



**Request for Proposals**

**For**

**Mechanical Bar Screen Replacement**

**MAYOR AND COUNCIL:**

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Connie Cantelme, Council Member  
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**CITY CLERK:**

Sarah M. Siep

**PUBLIC WORKS DIRECTOR:**

Gwen Rowitsch

## **Request for Proposals**

### **Mechanical Bar Screen Replacement**

DESCRIPTION: The City of Prescott is formally soliciting bids from qualified and experienced suppliers to provide one mechanical bar screen and wash press. The successful supplier must demonstrate they have sufficient capabilities and available resources to meet the product specifications and other requirements of this solicitation.

MANDATORY PRE-BID CONFERENCE: Tuesday, May 27, 2025, at 10:00a.m., City of Prescott Sundog Wastewater Treatment Plant.

BID OPENING: Thursday, June 12, 2025, at 2:00p.m. **City Council Chambers 201 N. Montezuma Street, 1st floor, Prescott, Arizona 86301**

In accordance with local and State law, sealed bids will be received by the **Office of the City Clerk at 201 N. Montezuma Street, Suite 302, Prescott, Arizona 86301**, until 2:00p.m. on the date specified above, for the services specified herein. Bids will be opened and read aloud at the above noted date, time, and location. Any bid received at or after 2:00p.m. on the referenced date will be returned unopened.

The City of Prescott reserves the right to accept or reject any or all bids, and/or some or all of the alternates bid, and waive any informality deemed in the best interest of the City and to reject the bids of any persons who have been delinquent or unfaithful in any contract with the City.

This solicitation, full submittal information and any addenda are available free of charge on the City's website at <https://prescott-az.gov/budget-and-finance/purchasing/>.

PUBLISH: May 18 and 25, 2025

**Request for Proposals (RFP)**  
**Mechanical Bar Screen Replacement**

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## **I. GENERAL INFORMATION**

The City of Prescott is formally soliciting bids from qualified and experienced suppliers to provide one mechanical bar screen and wash press. The successful supplier must demonstrate they have sufficient capabilities and available resources to meet the product specifications and other requirements of this solicitation.

### **A. DESCRIPTION OF WORK**

The City is seeking a wastewater equipment supplier to provide one mechanical bar screen, and one wash press to replace an existing bar screen at the Sundog Wastewater Treatment Plant per the attached specifications. Installation to be performed by others.

### **B. SCOPE OF WORK AND SPECIFICATIONS**

Supplier shall furnish one (1) mechanically cleaned bar screen with rake(s) and one (1) screening wash press for washing, dewatering, compacting, and conveying screenings into a materials bin for disposal. The screen and press shall be manufactured from a minimum grade of 304 stainless steel, 316 stainless preferred. Fabrication and assembly shall be in conformance with these specifications.

Screenings Wash Press shall be compatible with the bar screen, preferably as one unit.

Supplier shall coordinate a site visit to inspect the existing bar screen and channel and record measurements to confirm proper fitment of the new bar screen.

### **Quality Assurance**

1. Manufacturer shall have a minimum of twenty (20) years' experience producing equipment substantially like that required and shall be able to submit documentation of at least fifteen (15) independent installations using the same size or larger equipment as detailed below. Each installation must have been in satisfactory operation for at least five (5) years.
  - a. The Contract Documents represent the minimum acceptable standards for the screening equipment for this project. All equipment shall conform fully in every respect to the requirements of the respective parts and sections of the specifications. The entire unit shall be Manufacturer's standard product, but shall be modified, redesigned, furnished with special features or accessories, made of materials or provided with finishes as may be necessary to conform to the quality mandated by the technical and performance requirements of the specification.
  - b. The entire unit shall be manufactured from AISI 316 or AISI 304 stainless steel. No stainless-steel components may be fabricated or assembled in a factory where carbon steel products are also fabricated, to prevent contamination by rust.
  - c. All stainless-steel parts of the unit shall be fully submerged into a pickling bath for at least 8 hours to remove welding spots and to protect the stainless steel against corrosion. Glass bead blast or chemically treated stainless steel shall not be allowed.
  - d. Electric motors, gear reducers, and other self-contained or enclosed components shall have an acrylic enamel finish.

