



City of Tacoma, WA

TACOMA PUBLIC UTILITIES FLEET SERVICES

REQUEST FOR BIDS

ALUMINUM CUBE TRUCK BODIES

SPECIFICATION NO. UF23-0182F



**City of Tacoma
Tacoma Public Utilities Fleet Services**

**REQUEST FOR BIDS UF23-0182F
Aluminum Cube Truck Bodies**

Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, August 29th, 2023

Submittals must be received by the City's Procurement and Payables Division prior to 11:00 a.m. Pacific Time.

For electronic submittals, the City of Tacoma will designate the time of receipt recorded by our email, sendbid@cityoftacoma.org, as the official time of receipt. This clock will be used as the official time of receipt of all parts of electronic bid submittals. Late submittals will be returned unopened and rejected as non-responsive.

Submittal Delivery: Sealed submittals will be received as follows:

By Email:

sendbid@cityoftacoma.org

Maximum file size: 35 MB. Multiple emails may be sent for each submittal

Bid Opening: Submittals must be received by the City's Procurement and Payables Division prior to 11:00 a.m. Pacific Time. Sealed submittals in response to a RFB will be opened Tuesday's at 11:15 a.m. by a purchasing representative and read aloud during a public bid opening held at the Tacoma Public Utilities Administrative Building North, 3628 S. 35th Street, Tacoma, WA 98409, conference room M-1, located on the main floor. They will also be held virtually Tuesday's at 11:15 a.m. Attend [via this link](#) or call 1 (253) 215 8782.

Submittals in response to an RFP, RFQ or RFI will be recorded as received. As soon as possible, after 1:00 PM, on the day of submittal deadline, preliminary results will be posted to www.TacomaPurchasing.org.

Solicitation Documents: An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at www.TacomaPurchasing.org.

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

Pre-Proposal Meeting: A pre-proposal meeting will not be held.

Project Scope: Seeking bids to establish one or more contracts with qualified vendors to fulfill the City's needs for the purchase of fifteen (15) 12-foot and three (3) 10-foot new and unused aluminum cube truck bodies with cab kick-over's and accessories

Estimate: \$2,700,000

Paid Sick Leave: The City of Tacoma requires all employers to provide paid sick leave as set forth in Title 18 of the Tacoma Municipal Code and in accordance with State of Washington law.

Americans with Disabilities Act (ADA Information): The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing the contact listed below in the *Additional Information* section.

Title VI Information: "The City of Tacoma" in accordance with provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. sections 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin in consideration of award.

Additional Information: Requests for information regarding the specifications may be obtained by contacting Ryan Foster, Senior Buyer by email to rFoster1@cityoftacoma.org.

Protest Policy: City of Tacoma protest policy, located at www.tacomapurchasing.org, specifies procedures for protests submitted prior to and after submittal deadline.



Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.


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SUBMITTAL CHECK LIST

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award.

Submittals must be received by the City of Tacoma Purchasing Division by the date and time specified in the Request for Bids page.

The following items make up your complete electronic submittal package (include all the items below):	
Signature Page (Appendices) To be filled in and executed by a duly authorized officer or representative of the bidding entity. If the bidder is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.	
Bid Proposal / Bid Proposal Supplemental Form (Appendices) The unit prices bid must be shown in the space provided. Check your computations for omissions and errors.	
Technical Specification Form	
Record of Prior Contracts (Appendices)	
After award, the following documents will be executed:	
City of Tacoma Contract (See sample in Appendices) Must be executed by the successful bidder.	
Certificate of Insurance and related endorsements (Appendices) Shall be submitted with all required endorsements	

1. MINIMUM REQUIREMENTS

Respondents should have been in business performing the described work for a minimum of ten years. Please use the record of prior contracts form to articulate this.

2. STANDARD TERMS AND CONDITIONS / GENERAL PROVISIONS

City of Tacoma [Standard Terms and Conditions](#) apply.

3. INSURANCE REQUIREMENTS

Successful proposer will provide proof of and maintain the insurance coverage in the amounts and in the manner specified in the City of Tacoma Insurance Requirements contained in this solicitation. (See Appendices)

4. DESCRIPTION OF WORK

The City of Tacoma (City) / Tacoma Public Utilities (TPU) is soliciting bids to establish one or more contracts with qualified vendors to fulfill the City's needs for the purchase of fifteen (15) 12-foot and three (3) 10-foot new and unused aluminum cube truck bodies with cab kick-over's and accessories per the following Technical Provisions.. Contract(s) will be awarded to the lowest responsive and responsible bidder(s) based on price, product quality and availability.

5. ANTICIPATED CONTRACT TERM

The initial contract shall be for a period of two years from the date of contract award. At the option of the City, the contract may be extended for three (3) additional one (1) year periods, subject to the pricing clause outlined in specifications.

6. CALENDAR OF EVENTS

This is a tentative schedule only and may be altered at the sole discretion of the City.

Contract may be issued after Public Utility Board and/or City Council approval.

The anticipated schedule of events concerning this RFB is as follows:

Approved Equivalent Deadline:	8/18/2023
Question Deadline:	8/16/2023
City response to Questions:	8/21/2023
Submittal Due Date:	8/29/2023
Anticipated Award Date, on or about:	September 2023
Public Utility Board/City Council Approval, on or about:	September/October 2023

7. INQUIRIES

- 7.1** Questions can be submitted to *Ryan Foster*, Senior Buyer, via email to rfoster1@cityoftacoma.org. Subject line to read:
UF23-0182F – Aluminum Cube Truck Bodies – *VENDOR NAME*
- 7.2** Questions are due by 3 pm on the date included in the Calendar of Events section.
- 7.3** Questions marked confidential will not be answered or included.
- 7.4** The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.
- 7.5** The answers are not typically considered an addendum.
- 7.6** The City will not be responsible for unsuccessful submittal of questions.
- 7.7** Written answers to questions will be posted alongside these specifications at www.tacomapurchasing.org.

8. PRE-BID MEETING

No pre-proposal meeting will be held; however, questions and request for clarifications of the specifications may be submitted as stated in the [inquiries](#) section.

9. DISCLAIMER

The City is not liable for any costs incurred by the Respondent for the preparation of materials or a proposal submitted in response to this RFB, for conducting any presentations to the City, or any other activities related to responding to this RFB, or to any subsequent requirements of the contract negotiation process.

10. RESPONSIVENESS

Bid submittals must provide ninety (90) days for acceptance by City from the due date for receipt of submittals. All submittals will be reviewed by the City to determine compliance with the requirements and instructions specified in this RFB. The Respondent is specifically notified that failure to comply with any part of this RFB may result in rejection of the submittal as non-responsive. The City reserves the right, in its sole discretion, to waive irregularities deemed immaterial. The City also reserves the right to not award a contract or to issue subsequent RFB's

11. AWARD

Award will be made to the lowest responsive, responsible bidder. All bidders shall provide unit or lump sum pricing for each line item. Each line item will be added up for a subtotal price. The subtotal price will be compared amongst each bidder, including any payment discount terms

offered twenty (20) days or more. The City may also take into consideration all other criteria for determining award, including evaluation factors set forth in Municipal Code Section 1.06.262.

All other elements or factors, whether or not specifically provided for in this specification, which would affect the final cost to and the benefits to be derived by the City will be considered in determining the award of the contract. The final award decision will be based on the best interests of the City.

The City reserves the right to let the contract to the lowest responsible bidder whose bid will be the most advantageous to the City, price and any other factors considered. In evaluating the proposals, the City may also consider any or all of the following:

1. Compliance with specification.
2. Proposal prices, listed separately if requested, as well as a lump sum total
3. Time of completion/delivery.
4. Warranty terms.
5. Bidder's responsibility based on, but not limited to:
 - a) Ability, capacity, organization, technical qualifications and skill to perform the contract or provide the services required.
 - b) References, judgment, experience, efficiency and stability.
 - c) Whether the contract can be performed within the time specified.
 - d) Quality of performance of previous contracts or services
 - e) Location of nearest factory authorized warranty repair facility or parts dealership.

12. DELIVERY

Delivery shall be made to the ordering groups (will be noted on purchase order):

- Tacoma Public Utilities, 3628 S. 35th St., Tacoma WA 98409
- City of Tacoma Fleet Operations, 3639 S. Pine St., Tacoma, WA, 98409

Each vendor will be required to submit a delivery timeline they can commit to. Purchase order delivery dates will reflect this timeline. In the event a purchase order deliver date is not met, the City reserves the right to purchase these products elsewhere if they are in a time constraint. If constant late deliveries occur, the City may terminate the contract.

- 12.1** Hours of operation shall be Monday through Friday, 9:00 a.m. to 3:30 p.m., excluding legal holidays, as referred to in the Standard Terms and Conditions or as otherwise approved by the City.

13. WARRANTY

Labor: Minimum three (3) year warranty.

Parts: Manufacturer's warranty or minimum one-year warranty whichever is greater.

Contractor shall arrive on-site at the work location within 24 hours of notification for all warranty repairs during normal work hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Repairs shall include free pick-up and delivery. Repairs must be completed and vehicle returned within 48 hours of pick-up.

Contractor agrees to allow City to make minor warranty repairs where that is most cost effective and, if requested, contractor will credit City for cost of parts, but not labor.

Vendor will warrant goods according to the manufacturer's warranty guidelines. The start of the warranty commences once the goods are delivered and accepted by the City.

14. INSPECTION

All goods are subject to final inspection and acceptance by the City. If any inspection fails, the vendor shall be required to make arrangements to exchange the goods at their own expense and replace it in a timely manner acceptable to the City.

Material failing to meet the requirements of this contract will be held at Vendor's risk and may be returned to Vendor. If so returned, the cost of transportation, unpacking, inspection, repackaging, reshipping, or other like expenses are the responsibility of the Vendor.

15. APPROVED ITEM EQUIVALENT

A specific manufacturer for almost all line items has been listed in the Technical Specifications because this is the current manufacturer accepted. For those line items, which do not list a specific manufacturer, bidders shall provide the technical specifications for the manufacturer they are offering. The City may request, after the bid due date, a sample of that product for review and approval by the City. The City reserves all rights to be the sole judge as to whether any other manufacturer can meet or exceed the current specifications they use. Unless an item is indicated "No Substitute", **approved equivalents shall be submitted by the date listed in the Calendar of Events section. The approved equivalent form is listed in Appendix C. Equivalents will be approved by Addendum to the solicitation.**

16. COMPLIANCE WITH SPECIFICATIONS

All products shall be new and unused. Any product that does not comply with any part of these technical specifications shall be rejected and the vendor shall, at its own expense, including shipping, replace the item.

17. MATERIALS AND WORKMANSHIP

The successful bidder shall be required to furnish all materials necessary to perform contractual requirements. Materials and workmanship for this contract shall conform to all codes, regulations and requirements for such specifications contained herein and the normal uses for which intended. Material shall be manufactured in accordance with the best commercial practices and standards for this type of goods. All literature and products must be packaged and labeled to sell in the United States.

