word (*.DOC)
Microsoft Word (*.DOCX)

Upload Electronic Documents

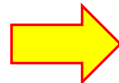
* indicates required fields

Document Title *

Specify Upload Document *

(Type the path of the document, or click the Browse button.)

Your document has successfully uploaded but your response is not yet complete. You must still click 'Submit Response' on Bid Response Details page in order to complete your response and receive a confirmation



Completing your e-bid submittal

- Please **VERIFY** that you have attached **ALL** the required documents
- Click on the **Submit Response** button to complete your e-bid

Agency Required Documents

EDIT

1. **Bid Reply** (Electronic/Online) ✓
2. **Checklist** (Electronic/Online) ✓
3. **Subcontractor List** (Electronic/Online) ✓
4. **Current Workload, List of Projects and Completion Dates** (Electronic/Online) ✓
5. **Questionnaire** (Electronic/Online) ✓
6. **Drug Free Workplace Form** (Electronic/Online) ✓
7. **Current Certificate of Insurance** (Electronic/Online) ✓
8. **License/Certification to do Described Work** (Electronic/Online) ✓
9. **Reference Check Form** (Electronic/Online) ✓
10. **E-Bid Reply Excel Spreadsheet** (Electronic/Online) ✓
11. **E-Bid Bond** (Electronic/Online) ✓
12. **Vendor Code of Ethics** (Electronic/Online) ✓
13. **W-9 form** (Electronic/Online) ✓

Uploaded Documents

EDIT

1. test document upload to ensure e-bidding active

E-Bid Confirmation

After clicking "Submit Response" the following process will begin:

- We will verify that your response is complete as entered.
- You will see a confirmation page with your confirmation number and date/time stamp of your upload.
- You will receive a confirmation e-mail indicating a successful response submittal.
- You may track your response submission under the View Responses page.

If you do not receive any of the above, please call Supplier Services at (206) 940-0305.

<< Return

Submit Response

Confirmation of Response

- When you complete you will receive a confirmation
- This is a confirmation that what you uploaded will be visible to the agency when the bid closes, **this is not** a confirmation that all your documents were fill out or submitted correctly

E-Bid Response Details

Agency Name City of Port St. Lucie, Procurement Management Department

Bid Number EBID-20180218-0-2018/er

Bid Name **Sculpture on Lawn at City Hall Temporary Art Installation**

Bid Due Date 1/9/2019 2:00:00 PM Eastern time

Bid Opening 100 days, 1 hour, 6 minutes, 46 seconds

Response # 15104

Results Your bid response is submitted.

<< Return

Post Submission Edits

If you feel like you missed something or need to make a change you can go back to your submittal response and edit your e-bid. By clicking on “DETAILS” then “EDIT” the section you wish

Bid Identifier	Agency Name	Bid Status	Broadcast	Date Due ▼	Name	Status	Actions
EBID-20190077-0-2019/HF	City of Port St. Lucie, Procurement Management Department	Active	4/25/2019	5/31/2019	Purchase Breaching “Backpack” Kits, Gas Masks and Gas Mask Cartridges for the Police Department JAG Grant Funded	Incomplete	Details, Bid, History

Contact Information

EDIT

Company Name Sample DBE Company

Address 1 509 Olive Way

Address 2

City Seattle

State Washington

Postal Code 98101

Phone 2063739233

Fax 2063739233

Country United States of America

Bid Amount \$0.00

Alternate Bid Amount

Notes



Agency Required Documents

EDIT

1. Bid Reply (Electronic/Online) ✓



DemandStar E-Bidding: Frequently Asked Questions

- Do suppliers need to be registered with DemandStar to participate in e-bidding?
Yes. But if they don't already have an account with DemandStar, they can sign up and either
 - Be a subscriber for only your agency, at no charge, and be able to download documents at no charge and then receive notifications that match their commodity codes
 - Be a "basic supplier" for free - who researches on our platform and then pays \$5 to download all documents, thus becoming a plan holder
 - Be a paid subscriber for a county, state, national and receive notifications from all included agencies
- Can suppliers respond with document uploads or do they simply fill in forms?
Yes, they may respond with document uploads that are available to you via the DemandStar platform.
- What type of E-Bidding Documents can be uploaded?
Acceptable file formats for sending back documents that the city will accept:

E-Bidding Documents

Document Types	Bidding Documents - Exhibits Pricing Bid Bond
File Formats	Adobe Acrobat (*.PDF) Microsoft Excel (*.XLS) Microsoft Excel (*.XLSX) Microsoft PowerPoint (*.PPTX) Microsoft PowerPoint (*.PPT) ZIP Compressed Archive (*.ZIP)

- Is there a maximum file size that I can upload?
Vendors can simply upload a single file or multiple documents as long as it doesn't exceed 100 MBs (single or multiple files)
- After a bid opening, what document(s) are made public by DemandStar?
None. Only the agency can see the vendor responses so you are the only ones who will determine what you want to download and make public.
- Who do I call if I have questions or problems with the DemandStar?
The City strongly encourages each respondent to setup their account and to explore the eBidding module at least a couple of days before the bid due date.

If you have questions or issues creating your account, accessing the eBidding module or submitting your bid prior to the bid due date, please contact DemandStar at 866.273.1863 or by email at hello@demandstar.com.