- e. Manufacturer shall provide evidence of Original Equipment Manufacturer (OEM) of the specified screen design and manufacturing. Unlicensed screen designs shall not be accepted.
  - f. Fabrication shall be done in compliance with all applicable ASTM standards or equivalent international standards.
  - g. All welding in the factory shall use shielded arc, inert gas, MIG or TIG method. Filler wire shall be added to all welds to provide for a cross section equal to or greater than the parent metal. Butt welds shall fully penetrate to the interior surface and gas shielding to interior and exterior of the joint shall be provided.
  - h. Bolts, nuts and washers shall be selected from AISI 304 or 316 stainless steel such that they are anti-seizing.
  - i. Manufacturer shall have established an ISO 9001 certified quality management system. Equipment suppliers not utilizing ISO 9001 facilities shall not be considered or approved for this project. Equipment supplier shall provide evidence of certification before being named as an acceptable manufacturer.
  - j. Manufacturer shall have established an ISO 14001 certified environmental protection management system designed to monitor and help minimize the harmful effects on the environment caused by its manufacturing processes. Equipment suppliers not utilizing ISO 14001 facilities shall not be considered or approved for this project. Equipment supplier shall provide evidence of certification before being named as an acceptable manufacturer.
  - k. All welding is performed in accordance with American Welding Society (AWS) D1.1 Structural Welding Code, or equivalent.
  - l. Manufacturer shall provide screen, motors, gear reducers, controls, control panels, and lifting attachments as a complete integrated package to ensure proper coordination, compatibility, and operation of the system. The manufacturer shall test-run the fully assembled machine in the factory before shipment.
2. Manufacturer shall provide services by a factory-trained representative, specifically trained in the specified type of equipment. The representative requirements include, but are not limited to the following:
- a. The representative shall be present during initial energizing of equipment to determine directional testing as described in Section 4.01 C (Installation).
  - b. The representative shall inspect and verify location of anchor bolts, placement, leveling, alignment and field erection of equipment, as well as control panel operation and electrical connections.
  - c. The representative shall provide classroom and/or field training on the Operation and Maintenance of the equipment to operator personnel. These

instructions may include the use of slides, videos, literature, and/or oral presentations.

- d. Manufacturer shall state field service rates for Representative to Owner. If the field service time required by this section should not be sufficient to properly place the equipment in operation, and the requirement for additional time is beyond the manufacturer's responsibility.

### **Chain and Rake Unit**

1. The Chain & Rake System shall be a self-contained, screening system used to capture and transport wastewater debris to the discharge. The controller shall provide independent control of the Chain & Rake System. An interface shall be provided for the ultrasonic transducers.
2. The Chain & Rake screen consists of vertically oriented rectangular or tapered bars, spaced to create a fabricated and stiffened grid which is carried on supports spanning the channel width.
3. The bar rack extends from the invert of the channel to 6" above the maximum water level unless noted, where it shall be connected to a debris plate on which the screenings shall be lifted to the discharge apex prior to them dropping across the apron plate into a receptacle or screenings handling system.
4. The screenings are mechanically cleaned from the bar rack by rakes with tine plates mounted on carriers attached to the links of the roller chains on each side of the screen. The complete screen is constructed such that it forms a strong and rigid integral structure which is secured to the support beams which span the width of the channel.
5. The chains run over stainless steel drive sprockets keyed to the main drive shaft which is mounted in bearings and is driven by a shaft mounted motorized gear unit.

### **Wash Press**

1. Compactor housing shall be fabricated with 316 stainless-steel.
2. Compactor shall have a stainless-steel auger.
3. Unit shall operate independently and have its own drive unit.
4. Drive motor shall be 460 Volts, 3 ph, 60 Hz.

### **Components**

1. Chain, Sprockets and Drive Shaft Assemblies
  - a. The chains shall be roller type with stainless steel side plates. The rollers, pins and bushings shall be hardened stainless steel. Chain material and strength shall be as specified in the Design Data section, items 12, 13, 14.
  - b. The stainless-steel drive shaft shall be supported on each side by grease lubricated take-up bearing assemblies.

- c. The chain shall track in a stainless-steel guide system mounted in each side frame. The guide system shall incorporate UHMW wear strips.

## 2. Side Frames

- a. The screen shall include side frames and bracing designed to support the chain, rakes, spray wash, discharge, and drive assemblies. The side frames shall be manufactured from material and thickness as specified in the Design Data section, items 7, 8.
- b. Each side frame shall be designed to house the replaceable stainless steel and UHMW polyethylene tracking system.
- c. The bottom tracking system shall consist of a stainless-steel inner and outer ring.