Vendors supplying installed dump, service bodies, etc. must provide the City with a certified vehicle weight statement at the time of delivery of completed unit along with the final invoice for licensing.

18. ENVIRONMENTALLY PREFERABLE PROCUREMENT

In accordance with the [City's Sustainable Procurement Policy](#) and [Climate Action Plan](#), it is the policy of the City of Tacoma to encourage the use of products or services that help to minimize the environmental and human health impacts of City Operations. Respondents are encouraged to incorporate environmentally preferable products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, products, manufacturing, packaging, distribution reuse, operation, maintenance or disposal of the product or service.

The City of Tacoma encourages the use of sustainability practices and desires any awarded contractor(s) to assist in efforts to address such factors when feasible for:

- Durability, reusability, or refillable
- Pollutant releases, especially persistent bioaccumulative toxins (PBTs), low volatile organic compounds (VOCs), and air quality and stormwater impacts
- Toxicity of products used
- Greenhouse gas emissions, including transportation of products and services, and embodied carbon
- Recycled content
- Energy and water resource efficiency

19. LEAP REQUIREMENTS

This project has no LEAP requirements, however, the City of Tacoma is committed to equality in employment for WA-State approved Apprentices, City of Tacoma residents, residents of local economically distressed areas, youth, veterans, minorities, and women. Please contact the [LEAP Office](#) for assistance in locating qualified employees. Visit the [LEAP website](#) for more information.

20. EQUITY IN CONTRACTING

This project has no EIC requirements, however, the City of Tacoma is committed to encouraging firms certified through the [Washington State Office of Minority and Women's Business Enterprise](#) to participate in City contracting opportunities. See TMC 1.07 Equity in Contracting Policy at the City's [Equity in Contracting Program website](#).

21. SUSTAINABILITY

The City of Tacoma encourages the use of sustainability practices and desires any awarded contractor(s) to assist in efforts to address such factors when feasible for:

- Pollutant releases
- Toxicity of materials used
- Waste generation
- Greenhouse gas emissions, including transportation of materials and services
- Recycle content
- Energy consumption
- Depletion of natural resources
- Potential impact on human health and the environment

The supplier shall package orders, preferably in environmental friendly packaging such as reduced packaging and recyclable packing materials. The supplier(s) shall accurately invoice according to the pricing on the contract. All shipments must be accompanied by a detailed packing slip. Invoice must include department name and address, purchase order number, manufacturer part number, contract price, and shipment date.

Delivery of Products and Services – Idling Prohibited:

Vehicles and/or diesel fuel trucks shall not idle at the time and location of the delivery to the City for more than three minutes. The City requires vendors to utilize practices that reduce fuel consumption and emission discharge, including turning off trucks and vehicles during delivery of products to the City. Exceptions to this requirement include when a vehicle is making deliveries and associated power is necessary; when the engine is used to provide power in another device, and if required for proper warm-up and cool-down of the engine. The City of Tacoma has a commitment to reduction of unnecessary fuel emissions. The City intends to improve air quality by reducing unnecessary air pollution from idling vehicles. Limiting car and truck idling supports cleaner air, healthier work environments, the efficient use of city resources, the public's enjoyment of City properties and programs, conservation of natural resources, and good stewardship practices. **(Per Policy 3.03)**

Vendors participating in sustainable practices may include additional information with their bid submittal describing their practices.

Environmental Standards: The City seeks to ensure that all purchases comply with current environmental standards and product specifications. Where appropriate, third party independent certifiers such as Green Seal and USEPA Standards shall be a minimum specification for products to the City, unless specified otherwise herein. See <http://www.epa.gov/epaoswer/nonhw/procure/index.htm>

22. PRICING

Bidders are to enter their company's name where it is designated on the appropriate pages.

Unit or lump sum prices shall be all inclusive and bid as FOB destination, freight pre-paid and allowed. Surcharges of any type will not be allowed. Bid submittal prices will establish a base price against which vendors may request price adjustments. The City reserves the right to increase or decrease initial purchase quantities under this contract and pay according to the unit price quoted in the bid proposal.

The bid proposal pages shall be marked "No Bid" in the unit price column for any item for which no bid is submitted. Bidders shall indicate on each line provided on the bid proposal pages if they comply with the bid item as specified or are taking exception to the bid item as specified.

If additional space is required to fully explain bid exception(s), attach additional typed page(s) to the submitted bid and indicate the section number and subsection that has the exception and provide the explanation.

The following information will apply to price increases/decreases (excluding steel price adjustment for truck bodies).

- A. Bid prices must remain firm for the first year of the contract.
- B. The City will consider price increase/decrease adjustments for any extended contract period under the following conditions:
 - 1. Under no condition will price be adjusted during each of the 12 month contract periods.
 - 2. The maximum amount of increase allowed will be no greater than the previous 12-month Consumer Price Index, All Urban Consumers (CPU-US), U.S. City Average Index, All Items 1982-84 = 100.
- C. Contractor will be required to submit written proposed price increase/decrease 30 days prior to the end of contract period.
- D. Any proposed increase/decrease in price to contract items must be beyond control of contractor and supported by written documentation from the manufacturer indicating a new higher/lower cost adjustment in effect.
- E. Prices will be adjusted only to the amount of cost increase/decrease to contractor.
- F. No adjustment will be made for vendor profit margin.
- G. City reserves the right to accept or reject all such increases/decreases.
- H. City entitled to any promotional pricing during contract period, which is lower than our standard pricing as provided in the bid submittal.

The following information will apply to price increases/decreases for steel price adjustment for truck bodies.

- A. Any proposed increase/decrease in price to contract items due to base steel pricing fluctuations must be beyond control of vendor and supported by written documentation from the manufacturer indicating a new higher/lower cost adjustment in effect.
- B. No adjustment will be made for vendor profit margin. Price adjustments due to base steel pricing fluctuations will be adjusted only to the amount of cost increase/decrease to vendor.
- C. City is entitled to any promotional pricing during contract period, which is lower than our standard pricing as provided in bid.
- D. The successful bidder(s) must provide a complete product line price list at the time of bid submittal.
- E. Any price list revisions will be required to be added as an addendum to the contract for all pricing changes.

The contractor will be required to submit the revised complete product line price sheet issued **on the last week of each yearly quarter** to the City of Tacoma Purchasing Office and the Fleet Specialist via fax **no later than the fifth business day of the month**. The listing shall show how the item prices are adjusted and the effective date.

Email to:	Attention:
rfoster1@cityoftacoma.org	City of Tacoma Purchasing Office, Ryan Foster Senior Buyer
dashmore@cityoftacoma.org pgilling@cityoftacoma.org	City of Tacoma, Don Ashmore, Fleet Manager or Patty Gillingham, Senior Fleet Analyst

APPENDIX A
TECHNICAL PROVISIONS

Aluminum Cube Truck Bodies With Cab Kick-Over Option

1 – GENERAL

- A. **The completed unit(s) shall meet all of the specifications outlined in the Technical Provisions of this specification.**
- B. Bids are requested for the purchase of 12-foot and 10-foot new and unused aluminum cube truck bodies with cab kick-over's and accessories per the following Technical Provisions.
- C. Bodies to be mounted on a City-owned new model Ford or International incomplete chassis. Full specification will be available at time of order.
- D. Bidders must provide detailed CAD drawings (minimum "C" size 17" X 22") for body configuration and accessory placement for the unit being offered with their submittal.
- E. Transportation costs to pick up the cab chassis from Tacoma Public Utilities must be included as part of the bidder's price submission.
- F. It is the responsibility of the successful bidder to assure that the completed unit(s) arrives safely, without damage, and that the manufacturer's recommendations and City of Tacoma requirements have been strictly adhered to while in contractor's possession and during transit.
- G. Unit shall be delivered F.O.B. to Tacoma Public Utilities Attn: Fleet Services, 3628 South 35th Street (rear), Tacoma, Washington, complete and ready for immediate placement into service.
- H. The vendor shall contact Don Ashmore, Fleet Manager at (253) 502-8575 prior to delivery. Deliveries will only be accepted Monday through Friday, 9:00 a.m. – 3:00 p.m. (excluding holidays).
- I. All equipment shall be new and unused, and of the manufacturer's current production model. The equipment shall have full dealer preparation and be ready for service when delivered.
- J. Any use of brand names in this specification is to establish minimum specifications and quality. If another product is to be used by the vendor in meeting these specifications, it must be identified in writing. The City of Tacoma reserves the right to make final approval of any alternative product. If alternative is not acceptable, the brand name product listed in the specification is to be used.
- K. The quantities listed are City of Tacoma's current approximate requirements. Tacoma will neither be obligated to nor restricted to these quantities.

Notice: The "☒ As Specified" section must be initialed unless respondent provides an Approved Equivalent form prior to the deadline listed in the Calendar of Events section. Failure to comply may result in disqualification of the bid.

If additional space is required to fully explain bid exception(s), attach additional typed page(s) to the submitted bid and indicate the section number and sub-section that has the exception along with your explanation.

2 – BODY CONSTRUCTION:

Body will be made of interlocking aluminum extrusions, fully lined and fully insulated.

	Required Specifications
A.	Sub-frame of body shall be constructed of 2"x2" tubular steel cross-members on 16" centers c/w low-profile long-sills.
B.	Body dimensions shall be approximately 12 feet long by 7 feet high 8 feet wide.
C.	Body shall be equipped with 36"L x 96"W sloped aluminum kick-over above cab, lined & insulated per rest of van body. Front vertical face of lower part of kick over to be flat and to be configured for mounting of a forward-facing light bar. Interior of kick over to include a 4" high solid retainer lip and a full width plywood shelf supported by aluminum frame (also with retainer lip). Kick over shall be designed & engineered to support up to 2000lbs evenly distributed. Note: separate optional pricing shall be provided by bidders for deletion of the kick over, or increases in length to 4' and 5'.
D.	Front exterior wall of body (on either side of cab) to have aluminum diamond plate gravel guards, extending from bottom of skirt up 48". The Diamond plate shall be left natural and unpainted.

	Required Specifications
E.	Floor shall be a flat design, mounted as low as possible: no wheel-well intrusion allowed. The floor material shall be 3/16" aluminum plate flooring coated in black spray on bedliner.
F.	Exterior walls shall be rivet-free aluminum construction .100" minimum skin thickness.
G.	Wall ribs spaced a maximum of 12" apart.
H.	Reinforced engineered lifting points at rear corners of body to assist in lift off of body for remount.
I.	Body shall incorporate full skirting flush to bottom of the cab.
J.	Skirt paneling is to be integral with the upper wall paneling, not an "add-on"
K.	All interior walls, ceiling & under floor shall be sprayed in 1" urethane foam insulation (non-settling, R7, vermin-proof) All compartment doors and rear entry doors shall be insulated. The exterior compartments do not require insulation.
L.	Interior walls, ceiling and kick over shall be lined in bright white fiberglass reinforced panels (FRP) Kemlite or equal non-absorbent material (with 3/8" plywood under). Note: the inside faces of all exterior doors to be skinned in smooth, mill finish aluminum.
M.	Roof shall be of one-piece aluminum .040 minimum thickness, equipped with hat-shaped extruded aluminum roof bows 22" on center
N.	Roof shall be crowned, for water drainage.
O.	Extruded aluminum drip rails shall be installed above all exterior cabinet doors, side windows and rear doors. A 1-piece continuous wraparound drip rail shall extend across the front face of the kick over and extend 3' rearward beyond rearmost cab door on both side walls.
P.	All metal exterior metal surfaces shall be smooth and free of pits, mill-scale, rust and other harmful conditions. Prepared for final coating with a minimum of one coat epoxy primer paint and final coating of DuPont Imron 5000 high solids type polyurethane enamel (Ford Oxford White), with hardener, oven baked on all exposed surfaces. Roof panel need not be painted.
Q.	Any factory paint on cab chassis, which is disturbed, shall be refinished to original condition.
R.	The completed vehicle shall be fully undercoated.
S.	Street side and curbside inner wheel wells shall contain appropriate panels in place to protect fuel and DEF fill inlet hoses as required.
T.	All wheel openings in skirt to have rubber fenderettes.

	Required Specifications
U.	Provisions shall be made to accommodate chassis manufacturers DEF tank location – to be discussed prior to order

3 – INTERIOR FEATURES:

	Required Specifications
A.	All exposed edges shall be smooth and de-burred to prevent injury and damage.
B.	All bins, shelves and drawers shall be lined with rubber matting securely glued in place unless otherwise specified.

4 – INTERIOR STREET SIDE WALL:

The full length of the interior wall is reserved from the floor level up to a height of approximately 24.375 inches and 18 inches inward from the outside wall for the intrusion of storage compartments to accessed from the outside of the body – all interior components will be mounted on top of this structure.

The interior street side wall will consist of a window over the workbench, a storage locker, a workbench over three drawers and storage shelves per the following specifications:

4A – WIDE LOCKER:

	Required Specifications
A.	There shall be a wide locker approximately 53.5" high by 36" wide by 22" deep with barn style double hung vented doors, made of 10 ga mill finish located aluminum, mounted securely at the front of the wall immediately to the rear of the cab kick over.
B.	The locker doors shall be equipped with slam type or two point D-style latches.
C.	The locker shall be equipped with a fixed lower shelf approximately 16 inches above the floor, and a full width hanger rod <u>and E-track on rear wall, left-wall & right wall immediately below the upper hanger rod. Include (6) removable swiveling J-hooks with E-track clips</u>

4B – HEAVY DUTY WORKBENCH:

	Required Specifications
A.	There shall be a heavy duty tubular steel framed workbench approximately 72" wide x 27"D x 36"H (above floor) mounted securely immediately at the rear of the locker.
B.	There shall be one (1) fix-mount Wilton 21300 4" mechanic's vise with swivel base. Bolted to plate on a removable receiver tube that also fits onto the rear bumper.
C.	The workbench shall be equipped with a solid rock-maple wood (or equal) top that is a minimum of one and one eighth (1 1/8)" inches thick. Metallic overlay not permitted.
	Required Specifications
D.	The underside of the bench shall include three (3) heavy-duty aluminum pullout drawers approximately 24"W x 6"H x 24"D
E.	Drawers shall be equipped with AccuRide 200# capacity ball-bearing slider hardware and including travel-safe compression type thumb latches and ribbed rubber drawer inserts.
F.	Below the three drawers there shall be an open storage shelf divided equally into three sections by two vertical aluminum fixed dividers.
G.	The open storage shelf shall be equipped with an aluminum lip extending up from the bottom of the shelf approximately one inch.
H.	There shall be a single full width open aluminum shelf with 1" lip above bench, (approximately 72" wide x 15" deep) the exact mounting height to be determined at mid-build inspection.
I.	There shall a window installed on wall centered horizontally above the work bench approximately two inches below the full width shelf.
J.	Window shall be 30"W x 18"H light-tint, tempered, slider type window (Hehr, non-thermo pane) or equal.

4C – SHELVING PACKAGE:

	Required Specifications
A.	There shall be one (1) horizontal bank of aluminum full depth (approximately 22 inch) infinitely adjustable shelves securely mounted immediately to the rear of the work bench.

	Required Specifications
B.	The bank of shelves shall be approximately 36" in width and approximately 53.5" in height.
C.	The bank of shelves shall contain three (3) infinitely adjustable aluminum shelves a minimum of .125" thickness with a formed up-turned lip to retain the contents of each shelf.

5 – INTERIOR CURB SIDE WALL:

The full length of the wall is reserved from the floor level up to a height of approximately 24.375 inches and 18 inches inward from the outside wall for the intrusion of storage compartments to accessed from the outside of the body – all interior components rearward of the front wall of the body will be mounted on top of this structure.

The interior curb side wall will consist of three (3) banks of horizontal storage shelves, one (1) short-wide locker unit and one (1) ladder storage shelf per the following specifications:

5A – SHORT WIDE LOCKER:

	Required Specifications
A.	There shall be a wide locker approximately 38.3 inches high by 36 inches wide by 22 inches deep with barn style double hung vented doors, made of 10 ga. mill finish located aluminum, mounted securely at the front of the wall immediately to the rear of the cab kick over.
B.	The locker doors shall be equipped with slam type or two point D-style latches.
C.	The locker shall be equipped with three (3) Unistrut adjustable aluminum shelves, each with a rubber matt..

5B – SHELVING PACKAGE

	Required Specifications
A.	There shall be three (3) equal sized horizontal banks of aluminum full depth x 64”H (approximately 22 inch) infinitely adjustable shelves securely mounted to the forward wall of the body.
B.	The bank of shelves shall contain three (3) infinitely adjustable aluminum shelves a minimum of .125 inch thickness with a formed up-turned lip to retain the contents of each shelf.
C.	There shall be an open top ladder shelf directly above the banks of shelves and short locker.

6 – REAR DOORS:

	Required Specifications
A.	Body shall be equipped with double hung barn style rear doors. Clear door opening height at rear of body must be 72”H minimum.
B.	Rear doors shall be full swing type which will open to be flat against the outside walls.
C.	Doors shall be framed in extruded aluminum frames, shall be insulated with 2” urethane foam and faced with smooth aluminum on both sides.
D.	Doors shall be internally reinforced to accommodate the attachment of implement storage racks.
E.	A protective threshold plate (of aluminum or stainless steel) shall cover the entry way floor edge at rear of body, spanning the gap between the protruding exterior side compartments.
F.	There shall be two (2) grab handles installed at rear of body (on each side of rear entryway).
G.	Both doors to have cast aluminum door holdbacks to hold the doors in the full open position.
H.	Each door shall be equipped with two fixed windows 12”W x 18”H tinted and overlaid in protective aluminum mesh screens.
I.	Rear doors shall be equipped with a double freezer handle on the curb side door and a cam lock type door latch on the street side door.

7 – FLOOR SYSTEM:

	Required Specifications
A.	The floor material shall be 3/16" aluminum plate flooring coated in black spray on bedliner.
B.	At the joint of the flooring and the backs of the protruding exterior compartments shall be a smooth aluminum kick plate on both sides & front wall.
C.	There shall be two 24"x72" anti-fatigue floor-mats installed on floor.- Guardian Gear part # MLL24020302 or equal.
D.	Provide six (6) 1,600 lb. working load rate D-ring tie-downs recessed (5,000 lb. min. breaking load); three (3) pairs evenly spaced along edges of cargo area starting at rear doors.

8 – EXTERIOR COMPARTMENTS:

	Required Specifications
A.	All exterior compartments to be constructed of 1/8" aluminum, with all sharp edges and welds de-burred, ground smooth and left in an unpainted (mill) finish on the interior.
B.	<u>All compartment doors to be formed aluminum box style construction with slamming 2-point TriMark paddle handles, all keyed alike</u>
C.	Each side of body to have full length "service body" style exterior side compartments: <ul style="list-style-type: none">• 2 vertical cabinets ahead of the rear axle,• 1 horizontal cabinet above the rear axle• One double wide vertical cabinet behind the rear axle.
D.	All vertical compartments have a clear opening height of 37" and an inside depth of 22".
E.	All shelves to include thin rubber anti-slip matting
F.	All vertical compartment doors have spring-loaded stainless steel door hold-open devices installed.

9 – EXTERIOR COMPARTMENT STREET SIDE CONFIGURATION:

	Required Specifications
A.	The street side first vertical (front) bin shall each be 23"W x 37"H clear opening, and be equipped with single hinged aluminum door. This compartment shall have three infinitely adjustable aluminum shelves (with full perimeter retainer lip) installed on aluminum Unistrut.
B.	The street side second vertical bin shall each be 23"W x 37"H clear opening, and be equipped with single hinged aluminum door. This compartment Shall have three infinitely adjustable aluminum shelves (with full perimeter retainer lip) installed on aluminum Unistrut.
C.	The street side horizontal bin shall be equipped with one infinitely adjustable aluminum shelf (with full perimeter retainer lip) installed on aluminum Unistrut.
D.	The street side third vertical bin shall be approximately 42 inches wide equipped with double barn style doors and one fixed shelf.

10 – EXTERIOR COMPARTMENT CURBSIDE CONFIGURATION:

	Required Specifications
A.	The curb side first vertical (front) bin shall each be 23"W x 37"H clear opening, and be equipped with single hinged aluminum door. This compartment shall have two infinitely adjustable aluminum shelves (with full perimeter retainer lip) installed on aluminum Unistrut.
B.	The curb side second vertical bin shall each be 23"W x 37"H clear opening, and be equipped with single hinged aluminum door. This compartment Shall have three infinitely adjustable aluminum shelves (with full perimeter retainer lip) installed on aluminum Unistrut.
C.	The curb side horizontal bin shall be equipped with one infinitely adjustable aluminum shelf (with full perimeter retainer lip) installed on aluminum Unistrut.
D.	The curb side horizontal compartment shall have a single, bottom-hinged drop-down door that is sufficiently reinforced and lined for use as a medium-duty workbench lined with .250" thick aluminum sheet.
E.	The curb side third (rear) vertical bin shall be approximately 42 inches wide equipped with double barn style doors, non-vented compartment with one fixed shelf. Extra care shall be taken in the design of this compartments exterior floor to provide underside heat-deflector shields for chassis exhaust/tailpipe.
F.	Extra care shall be taken in the design and construction of the curb side third vertical bin's interior floor. It shall be equipped with insulated matting to protect the bin contents from exhaust heat.