## 3. Covers

- a. The portion of the screen above the operating floor level shall have stainless steel covers.
- b. The covers shall provide quick access to the equipment for maintenance. Material of construction shall be as specified in the Design Data section, item 8.

## 4. Drive Assembly

- a. The screen drive assembly shall be a shaft-mounted reducer with an electric motor. The reducer type, ratio, motor rating, and characteristics shall be as specified in the Design Data section, items 16, 17, 18, 19, 20, 21, 22.
- b. The rake speed shall be as specified in the Design Data section, item 11.

## 5. Wiper

- a. The wiper shall be stainless steel, pivoting and easily adjustable.
- b. The wiper shall have a replaceable UHMW polyethylene blade.

## 6. Bar Rack

- a. Bars shall be stainless steel and shaped as specified in the Design Data section, items 3, 4. The bar rack shall extend 6" above the max water level unless noted.
- b. The bar spacing shall be as specified in the Design Data section, item 5. The bars shall be supported as required.
- c. Each bar of the bar rack shall be removable from the bar rack assembly. Bars shall not be welded in place.

## 7. Rakes

- a. The stainless-steel rakes shall be constructed of two or more pieces and are bolted to the stainless-steel chain on each side.
- b. The stainless-steel rake frame is designed to fasten to, support, and align the rake teeth.
- c. The stainless-steel rake teeth shall be machined in sections and designed to fasten to the rake frame.

## 8. Apron and Dead Plate

- a. The apron and dead plate shall be stainless steel.

## 9. Discharge Chute

- a. The discharge chute shall receive screened debris that has been removed from the rakes by the wiper.
- b. An enclosed stainless steel discharge chute shall transport the discharge to a sluiceway, compactor or container.
- c. The height of the discharge chute from the operating floor level shall be as specified in the Design Data section, item 10.

## **Controls**

### 1. Components

- a. PLC shall be an Allen Bradley model MicroLogix 1400
- b. OIT shall be an QSI model QTERM-A7 or approved equal
- c. Circuit Breaker shall be Siemens or approved equal
- d. Starters shall be Allen Bradley IEC or approved equal
- e. Relays shall be Allen Bradley and/or IDEC or approved equal
- f. Pilot lights shall be Allen Bradley 22mm Type 4/4X/13 or approved equal
- g. Selector switches shall be Allen Bradley Type 4/4X/13 or approved equal
- h. Ultrasonic differential level system shall be Endress & Hauser

## **Control Panel**

1. The control panel shall be UL/cUL listed and wired as specified in the Design Data section, items 20, 21, 22.
2. The main control panel shall be mounted remotely to the screen and contain the following switches and lights:
  - a. Reset push button



- b. Power on light
  - c. Screen run light
  - d. Alarm light (overload)
- 3. The local control station shall be mounted locally to the screen and contain the following:
  - a. Hand/Off/ Auto selector switch for the screen
  - b. Forward /Off/Reverse selector switch, spring returned in reverse
  - c. Emergency Stop push button
- 4. Ratings for the main control panel and local control station enclosures shall be as specified in the Design Data section, items 23, 24.

### **Operation**

- 1. When the screen is in the Hand mode and in the Forward position the screen shall run continuously. The Reverse position is spring loaded and shall only operate in the Hand mode.
- 2. In the Auto Mode the screen cycle shall start with a signal from one of the following:
  - a. Differential level system
  - b. Timer (backup)
  - c. Input error from transducer (loss of echo)
  - d. High level alarm
  - e. High level start
- 3. If the screen starts by means of differential-level, the screen shall run until the differential drops below the set point and the off-timer times out.
- 4. If the screen starts on high level it shall run until the high-level drops below the set point and the off-timer times out.
- 5. If one of level transducers has an error the screen shall run continuously.
- 6. The screen also has a backup timer that shall allow the screen to operate periodically during periods of low activity. The timer is adjustable for both start frequency and duration of run.

### **Source Quality Control**

Each Chain & Rake System and controller shall be factory tested to ensure satisfactory operation.

## Warranty

The equipment shall be covered by a warranty certificate and be free from defects in materials and workmanship for a period of 12 months from start-up, not to exceed 18 months from date of shipment.

## Installation

Chain & Rake System(s), Wash Press and motor controller(s) shall be installed in accordance with the supplier's installation instructions, and in compliance with all OSHA, local, state, and federal codes and regulations.

## Field Quality Control

Supplier shall provide the services of a factory-trained representative to check the installation and to start up each Chain & Rake System, Wash Press and controller. The factory representative shall have complete knowledge of proper installation, operation, and maintenance of equipment supplied. Representative shall inspect the final installation and supervise a start-up test of the equipment.

## Performance Data

Item #	Item	Data
1	Peak design flow	10.00 MGD
2	Waste fluid type	Domestic Wastewater
3	Channel width	42.00 inches
4	Nominal screen width	42.00 inches
5	Channel depth	45.00 inches
6	Amount of vertical screen recessing	None
7	Downstream water level at peak flow	24.00 inches
8	% screen panel blinding	30%
9	Head drop at % blinding	15.82 inches
10	Maximum upstream water level	39.82 inches
11	Hydraulic flow regime	Standard open channel

## Design Data

Item #	Item	Data
1	Number of Chain & Rake Screens	1
2	Inclination angle	75 to 80 degrees
3	Bar size	3/8" x 2.0"
4	Bar rack bar profile	Tapered
5	Bar spacing (spacing width)	1/4 inches
6	Wiper blade material	UHMW Polyethylene
7	Screen Side frame plate thickness	.250 inch (1/4)
8	General construction material	304L or 316L
9	Top of channel to operating floor	0.00 feet
10	Discharge height (above operating floor)	60.00 inches
11	Rake speed	19 feet / minute
12	Roller chain pitch	6 inches
13	Roller chain side plate material	316 SST
14	Roller chain roller, pin, bushing material	17-4 SST
15	Roller chain ultimate strength (per chain)	16,000 lb <sub>f</sub>
16	Screen drive reducer type	Helical Bevel
17	Screen drive reducer ratio	380:1
18	Screen motor power	1.0 to 2.0 hp
19	Screen motor rating	TEFC
20	Screen motor / control panel voltage	460 volts
21	Screen motor / control panel phase	3 ph
22	Screen motor / control panel frequency	60 Hz
23	Main control panel enclosure rating	NEMA 4X
24	Local control station enclosure rating	NEMA 7

### **C. MANDATORY PRE-BID CONFERENCE**

This pre-bid conference is mandatory for potential proposers. Proposals will only be accepted from firms in attendance as established on the sign-in sheet.

Anything discussed, or not discussed, in the meeting shall not change the requirements of the bid documents. Any changes to the bid documents shall be in writing. The minutes of this pre-bid conference will be distributed to all attendees. The minutes shall not be considered part of any addendum and shall not be considered part of the contract documents for the project.

The mandatory pre-bid conference will be held on Tuesday, May 27, 2025, at 10:00a.m. at this location:

**City of Prescott  
Sundog Wastewater Treatment Plant  
1500 Sundog Ranch Road  
Prescott, AZ 86301**

### **D. PROPOSED PROJECT SCHEDULE**

Project milestones are estimated to be as follows:

- |                                   |                     |
|-----------------------------------|---------------------|
| • Request for Proposal Advertised | May 18 and 25, 2025 |
| • Mandatory Pre-Bid Conference    | May 27, 2025        |
| • Proposal Due Date/Opening       | June 12, 2025       |
| • Award of Contract               | July 1, 2025        |

All milestones are the earliest dates for planning purposes only and should not represent any contractual commitment whatsoever on the part of the City.

### **E. REQUESTS FOR INFORMATION**

Firms who desire clarification of the procurement terms, selection criteria or submittal requirements shall restrict their inquiries to written communications only. All communications (other than delivery of the proposal as defined below) shall be addressed to the City project representative at the following:

Jaimie Sventek  
Contracts Coordinator  
contracts@prescott-az.gov

Requests for information must be received by the project representative **prior to 5:00p.m. on Tuesday, June 3, 2025**. Responses, or addenda as required, will be issued no later than 12:00p.m. (noon) on Monday, June 9, 2025. Receipt of addenda must be acknowledged on the required form in the firm's submission. It is the submitter's sole responsibility to check the City's website for periodic updates or addenda.