11 – REAR BUMPER AND REAR FOLDOUT STEP:

	Required Specifications
A.	There shall be a full width bumper integrated with the chassis frame for strength.
B.	Bumper shall extend approximately 10 inches beyond the rear doors and 11 inches below the floor. The corners of the step bumper shall be tapered at 45 degrees to minimize operator injury. Bumper frame shall be constructed of angular steel.
C.	Bumper shall be overlaid in non-slip, punched aluminum safety tread (not diamond plate)
D.	Bumper shall include a flip-up step approximately 30 inches wide by ten inches deep and spaced approximately mid height between step bumper and ground when deployed to form even steps to the floor of the body.
E.	Flip-up step shall be attached via bullet type hinges and be covered with non-slip aluminum safety-tread material. Flip-up step shall be equipped with a single, spring-loaded stainless steel barrel bolt to secure the step in the stowed position. Bullet hinges shall be equipped with greasable nipples.
F.	Rear bumper shall incorporate a class V trailer hitch with two D-rings for safety chains. The Class V hitch shall be reinforced to chassis frame rails and installed with Grade 8 hardware. The D-rings shall be installed on each side of the hitch receiver.
G.	Red/white 100% conspicuity tape shall be applied across the full edge of the rear step bumper and flip out step.
H.	Rear bumper shall incorporate a provision for easily attaching the emergency electric trailer brake activation cable.
I.	Both RV spade type and seven pin round trailer sockets with covers, shall be placed near pintle hitch in kick panel. Wires shall originate from sealed junction box and be color coded to cab chassis. All wiring must comply to WA State DOT wiring specifications.
J.	There shall be a fixed 2" receiver mounting foundation for a vice attached to the extreme curb side end of the bumper.

12 – BODY AND ACCESSORIES:

	Required Specifications
A.	Dual cone holder installed on front chassis bumper. Cone holder loop must be 8 ½ inches wide. Must be installed so as not to interfere with the ability to open hood.
B.	There shall be an appropriately sized <u>Webasto AirTop40 diesel marine heater</u> diesel fired heater (or equivalent electrical heater for non-diesel cab chassis), controls with a removable vented cover box & related components installed in the rear work area, the exact heater location & duct routing to be determined at pre-build meeting.
C.	<u>Provide a full width interior aluminum channel step (installed on front wall, centered between kickover & heater box, for kickover access. To be supported on both ends and capable of supporting up to 300 lbs.</u>
D.	<u>Provide & install two (2) rows of surface-mounted, horizontal logistic L-tracking, full length on lower driver side wall.</u>
E.	<u>Provide & install (2) aluminum strut rails on lower passenger side wall (each with a painted steel heavy-duty ladder hook).</u>
F.	<u>Provide & install (3) 30” sections of aluminum strut rail on ceiling of interior (running east-west) on extreme right-hand-side</u>

13 – WIRING AND LIGHTING:

The successful bidder shall supply, completely install, and make ready for use lighting and wiring meeting or exceeding the following specifications:

	Required Specifications
A.	All lights and reflectors to meet or exceed FMVSS 108 requirements.
B.	Stop, turn and tail lights, Truck-Lite LED # 44002R, flush mounted with grommets.
C.	Clearance lights, 3/4” “bullet” type LED, flush mounted with grommets. TecNiq Inc. or equivalent. 5 red lights across upper rear wall, 1 red on each upper sidewall (top aft corner) 5 amber lights across upper front wall (face of kick over)
D.	Reverse lights, two ea. (2) Truck Lite LED 44041C flush-mounted with grommets and wired to the chassis transmission reverse switch.

	Required Specifications
E.	There shall be two LED rectangular work lights installed above the rear doors with a control switch mounted inside of the rear doors. Each of the two lights shall have a minimum 1500 lumen output, have stainless steel bolt & bracket and be housed in powder coated aluminum. Lights shall be installed above rear doors and below roof line.
F.	ICC lights, Truck-Lite # 33051R, LED, with grommets.
G.	License plate mounts below street side light box. For illumination use Truck-Lite #15053 LED lamp and bracket kit.
H.	Reflectors, stick on type Truck-Lite # 98176 R and 98176Y.
I.	There shall be five (5) flush-mounted LED interior work lights (Maxxima M84416 (1500 lumen) surface-mounted) installed on the ceiling of the body, Installed left-to-right, spaced evenly from front to back. Lights to be switched at very rear of body (on rear-facing panel of curbside compartment) as well as on the roadside interior wall. <u>Switch for all dome lights to be a Carlon damp/wet location red toggle switch installed in protective recessed aluminum box, on right-side upon entry (on side panel of rear PS compartment)</u>
J.	Warning Lights: (1) One Front & One (1) Rear facing Federal Signal manufacture code 320892 (or equivalent) 51" 8 LED module traffic light.
K.	Warning Lights: Two (2) horizontally mounted forward facing & four (4) vertically mounted rearward facing LED strobes installed in the upper left and right hand corners of the truck body, Whelen 500 Series or equivalent, activated by one switch in cab (Ford up fitter's switch).
L.	Wiring harness color-coded to cab chassis wiring.
M.	Sealed terminal block for all 12V electrical between cab and body, allowing quick body electrical disconnect from cab.
N.	All joints to be rosin core soldered and covered with clear vinyl heat shrink insulating tubing. No Scotch-lock type connectors are to be used.
O.	All wiring connections to the cab chassis lights made via a sealed junction box, Truck-Lite # 50400, using ring terminals or other city approved method.
P.	All other wiring circuits to originate from the chassis-provided circuit panel and/or auxiliary switch panel in cab chassis.
Q.	All wiring, which is not in a pre-assembled harness, will be routed through protective, flexible, non-metal wiring loom.

	Required Specification
R.	All wiring supported every 12 inches (12").
S.	Wiring is not to be supported or tied to other systems.
T.	Wiring passing through cab, body or other metal structures is to be protected and sealed with a rubber grommet.

15 – DIAMOND LOGIC REQUIREMENTS:

Where applicable the successful bidder shall ensure that the following functionality is provided through the International Diamond Logic interface. It will be the successful bidder's responsibility to confirm the chassis is configured appropriately for the following requirements and if not, coordinate additional Diamond Logic functionality with the chassis vendor. Any additional costs will be incorporated in the bid proposal.

	Required Specifications
B.	If equipped with a PTO, transmission must not go into forward or reverse gears when PTO is engaged.
C.	All accessory equipment switching will be accomplished using the Diamond Logic switch panel.
D.	All cab warning lights for mounted equipment, auxiliary lighting and accessories shall be provided through Diamond Logic functionality.

16 – SAFETY

	Required Specifications
A.	All work performed, and the unit completed, shall comply with all applicable laws, rules, and regulations of local, state, and federal government in effect at the time of delivery to Tacoma Public Utilities.
B.	The vendor shall comply with all applicable OSHA/WISHA regulations and the State of Washington Department of Labor & Labor Industries Safety Rules.
C.	Final stage manufacturer shall complete and install required FMVSS final stage manufacturer vehicle documentation and place required labeling on the cab chassis as defined in 49CFR 567.5(C) as adopted by the NHSTA. Copy of certification shall accompany invoice.

17 – MANUFACTURER, PARTS AND SERVICE:

To be eligible for bid award, vendor must meet or exceed the following parts and service criteria:

	Required Specifications
A.	Manufacturing facility of the successful bidder where the bodies are manufactured is to be located within a 150-mile radius of Tacoma Public Utilities, Tacoma, WA.
B.	Have service facilities or mobile service truck with skilled personnel, equipment, and parts available to completely service, maintain, overhaul, and repair the equipment offered, within a 100-mile radius of the City's facility at 3628 South 35 th Street, Tacoma, Washington or no more than 48 hours response time by mobile service truck.
C.	Maintain an adequate stock of normal replacement parts and make deliveries within 48 hours, when requested. "Normal" will be defined as an affirmative response from your competitor to the following question: "Is this an item you normally stock?"
D.	While under warranty, pay all shipping costs to provide this 48-hour delivery of these normal replacement parts, barring extenuating circumstances as approved by the City.
E.	Manufacturer and/or bidder shall guarantee that parts prices will be as low as such parts are sold to any other user buying similar quantities.
F.	If at any time the prices are reduced or increased to the general trade, it is understood that the City shall not pay a higher price than any other user buying similar quantities, effective with the date of such price reduction or increase to the general trade.

18– INSPECTION:

The Utilities Fleet Specialist or an appointed representative will meet with the vendor's personnel, by request, to detail exact locations of various items and methods of installation, check the work while in progress and, be available during construction to answer questions.

The City shall visit the construction location of this vehicle/equipment as often as the City deems necessary, but at least during the following time periods:

	Required Specifications
A.	After bid award and prior to the beginning of construction to meet with the vendor's personnel and review construction techniques and clarify any specification related questions (normally at the City facility).

	Required Specifications
B.	A construction progress inspection when the unit is approximately 3/4 finished. (Vendor's facility).
C.	A pre-paint inspection when the unit is completed but before any painting is done. (vendor's facility)
D.	The City shall not accept any unit until the vendor, to the City's satisfaction, corrects all discrepancies noted during inspections.

19 – TRAINING

	Required Specifications
A.	Successful bidder shall provide up to eight (8) hours of on-site operator training if needed.
B.	Successful bidder shall provide up to eight (8) hours of on-site maintenance and repair training if needed.
C.	All training shall be conducted at Tacoma Public Utilities' 3628 S. 35 th St., Tacoma, WA location.
D.	Training is to be scheduled by contacting Mr. Don Ashmore, Fleet Manager, at 253-502-8575.

20 – OPERATION AND MAINTENANCE MANUALS:

	Required Specifications
A.	Successful bidder shall provide two (2) sets of Operator's manuals.
B.	Successful bidder shall provide one (1) Maintenance, Repair and Parts manual.

21 – DELIVERY:

	Required Specifications
A.	Delivery of completed unit(s) must be accomplished within 150 days after receipt of purchase order.
B.	Bidder shall provide the following at the time of delivery to the City <ul style="list-style-type: none"> • An original invoice for the completed unit. • Original certified weight slip providing front and rear axle weight and total weight.

☒ Initial Here if As Specified: _____

If alternate is requested for any section, please specify what section / subsection and what the alternate is on the sample Approved Equivalent Form Below. Respondents will be notified via an addendum to this solicitation

22 – OPTIONAL PARTS AND SERVICES (WILL NOT BE USED FOR EVALUATING THE LOWEST RESPONSIVE BIDDER)

So as not to inflate cost for the options identified in this bid, bidders will provide options at manufacturers cost to dealer or in cases where manufacturers option pricing can be discounted by the dealer, the discounted price will be accepted.

NOTE: The City reserves the right not to award any option that appears to have an inflated cost.

All prices quoted for optional item(s) identified in the proposal pages shall include the item(s), and all labor and materials required for their installation and operation on unit(s).

	Option Description	Offered? Y or N	Complete Price
1.	9' 6" Van Body Option: with 6 exterior compartments, for 60" c/a (Reduced in cost)		
2.	10' 6" Van Body Option: with 6 exterior compartments, for 60" c/a		
3.	12'?" Van Body Option: with 6 exterior compartments, for 84" c/a		
4.	14'6" Van Body Option: with 8 exterior compartments, for 108" c/a		
5.	16'6" Van Body Option: with 10 exterior compartments, for 120" c/a		
6.	Van Body Option 1: 6' narrow width body (Trivan WSH-CTY-ACU-77 or equal)		
7.	Van Body Option 2: 8' narrow width body (Trivan KNG-CTY-ACU-98 or equal)		
8.	Van Body Option 3: aluminum enclosed drop-in box for long bed 3/4T pickups (Trivan WSDOT or equal), with (4) exterior side compartment, rear access slide out bed and VMS supports.		
9.	Van Body Option 4: skinny width, reduce overall width of body to 7'6" (with rubber fenderettes).		
10.	Van Body Option 5: wheel-chock pockets & wheel-chocks in skirt cutout near rear tires		
11.	Other Van Body Options: list on separate sheet(s)		

	Option Description	Offered? Y or N	Complete Price
12.	Optional Side Door: Provide curbside step well entry door at leading edge of body (in place of vertical curbside compartment) Step well to include (2) recessed aluminum Diamond plate steps, evenly spaced between floor of body & exterior ground. Door to include a 12x18 fixed light tint window, hinged cam lock & Bauer BP-12 commercial grade door latch with inside pull handle and deadbolt. Door size approx. 28" to 32"W dependent on available space and body configuration.		
13.	Additional access or hatch doors (up to 36"W x 36"H) in exterior sides of body.		
14.	Rear Door Option 1: Change rear doors from full-swing to dry-freight rollup door.		
15.	Rear Door Option 2: Change rear doors from full-swing to narrow swing (2 @ 24"W/ea)		
16.	Rear Door Option 3: Change rear doors from full-swing to single man-door (up to 32"W)		
17.	<p>Exterior Bin Options: Eliminate all exterior compartments (Deduct).</p> <p>If different by size, specify:</p> <p style="text-align: right;">9" Body:</p> <p style="text-align: right;">10' Body:</p> <p style="text-align: right;">12' Body:</p> <p style="text-align: right;">14" Body:</p> <p style="text-align: right;">16" Body:</p>		

	Option Description	Offered? Y or N	Complete Price
18.	<p>Exterior Bin Options 1: Provide angular retention bracket and necessary mounting inside an exterior compartment to secure and store a portable generator, such as a Honda EU2000.</p> <p>If different by size, specify:</p> <p>9" Body:</p> <p>10' Body:</p> <p>12' Body:</p> <p>14" Body:</p> <p>16" Body:</p>		
19.	<p>Exterior Bin Option 1A: (Instead of 1 above) Provide 250lb minimum capacity slide out tray with ball-bearing sliders custom fit for TPU-supplied, Honda EU2000 generator. Slide out tray must include hold-open hardware to secure the drawer in the fully extended position.</p>		
20.	<p>Exterior Bin Option 1B: (Includes 1B) Route generator exhaust from compartment to above roof line, including heat-shield and tapered exhaust tip.</p>		

	Option Description	Offered? Y or N	Complete Price
21.	<p>Flooring Options 1: Change from aluminum extruded floor to 1-1/8" hardwood flooring.</p> <p>If different by size, specify:</p> <p style="text-align: right;">9" Body:</p> <p style="text-align: right;">10' Body:</p> <p style="text-align: right;">12' Body:</p> <p style="text-align: right;">14" Body:</p> <p style="text-align: right;">16" Body:</p>		
22.	<p>Flooring Options 2: Change from aluminum extruded floor to rubberized commercial grade Lonseal seamless flooring over 3/4" treated plywood subflooring.</p>		
23.	<p>Roof and Access Options: Upgrade roof of body for walk-on application (12 ga aluminum roof skin with roof bows 12" on center) including aluminum access ladder at rear of body (with key-lockable cover door to prevent unauthorized use) or flip steps.</p>		
24.	<p>Roof and Access Options: Supply & install reinforced perimeter roof rail on roof of body, including 6" to 10"H perimeter fence.</p>		
25.	<p>Roof and Access Options: Supply & install roof-mounted aluminum storage bins (up to 84"L x 20"H x 24"W). Floor of bins to include Dri-Dek tiling for moisture control and gas lift struts to hold the door in the fully opened position.</p>		
26.	<p>Charger Option: Install Samlex 12V-30A automatic battery charger, model SEC-1230A</p>		

	Option Description	Offered? Y or N	Complete Price
27.	Inverter Package Option: Supply & install Dimensions 3500W pure sine wave interter-charger, with 400A fuse kit, block & stud connectors. To be hard-wired to two (2) appropriately sized, dedicated 6-volt AGM batteries installed in vented exterior compartment. Make/model/location/quantity /bank capacity T.B.D. before build.		
27B.	Slider Tray Option: for option 27 inverter package batteries		

	Option Description	Offered? Y or N	Complete Price
28.	Electrical Package: Electrical to include (2) duplex plugs along roadside interior wall (or above optional workbench) and (1) duplex plug at rear of body on rear facing panel of curbside rear vertical compartment (adjacent to 12V light-switch for interior ceiling lights). All 3 outlets to be hardwired to (2) 20A male weatherproof shore power receptacles (separated by a Lyght Power Systems model – or equivalent - automatic transfer switch) Shore plug #1 to be located in the upper right rear corner of the roadside vertical rear compartment. Shore plug #2 to be located on curbside wall, approx 72" off ground height, at very rear of curbside wall.		
28B.	Slider Tray Option: for option 28 electrical package batteries		

	Option Description	Offered? Y or N	Complete Price
29.	Generator Option: Supply & install an Onan 5.0 kW diesel powered generator, tapped into chassis fuel tank. Generator to be fixed-mounted per manufacturer's specifications. Factor in cost to provide venting in the existing roadside rear vertical compartment's doors as well as lining the compartment in a sound-deadening insulation. Installation of generator to include the supply & install (inside van body interior) of a remote start/stop switch with integral hour meter. Fuel draw tube to be positioned in the chassis diesel tank such that the generator will never draw the tank down to below 1/8 of a tank.		
29B.	Install a 3.2 kW generator, same as 29.		
29C.	Install a 6.0 kW generator, same as 29.		
29D.	Install a 8.0 kW generator, same as 29.		
29E.	Install a 10 kW generator, same as 29.		
29F.	Install a 12 kW generator, same as 29.		
30.	Workbench Option 1: Supply & install a heavy duty tubular steel framed workbench, 24" deep. Bench top height to be 36" off van body floor. Top of bench to be 1-1/8" laminate hardwood finish. 48" Long.		
31.	Workbench Option 2: Supply & install a heavy duty tubular steel framed workbench, 24" deep. Bench top height to be 36" off van body floor. Top of bench to be 1-1/8" laminate hardwood finish. 72" Long		
32.	Workbench Option 3: Add all-aluminum heavy-duty 250lb capacity pullout drawer under workbench, sized to suit available space and dimensions of workbench.		

	Option Description	Offered? Y or N	Complete Price
33.	Workbench Option 4: Add one (1) Wilton fixed-mounted mechanic's vise with swivel base, bolted to workbench		
34.	Seating Option 1: Add a single high-back, black vinyl upholstered captain's chair with dual armrests and headrest, installed in forward area of van body. To include a single, non-retractable airplane style lap belt and fixed pedestal. Seat must include, as a minimum, a partition screen immediately behind the seat to protect occupant by shifting cargo (National Seating part # 716992BK or equivalent)		
35.	Seating Option 2: Add 2 perso black vinyl bench-seat with dual armrests & headrests, including 2 lap belts, installed with fixed metal base		
36.	Seating Option 3: Add single person jump seat (no arm-rest, no headrest), including spring-loaded seat cushion and non-retracting, manual lap style seatbelt		
37.	Cab Access Option 1: Provide 16"H x 40"W opening into cab including flexible rubber boot and finishing trim work as necessary.		
38.	Cab Access Option 2: Provide standup cutout opening between back of cab and front of body (for standup access from cab into body: requires captain's chairs)		
39.	Partition Wall Option 1: There shall be a fabricated partition wall equipped with $\frac{3}{4}$ inch mesh aluminum and tubular aluminum frame with 30"W central opening (no door)		
40.	Partition Wall Option 2: There shall be a fabricated partition wall equipped with $\frac{3}{4}$ inch mesh aluminum and tubular aluminum frame with 30"W central opening With 28"W hinged center man-door		

	Option Description	Offered? Y or N	Complete Price
41.	Partition Wall Option 3: There shall be a fabricated partition wall equipped with $\frac{3}{4}$ inch mesh aluminum and tubular aluminum frame with 30"W central opening With sliding aluminum pocket door		
42.	Solid Partition Wall Option: Upgrade any of the above Partition Wall Options from mesh to solid aluminum		
43.	Shelving Option 1: Supply & install 42" wide aluminum Unistrut shelving modules. Each module to have (3) laser-cut .125" aluminum shelves with upturned lips, infinitely adjustable. (Price per module)		
44.	Shelving Option 2: Supply & install 48" wide aluminum Unistrut shelving modules. Each module to have (3) laser-cut .125" aluminum shelves with upturned lips, infinitely adjustable. (Price per module)		
45.	Shelving Option 3: Standard 36" Adjustable Shelving Delete (deduct)		

	Option Description	Offered? Y or N	Complete Price
46.	Bin Option 1: AkroGrid plastic parts bin 18"W x 22"D, for above shelving. Each bin to be equipped with 4 adjustable removable dividers: 2 front to back, 2 left-to-right 3.5" High bins with dividers		
47.	Bin Option 2: AkroGrid plastic parts bin 18"W x 22"D, for above shelving. Each bin to be equipped with 4 adjustable removable dividers: 2 front to back, 2 left-to-right 6" High bins with dividers		
48.	Locker Options: Supply & install an aluminum locker up to 66"H x up to 32"W x up to 22 inches deep with barn style double hung vented doors, made of 10ga aluminum. Locker interior to include a fixed upper shelf, a clothes hanging bar and 2-point recessed "D" style twist latch (on primary door) with anti-rattle blocks.		
49.	Cabinet Options: Supply & install custom fabricated aluminum overhead cabinets (36" Lx 16"H x 12"D) with top-hinged single aluminum door, thumb activated trigger latch and spring door prop. Mill finish aluminum.		
50.	Cabinet Options: Supply & install custom fabricated aluminum overhead cabinets (42" Lx 16"H x 12"D) with top-hinged single aluminum door, thumb activated trigger latch and spring door prop. Mill finish aluminum.		
51.	Cabinet Options: Supply & install custom fabricated aluminum overhead cabinets (48" Lx 16"H x 12"D) with top-hinged single aluminum door, thumb activated trigger latch and spring door prop. Mill finish aluminum.		

	Option Description	Offered? Y or N	Complete Price
52.	Supply & install LISTA brand 4-drawer tool chests (below workbench) powder coated grey steel paint finish, smooth ball-bearing roller drawers		
53.	Truck Body Window Options 1: Supply and Install (1) 30"W x 18"H light-tint, tempered, slider type window (Hehr, non-thermo pane) with screen or equivalent.		
54.	Truck Body Window Options 2: Supply & install (1) 12"W x 18"H fixed, light-tint, non-slider type window (Hehr, non-thermo pane) with screen or equivalent.		
55.	Add (4) recessed, galvanized steel "D" ring floor tie-downs.		
56.	Add oxyacetylene tank brackets on front interior wall of enclosed body. (Size T.B.D.)		
57.	Manual or Motorized RV-type curbside awning (Carefree or equal) installed, approx. 10'L including mounting hardware (fabric color to be determined at pre-build meeting).		
58.	Equip shelving package with Akro-Grid (or equal) parts bins approximately 18" W X 6" H X 22" D or Akro-Grid (or equal) parts bins 3.5" H X 18" W X 22" D with adjustable dividers, front to back, side to side.		
59.	Bumper Crane Option: Upgrade to Western Mule U-2000 Fold-Away Bumper Crane ordered with left-side swing-down outrigger, LED taillight kit (reverse & signal lights), vise mount and 15' pendant control.		
60.	Lift Gate Option: Supply, incorporate & install a lift gate assembly. Lift shall be capable to lift a minimum of 2,000 lbs. Please list all available lift gate options such as capacity, lift gate type, dock friendly, etc.		

	Option Description	Offered? Y or N	Complete Price
61.	Plumbing Options: Provide enclosed bathroom compartment including basic RV style toilet, (1) black/grey holding tank, (1) fresh water tank, small sink, Shurflo water pump, corner sink, overhead cabinet, mirror, toilet paper dispenser, hand-towel dispenser, wall-mounted soap dispenser & garbage bin. Includes drain valves and fill ports as necessary on exterior of body.		
62.	Auxiliary Heater Option: ILO Espar Airtronic Heater, Supply & Install 40,000 BTU Chassis-driven hot water type space heater, installed in the rear work area, with all plumbing and fittings as necessary.		

	Option Description	Offered? Y or N	Complete Price
63.	Auxiliary Air Conditioning Option: Roof mounted RV style 110VAC air conditioner unit 13500BTU		
64.	Aluminum brackets installed on full-width of inside face of both rear doors (to hold a minimum of four rakes, brooms, shovels and other long-handled tools)		
65.	Floor Option: There shall be a longitudinal possum belly compartment accessed at the inside step.		
66.	One (1) horizontal shelf running the entire width of the body mounted in the cab kick over compartment mounted securely to front and side frame structure of the body. Shelf width T.B.D.		
67.	Install LED adjustable base light, similar to a Maxxima M844281 on the inside interior edge of each exterior bin door And/or above each shelf, with adjustable reflector hood. All lights to be controlled on one switch in cab (Ford up fitter's switch) Specify price per installed fixture.		
68.	Install 12V exterior 1500 lumen work light, similar to a Maxxima MWL07SP, recessed or surface-mount.		
69.	Install a Fantastic Vent Model 4000R roof mounted vent w/ 3-speed reversible fan. Specify price per installed fixture.		
70.	Additional Lexan ceiling skylight installed 24"x 24"		
71.	Additional Lexan ceiling skylight installed 24" x 48"		
72.	Install a Go-Light Model 2000 Standard, (2020 or 2067 as upgrades) Location and mounting bracket T.B.D.		
73.	Install a 4-Sensor Rear Obstruction Detection System with an audible alarm such as a Audiovox PSB100 or equivalent.		

	Option Description	Offered? Y or N	Complete Price
74.	Install a high mount rear view infrared camera system with 5.6" LCD monitor, such as Federal-Signal #CAMSET56-NTSC-2/PAL-2, or equivalent.		
75.	Install a high mount rear view infrared camera system with 7.0" LCD monitor, such as Federal-Signal #CAMSET70-NTSC-4B/PAL-4B or equivalent.		
76.	DELETE Interior insulation package		
77.	DELETE Interior lining		
78.	Supply and install stainless steel folding hand-rail (Stromberg Carlson or equal).		
79.	Substitute interior lining over plywood to aluminum sheeting or plywood only.		
80.	Substitute exterior compartment swing door to shutter door (ROM/Dover or equal)		
81.	Add 12' walk ramp system (Extek or equal)		

	Option Description	Offered? Y or N	Complete Price
	110 Volt Electrical System		
82.	All wiring to be metal clad and run in liquid tight, non-metallic conduit.		
83.	<i>There shall be (2) Deep Cycle DC224-6 (Group GC2) or equivalent, maintenance free sealed batteries, to provide house power to the body lighting and inverter, separated from the chassis batteries via a SurePower model 1314-200 separator. Batteries to be installed on bottom of forward curbside exterior compartment, with venting as needed. Batteries to be installed on an aluminum slide out drawer, 200lb capacity, with thumb-activated lock-in, lock-out feature. These batteries to recharge whenever truck engine is running and/or whenever shore power is plugged in</i>		
84.	There shall be 4X4 (double duplex) GFCI outlet located in work station area. The vehicle will have shore power, transfer relay, remote and charge options. The exact location to be determined at mid build inspection.		
85.	Electrical to include (2) duplex plugs along roadside interior wall (or above optional workbench) and (1) duplex plug at rear of body on rear facing panel of curbside rear vertical compartment (adjacent to 12V light-switch for interior ceiling lights). All 3 outlets to be hardwired to (2) 20A male weatherproof shore power receptacles (separated by a Lyght Power Systems model – or equivalent - automatic transfer switch) Shore plug #1 to be located in the upper right rear corner of the roadside vertical rear compartment. Shore plug #2 to be located on curbside wall, approx 72" off ground height, at very rear of curbside wall.		
86.	Provide 20A 25' shore power extension cord 5-20P 5-15/20R		

24 –ADDITIONAL OPTIONS/OPEN MARKET ITEMS

	Option Description	Offered? Y or No
A.	Bidder agrees to offer any products & options at a discount off MSRP (within bidder's price list) or at same price as sold to any other government agency.	

25 – VAN CONVERSION PACKAGES

	Option Description	Offered? Y or N
A.	Van Conversion Package – Public/Community Outreach – (based on customer provided High Roof Cargo Van: Ford Transit, Sprinter or Dodge ProMaster). Includes: insulation urethane insulation package, aluminum lining, bedliner washout floor, cab partition, onboard Cummin gas generator plumbed to van fuel tank, appliance package (fridge/coffee maker), hand-wash station with counter & portable holding tanks, open storage area for tents & tables storage with straps & tracking, aluminum overhead cabinets along full driver side upper wall, work insulated, aluminum lined, with customer service door at rear curbside of van, full height aluminum broom cabinet, LED interior lights, rear awning door, customer service counter with office chair, 30 amp shore power inlet, roof mount Air Conditioning and heating package, power outlets, work pedestal in cab, heavy duty grab handles and fold out table with drop leg attached to rear door, plus aluminum customer service counter on outside of van. Includes one LED exterior scene light, full length non-slip Grip Strut running board and rear bumper and ceiling fans. Note: generator compartment is sound-attenuated and vented to exterior. Based on customer provided van (Ford Transit, Mercedes Sprinter or Ram Promaster)	

	Option Description	Offered? Y or N
B.	Van Conversion Package – Mobile Command / Crisis Response – Includes urethane insulation package, aluminum lining, bed liner washout floor, cab partition with overhead storage, 2-room partition with hinged door, inverter package with dual house batteries, Rear room has dual opposing bench-seats with full height electrical & storage cabinet. Forward room has 3 work stations along DS wall with full length counter & overheads, (3) captain's chairs, 110V outlets and task lighting. Includes 30 amp shore power inlet, heavy duty grab handles and detachable dry erase whiteboards with exterior hanger brackets. Includes LED scene lighting and emergency lighting options. Includes full length non-slip Grip Strut running board and rear bumper and ceiling fans. (Based on customer provided High Roof Cargo Van: Ford Transit, Sprinter or Dodge ProMaster). Based on customer provided van (Ford Transit, Mercedes Sprinter or Ram Promaster)	
C.	17' Van Body Option – Police Command Vehicle – For Crime Scene, Command and/or HNT: Includes: insulation package, aluminum lining, bedliner washout floor, kickover, optional onboard Cummin generator plumbed to chassis fuel tank, Webasto heater, restroom compartment with separate exterior access door, with toilet, sink, holding tanks & fan, 8'L standup work counter with 2 work stations, overhead cabinets, drawers, task lighting and monitor mounting arms x 2. Includes large double door lockable evidence storage cabinet on DS, 10' length box style bench seating with whiteboards and overhead cabinenets above, microwave, and exterior compartments package. Windows package with sliders. LED interior lights, scene lights, 12V ceiling fans and 30 amp shore power inlet, Lexan ceiling skylight. Includes roof rack with access ladder. Includes inverter system with power outlets at all work stations plus solar panel recharge system for house batteries. Includes non-slip rear step bumper, hitch & fold out step (single rear man-door) Installed on customer provided Ford F550 or equivalent. Based on customer provided chassis (Ford F-series or larger)	
D.	Van Conversion Package – Basic Starter Package: provide basic insulation package, interior liner and partition with slider door, LED dome lights, spray on bedliner floor	
E.	Conversion packages include delivery and training video for user group.	

APPENDIX B

Bid Proposal

Bid Proposal Supplemental Form

Signature Page

Record of Prior Contracts

BID PROPOSAL

NOTICE

All attachments of "Standard Terms and Conditions" or letters modifying the Proposal shall be referenced on this page under the appropriate headings. If bidder fails to complete this form, bidder accepts all requirements as listed in this bid specification.

Bidder's Statement of Delivery Time: State your proposed delivery time following receipt of a purchase order and all subsequent purchase orders during the term of the Contract. See Section 1, Item 12 - Delivery Performance.

Bidder's Statement of Price Guarantee:

(ONLY FIRM PRICES WILL BE ACCEPTED)

Manufacturer's/Bidder's Guarantees and/or Warranties of Material or Equipment:

State whether proposed guarantees and/or warranties "equal or exceed" those specified in Standard Terms and Conditions – Solicitation 2.13)

State Whether Exception "IS" or "IS NOT" Taken to this Specification. Itemize any exceptions taken* A statement here that exception "IS NOT" taken will create a conclusive presumption that you accept and will comply with all Specification requirements)

***NOTE:** The City cannot legally accept a substantial deviation from these specifications. Bids containing any substantial deviation will be rejected as non-responsive.

Where the bidder indicates that exception is not taken to this specification, but then attaches non-conforming warranties or other modifications to the specification, it is then agreed that the bidder warrants that where the specification deviates from the attachment, the bidder will perform to the highest standard indicated.

NOTE: Failure to provide all of the information in the proposal section does not relieve the bidder of the responsibility of supplying all of the necessary items and/or complying with all of the conditions of this proposal.

BID PROPOSAL SUPPLEMENTAL FORM

GENERAL

Only Firm prices will be accepted. If Bidder fails to provide all necessary information in this proposal section that is relevant to their bid, it is understood that it does not relieve the bidder of the responsibility of supplying all of the necessary items/or complying with all of the conditions.

New and unused aluminum cube truck bodies with cab kick-over's and accessories

- 12-foot aluminum cube truck bodies with cab kick-over's, accessories and labor:

Make _____ **Model** _____

Unit Price \$ _____ **EA**

- 10-foot aluminum cube truck bodies with cab kick-over's, accessories and labor:

Make _____ **Model** _____

Unit Price \$ _____ **EA**

Bidder's Sales Tax Rate _____%

Bidder's Shop Labor Rate \$ _____ **Per Hour**

Prompt Payment Discount _____% _____ days, net 30. Payment discount periods of twenty (20) calendar days or more will be considered in determining lowest responsible bid.

Can you accept a City Procurement Card as payment? Yes ____ No ____

Have you incorporated sustainability into your everyday business practices?

Yes____ No____. If yes, provide information in your bid proposal.

Have you taken measures to minimize impacts to the environment in the delivery of the proposed goods & services? Yes __ No __ If yes, provide information in your submittal.

**If no discount is offered for items not specifically listed, mark Ø on bid proposal sheet. If left blank, it will be assumed there is a Ø discount.

SIGNATURE PAGE

CITY OF TACOMA TACOMA PUBLIC UTILITIES FLEET SERVICES

All submittals must be in ink or typewritten, executed by a duly authorized officer or representative of the bidding/proposing entity, and received and time stamped as directed in the **Request for Bids page near the beginning of the specification**. If the bidder/proposer is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

REQUEST FOR BIDS SPECIFICATION NO. UF23-0182F Aluminum Cube Truck Bodies

The undersigned bidder/proposer hereby agrees to execute the proposed contract and furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The bidder/proposer agrees, by submitting a bid/proposal under these specifications, that in the event any litigation should arise concerning the submission of bids/proposals or the award of contract under this specification, Request for Bids, Request for Proposals or Request for Qualifications, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Pierce.

Non-Collusion Declaration

The undersigned bidder/proposer hereby certifies under penalty of perjury that this bid/proposal is genuine and not a sham or collusive bid/proposal, or made in the interests or on behalf of any person or entity not herein named; and that said bidder/proposer has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a bid/proposal; and that said bidder/proposer has not, in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s).

Bidder/Proposer's Registered Name

Signature of Person Authorized to Enter Date
into Contracts for Bidder/Proposer

Address

Printed Name and Title

City, State, Zip

(Area Code) Telephone Number / Fax Number

Authorized Signatory E-Mail Address

State Business License Number
in WA, also known as UBI (Unified Business Identifier) Number

E.I.No. / Federal Social Security Number Used on Quarterly
Federal Tax Return, U.S. Treasury Dept. Form 941

State Contractor's License Number
(See Ch. 18.27, R.C.W.)

E-Mail Address for Communications

Addendum acknowledgement #1_____ #2_____ #3_____ #4_____ #5_____

THIS PAGE MUST BE SIGNED AND RETURNED WITH SUBMITTAL.

RECORD OF PRIOR CONTRACTS

NAME _____ ADDRESS _____

Type of Work _____ **Specification No.** _____

[illegible]

Remarks:

APPENDIX C

Sample Contract

Insurance Requirements

Approved Equivalent Form

CONTRACT

Resolution No.
Contract No.

This Contract is made and entered into effective as of [Month], [Day], [Year] ("Effective Date") by and between the City of Tacoma, a Municipal Corporation of the State of Washington ("City"), and [supplier name as it appears in Ariba, including dbas or trade names] ("Contractor").

That in consideration of the mutual promises and obligations hereinafter set forth the Parties hereto agree as follows:

- I. Contractor shall fully execute and diligently and completely perform all work and provide all services and deliverables described herein and in the items listed below each of which are fully incorporated herein and which collectively are referred to as "Contract Documents":

 1. Specification No. [Spec Number] [Spec Title] together with all authorized addenda.
 2. Contractor's submittal [or specifically described portions thereof] dated [Enter Submittal Date] submitted in response to Specification No. [Spec Number] [Spec Title].
 3. Describe with specific detail and list separately any other documents that will make up the contract (fee schedule, work schedule, authorized personnel, etc.) or any other additional items mutually intended to be binding upon the parties.

- II. If federal funds will be used to fund, pay or reimburse all or a portion of the services provided under the Contract, the terms and conditions set forth at this Appendix A are incorporated into and made part of this Contract and CONTRACTOR will comply with all applicable provisions of Appendix A and with all applicable federal laws, regulations, executive orders, policies, procedures, and directives in the performance of this Contract.

If CONTRACTOR's receipt of federal funds under this Contract is as a sub-recipient, a fully completed Appendix B, "Sub-recipient Information and Requirements" is incorporated into and made part of this Contract.
- III. In the event of a conflict or inconsistency between the terms and conditions contained in this document entitled Contract and any terms and conditions contained the above referenced Contract Documents the following order of precedence applies with the first listed item being the most controlling and the last listed item the least controlling:
 1. Contract, inclusive of Appendices A and B.
 2. List remaining Contract Documents in applicable controlling order.
- IV. The Contract terminates on xxxxx, and may be renewed for xxxxxxxx
- V. The total price to be paid by City for Contractor's full and complete performance hereunder, including during any authorized renewal terms, may not exceed:
\$[Dollar Amount], plus any applicable taxes.
- VI. Contractor agrees to accept as full payment hereunder the amounts specified herein and in Contract Documents, and the City agrees to make payments at the times and in the manner and upon the terms and conditions specified. Except as may be otherwise provided herein or in Contract Documents Contractor shall provide and bear the expense of all equipment, work and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work and providing the services and deliverables required by this Contract.
- VII. The City's preferred method of payment is by ePayables (Payment Plus), followed by credit card (aka procurement card), then Electronic Funds Transfer (EFT) by Automated Clearing House (ACH), then check or other cash equivalent. CONTRACTOR may be required to have the capability of accepting the City's ePayables or credit card methods of payment. The City of Tacoma will not accept price changes or pay additional fees when ePayables (Payment Plus) or credit card is used. The City, in its sole discretion, will determine the method of payment for this Contract.

VIII. Failure by City to identify a deficiency in the insurance documentation provided by Contractor or failure of City to demand verification of coverage or compliance by Contractor with the insurance requirements contained in the Contract Documents shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

IX. Contractor and for its heirs, executors, administrators, successors, and assigns, does hereby agree to the full performance of all the requirements contained herein and in Contract Documents.

It is further provided that no liability shall attach to City by reason of entering into this Contract, except as expressly provided herein.

IN WITNESS WHEREOF, the Parties hereto have accepted and executed this Contract, as of the Effective Date stated above, which shall be Effective Date for bonding purposes as applicable.

CITY OF TACOMA:

Signature:

Name:

Title:

CONTRACTOR:

Signature:

Name:

Title:

(City of Tacoma use only - blank lines are intentional)

Director of Finance: _____

Deputy/City Attorney (approved as to form): _____

Approved By: _____

Approved By: _____

Approved By: _____

Approved By: _____

Approved By: _____

Approved By: _____

**APPENDIX A
FEDERAL FUNDING**

1. Termination for Breach

CITY may terminate this Contract in the event of any material breach of any of the terms and conditions of this Contract if CONTRACTOR's breach continues in effect after written notice of breach and 30 days to cure such breach and fails to cure such breach.

2. Prevailing Wages

1. If federal, state, local, or any applicable law requires CONTRACTOR to pay prevailing wages in connection with this Contract, and CONTRACTOR is so notified by the CITY, then CONTRACTOR shall pay applicable prevailing wages and otherwise comply with the Washington State Prevailing Wage Act (RCW 39.12) in the performance of this Contract.
2. If applicable, a Schedule of Prevailing Wage Rates and/or the current prevailing wage determination made by the Secretary of Labor for the locality or localities where the Contract will be performed is made of part of the Contract by this reference. If prevailing wages apply to the Contract, CONTRACTOR and its subcontractors shall:
 - i. Be bound by and perform all transactions regarding the Contract relating to prevailing wages and the usual fringe benefits in compliance with the provisions of Chapter 39.12 RCW, as amended, the Washington State Prevailing Wage Act and/or the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable, including the federal requirement to pay wages not less than once a week.
 - ii. Ensure that no worker, laborer or mechanic employed in the performance of any part of the Contract shall be paid less than the prevailing rate of wage specified on that Schedule and/or specified in a wage determination made by the Secretary of Labor (unless specifically preempted by federal law, the higher of the Washington state prevailing wage or federal Davis-Bacon rate of wage must be paid.
 - iii. Immediately upon award of the Contract, contact the Department of Labor and Industries, Prevailing Wages section, Olympia, Washington and/or the federal Department of Labor, to obtain full information, forms and procedures relating to these matters. Per such procedures, a Statement of Intent to Pay Prevailing Wages and/or other or additional documentation required by applicable federal law, must be submitted by CONTRACTOR and its subcontractors to the CITY, in the manner requested by the CITY, prior to any payment by the CITY hereunder, and an Affidavit of Wages Paid and/or other or additional documentation required by federal law must be received or verified by the CITY prior to final Contract payment.

3. COPELAND ANTI-KICKBACK ACT

For Contracts subject to Davis Bacon Act the following clauses will be incorporated into the Contract:

- A. CONTRACTOR shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this Contract.
- B. CONTRACTOR or subcontractor shall insert in any subcontracts the clause above and such other clauses federal agencies may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts.

The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these Contract clauses.

- C. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

4. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Contract, CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. If the CONTRACTOR does over \$10,000 in business a year that is funded, paid or reimbursed with federal funds, CONTRACTOR will take specific and affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

- A. Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- B. CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- C. CONTRACTOR will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.
- D. CONTRACTOR will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- E. CONTRACTOR will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- F. In the event of CONTRACTOR's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the CONTRACTOR may be declared ineligible for further federally funded contracts in accordance with procedures

authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- G. CONTRACTOR will include the portion of the sentence immediately preceding paragraph (A) and the provisions of paragraphs (A) through (G) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. CONTRACTOR will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

5. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

- A. Overtime requirements. Neither CONTRACTOR or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- B. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (3)(A) of this section the CONTRACTOR and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such CONTRACTOR and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (3)(A) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (3)(A) of this section.
- C. Withholding for unpaid wages and liquidated damages. The CITY shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the CONTRACTOR or subcontractor under any such contract or any other Federal

contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such CONTRACTOR or sub-contractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (3)(B) of this section.

- D. Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (3)(A) through (D) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime CONTRACTOR shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (3)(A) through (D) of this section.

6. CLEAN AIR ACT

- A. CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- B. CONTRACTOR agrees to report each violation to the CITY and understands and agrees that the CITY will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

CONTRACTOR agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal funds.

7. FEDERAL WATER POLLUTION CONTROL ACT

- A. CONTRACTOR agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- B. CONTRACTOR agrees to report each violation to the CITY and understands and agrees that the CITY will, in turn, report each violation as required to assure notification to the appropriate federal agency.
- C. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal funding.

8. DEBARMENT AND SUSPENSION

- A. This Contract is a Covered Transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the CONTRACTOR is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- B. CONTRACTOR must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier Covered Transaction it enters into.

- C. This certification is a material representation of fact relied upon by the CITY. If it is later determined that the CONTRACTOR did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to CITY, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- D. CONTRACTOR agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C throughout the period of this Contract and to include a provision requiring such compliance in its lower tier covered transactions.

9. BYRD ANTI-LOBBYING AMENDMENT

- A. Contractors who apply or bid for an award of \$100,000 or more shall file the required certification with CITY. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the CITY.
- B. If applicable, CONTRACTOR must sign and submit to the CITY the certification required by Appendix A to 44 CFR Part 18 contained at Appendix A-1 to this Contract.

10. PROCUREMENT OF RECOVERED MATERIALS

- A. In the performance of this Contract, CONTRACTOR shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:
 - i. Competitively within a timeframe providing for compliance with the contract performance schedule;
 - ii. Meeting contract performance requirements; or
 - iii. At a reasonable price.
- B. Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
- C. CONTRACTOR also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

APPENDIX A-1

APPENDIX A to 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap.38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

APPENDIX B—Sub-recipient information and requirements

Pursuant to 2 CFR 200.332(a)(1) Federal Award Identification

(i) Agency Name (must match the name associated with its unique entity identifier)		(ii) Unique Entity Identifier <i>(i.e., DUNS)</i>	City of Tacoma Number for This Agreement
(iii) Federal Award Identification Number (FAIN)	(iv) Federal Award Date	(v) Federal Period of Performance Start and End Date	(vi) Federal Budget Period Start and End Date
(vii) Amount of Federal Funds <i>Obligated</i> to the agency <i>by this action</i>: \$	(viii) Total Amount of Federal Funds <i>Obligated</i> to the agency		(ix) Total Amount of the Federal Award <i>Committed</i> to the agency \$
(x) Federal Award Project Description: CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS– City of Tacoma			
(xi) Federal Awarding Agency: DEPARTMENT OF THE TREASURY	Pass-Through Entity: City of Tacoma		Awarding Official Name and Contact Information:
(xii) Assistance Listing Number and Name (the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listing number at time of disbursement)			(xiii) Identification of Whether the Award is R&D
(xiv) Indirect Cost Rate for the Federal Award	Award Payment Method (lump sum payment or reimbursement) REIMBURSEMENT		



CITY OF TACOMA INSURANCE REQUIREMENTS FOR CONTRACTS

This Insurance Requirements shall serve as an attachment and/or exhibit form to the Contract. The Agency entering a Contract with City of Tacoma, whether designated as a Supplier, Contractor, Vendor, Proposer, Bidder, Respondent, Seller, Merchant, Service Provider, or otherwise referred to as "Contractor".

1. GENERAL REQUIREMENTS

The following General Requirements apply to Contractor and to Subcontractor(s) performing services and/or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following insurance requirements:

- 1.1. Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by the City of Tacoma.
- 1.2. Contractor shall keep in force during the entire term of the Contract, at no expense to the City of Tacoma, the insurance coverage and limits of liability listed below and for Thirty (30) calendar days after completion of all work required by the Contract, unless otherwise provided herein.
- 1.3. Liability insurance policies, except for Professional Liability and Workers' Compensation, shall:
 - 1.3.1. Name the City of Tacoma and its officers, elected officials, employees, and agents as **additional insured**
 - 1.3.2. Be considered primary and non-contributory for all claims with any insurance or self-insurance or limits of liability maintained by the City of Tacoma
 - 1.3.3. Contain a "Waiver of Subrogation" clause in favor of City of Tacoma
 - 1.3.4. Include a "Separation of Insureds" clause that applies coverage separately to each insured and additional insured
 - 1.3.5. Name the "City of Tacoma" on certificates of insurance and endorsements and not a specific person or department
 - 1.3.6. Be for both ongoing and completed operations using Insurance Services Office (ISO) form CG 20 10 04 13 and CG 20 37 04 13 or the equivalent
 - 1.3.7. Be satisfied by a single primary limit or by a combination of a primary policy and a separate excess umbrella
- 1.4. A notation of coverage enhancements on the Certificate of Insurance shall not satisfy these requirements below. Verification of coverage shall include:
 - 1.4.1. An ACORD certificate or equivalent
 - 1.4.2. Copies of requested endorsements
- 1.5. Contractor shall provide to City of Tacoma Procurement & Payable Division, prior to the execution of the Contract, Certificate(s) of Insurance and endorsements from the insurer certifying the coverage of all insurance required herein. Contract or Permit number and the City of Tacoma Department must be shown on the Certificate of Insurance.
- 1.6. A renewal Certificate of Insurance shall be provided electronically prior to coverage



CITY OF TACOMA INSURANCE REQUIREMENTS FOR CONTRACTS

expiration via email sent annually to coi@cityoftacoma.org.

- 1.7. Contractor shall send a notice of cancellation or non-renewal of this required insurance within Thirty (30) calendar days to coi@cityoftacoma.org.
- 1.8. "Claims-Made" coverages, except for pollution coverage, shall be maintained for a minimum of three years following the expiration or earlier termination of the Contract. Pollution coverage shall be maintained for six years following the expiration of the Contract. The retroactive date shall be prior to or coincident with the effective date of the Contract.
- 1.9. Each insurance policy must be written by companies licensed or authorized (or issued as surplus line by Washington surplus line broker) in the State of Washington pursuant to RCW 48 with an (A-) VII or higher in the A.M. Best key rating guide.
- 1.10. Contractor shall not allow any insurance to be cancelled, voided, suspended, or reduced in coverage/limits, or lapse during any term of this Contract. Otherwise, it shall constitute a material breach of the Contract.
- 1.11. Contractor shall be responsible for the payment of all premiums, deductibles and self-insured retentions, and shall indemnify and hold the City of Tacoma harmless to the extent such a deductible or self-insured retained limit may apply to the City of Tacoma as an additional insured. Any deductible or self-insured retained limits in excess of Twenty Five Thousand Dollars (\$25,000) must be disclosed and approved by City of Tacoma Risk Manager and shown on the Certificate of Insurance.
- 1.12. City of Tacoma reserves the right to review insurance requirements during any term of the Contract and to require that Contractor make reasonable adjustments when the scope of services changes.
- 1.13. All costs for insurance are included in the initial Contract and no additional payment will be made by City of Tacoma to Contractor.
- 1.14. Insurance coverages specified in this Contract are not intended and will not be interpreted to limit the responsibility or liability of Contractor or Subcontractor(s).
- 1.15. Failure by City of Tacoma to identify a deficiency in the insurance documentation or to verify coverage or compliance by Contractor with these insurance requirements shall not be construed as a waiver of Contractor's obligation to maintain such insurance.
- 1.16. If Contractor is a government agency or self-insured for any of the above insurance requirements, Contractor shall be liable for any self-insured retention or deductible portion of any claim for which insurance is required. A certification of self-insurance shall be attached and incorporated by reference and shall constitute compliance with this Section.

2. SUBCONTRACTORS



CITY OF TACOMA

INSURANCE REQUIREMENTS FOR CONTRACTS

It is Contractor's responsibility to ensure that each subcontractor obtain and maintain adequate liability insurance coverage that applies to the service provided. Contractor shall provide evidence of such insurance upon City of Tacoma's request. Failure of any subcontractor to comply with insurance requirements does not limit Contractor's liability or responsibility.

3. REQUIRED INSURANCE AND LIMITS

The insurance policies shall provide the minimum coverages and limits set forth below. Providing coverage in these stated minimum limits shall not be construed to relieve Contractor from liability in excess of such limits.

3.1 Commercial General Liability Insurance

Contractor shall maintain Commercial General Liability Insurance policy with limits not less than One Million Dollars (\$1,000,000) each occurrence and Two Million Dollars (\$2,000,000) annual aggregate. This policy shall be written on ISO form CG 00 01 04 13 or its equivalent and shall include product liability especially when a Contract is solely for purchasing supplies. It includes Products and Completed Operations for three years following the completion of work related to performing construction services. It shall be endorsed to include: A per project aggregate policy limit (using ISO form CG 25 03 05 09 or equivalent endorsement)

3.2 Commercial (Business) Automobile Liability Insurance

Contractor shall maintain Commercial Automobile Liability policy with limits not less than One Million Dollars (\$1,000,000) each accident for bodily injury and property damage and bodily injury and property damage coverage for owned (if any), non-owned, hired, or leased vehicles. Commercial Automobile Liability Insurance shall be written using ISO form CA 00 01 or equivalent. Contractor must also maintain MCS 90 and CA 99 48 endorsements or equivalent if "Pollutants" are to be transported unless in-transit Pollution coverage is covered under required Contractor's Pollution Liability Insurance.

3.3 Workers' Compensation

Contractor shall comply with Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington, as well as any other similar coverage required for this work by applicable federal laws of other states. Contractor must comply with their domicile State Industrial Insurance laws if it is outside the State of Washington.

3.4 Employers' Liability Insurance

Contractor shall maintain Employers' Liability coverage with limits not less than One Million Dollars (\$1,000,000) each employee, One Million Dollars (\$1,000,000) each accident, and One Million Dollars (\$1,000,000) policy limit.

3.5 Excess or Umbrella Liability Insurance

Contractor shall provide Excess or Umbrella Liability Insurance with limits not less than Three Million Dollars (\$3,000,000) per occurrence and in the aggregate. This coverage shall apply, at a minimum, in excess of primary underlying Commercial General Liability, Employer's Liability, Pollution Liability, Marine General Liability, Protection and Indemnity, and Automobile Liability if required herein.

3.6 Garage Keepers Legal Liability Insurance

Contractor shall provide Garage Keepers Legal Liability Insurance, including physical damage coverage (section III, ISO policy form CA 00 05 03 10 or a more recent form) for all vehicles and/or equipment owned by City of Tacoma while in the care, custody, or control of Contractor. A



CITY OF TACOMA

INSURANCE REQUIREMENTS FOR CONTRACTS

minimum policy limit shall be the maximum value including special equipment of City of Tacoma owned vehicles in the care, custody, or control of Contractor at any one time. The deductible shall not exceed Two Thousand Five Hundred Dollars (\$2,500). Contractor shall be responsible for paying the deductible for the applicable coverage.

3.7 Inland Marine (Cargo) Insurance

Contractor shall maintain Cargo Insurance. Coverage shall protect the property from all risk of injury, and coverage shall be in an amount of the full replacement cost of the property, with no coinsurance exposure. Any applicable deductible shall not exceed Five Thousand Dollars (\$5,000).

3.8 Other Insurance

Other insurance may be deemed appropriate to cover risks and exposures related to the scope of work or changes to the scope of work required by City of Tacoma. The costs of such necessary and appropriate Insurance coverage shall be borne by Contractor.

APPROVED EQUIVALENT FORM

	<u>RESPONDENT COMPANY NAME:</u>		<u>FOR CITY USE ONLY</u>
<u>SECTION AND SUBSECTION</u> Example: Section 5 (B)	<u>Original Description</u>	<u>Requested Equivalent for Approval</u>	<u>APPROVED</u> Y or N