## **II. SUBMITTAL REQUIREMENTS**

Firms shall possess the qualifications and Arizona licenses as required by law. Responses to this Request must be in the form of a proposal, as outlined in this document. The City assumes no liability for the cost of preparing a response to this Request.

Any deviations from the provisions of this Request which are desired by the Offeror shall be specifically noted in the proposal submitted.

Receipt of addenda must be acknowledged on the required form in the firm's submission. It is the submitter's sole responsibility to check the City's website for periodic updates or addenda.

#### **A. PROPOSAL REQUIREMENTS**

Proposals shall be submitted as **one (1) original (not stapled or bound)** along with **one (1) flash drive** and must conform to this Request. The proposal shall include the following:

- Form A – Solicitation Response Cover Sheet
- Form B – Price Sheet
- Form C – Bid Certification
- Form D – Certificate of Non-Collusion
- Form E – Certificate of Ownership
- Form F – Bidder Qualifications, Representations and Warranties
- Form G – Subcontractor's List **\*\*if applicable\*\***

#### **B. INSTRUCTIONS FOR SUBMITTAL FORMS**

- **Form A – Solicitation Response Cover Sheet**

Bidder shall complete, sign, and submit Form A as the first page of the bid package.

The Bidder shall furnish the following information, in digital format on the flash drive, to establish compliance with this specification:

1. Provide the following product data which includes:
  - a. Descriptive literature, brochures, and/or catalogs of the equipment.
  - b. Motor characteristics and performance information.
  - c. Gear reducer data including service factor, efficiency, torque rating, and materials.
  - d. Parts list including a list of recommended spare parts.
2. Provide the following shop drawings which include:
  - a. Manufacturers installation drawings.
  - b. Wiring and schematic diagrams.
  - c. Operations and Maintenance manual.
  - d. Installation reference list.
  - e. Detailed installation instructions.
  - f. Equipment weights and lifting points.
  - g. Recommendations for short- and long-term storage.
  - h. A copy of the manufacturer's warranty

- i. A copy of the documents proving certification of the Manufacturers Quality Management System.

- **Form B – Price Sheet**

The bidder shall certify that its bid will be valid for 90 days after submission. Bidders may be asked to extend this certification. Bidder shall complete, sign, and submit Form B.

- **Form C – Bid Certification**

Bidder shall complete, sign, and submit Form C.

- **Form D – Certificate of Non-Collusion**

Bidder shall complete, sign, and submit Form D.

- **Form E – Certificate of Ownership**

Bidder shall complete, sign, and submit Form E completely and accurately stating the names and addresses of all persons, firms, corporations, partnerships, or other associations having any direct or indirect financial interest in the Bidder's business and the nature and extent of each such interest.

- **Form F – Bidder Qualifications, Representations and Warranties**

The City shall consider awarding agreements only to responsible Bidders. Responsible Bidders are those that have, in the sole judgment of the City, the financial ability, character, reputation, resources, skills, capability, reliability, and business integrity necessary to fulfil the requirements of the agreement. In determination of responsibility, the City may consider all information available to the City, whether specifically provided by the Bidder in response to this solicitation or other information otherwise available to the City in evaluating the responsibility of the Bidder. Such information may include, but is not limited to, experience and history of the City with current and/or prior contracts held by the Bidder with the City or with other agencies, references provided by the Bidder to the City, information provided by the Bidder as part of the solicitation responses, and information not specifically provided by the Bidder but is otherwise available to the City and has merit in consideration of responsibility, in the opinion of the City. The evaluation of responsibility shall be determined by the City and shall be in the sole opinion of the City. Such an evaluation by the City shall be final and not subject to appeal. Furthermore, no agreement will be awarded to a Bidder if any owner of such Bidder has been convicted within the past ten years of a crime involving dishonesty or false statements, or if the Bidder has unsatisfied tax or judgment liens.

The Bidder shall provide two (2) references, a subcontractors list (if applicable) and certify there are no unsatisfied tax liens or judgments on record. Bidder shall complete, sign, and submit Form F.

### **C. DISCLOSURE**

Identify any public or private disciplinary actions against your firm or individuals within your firm that occurred within the past five (5) years and would be relevant to this contract. This includes action by professional organizations or oversight committees.

Report any significant material litigation information that would be relevant to this contract.

Disclose any investigation (involving your firm or individuals) conducted in the past five (5) years of any federal or state regulatory agency that might have an impact on this contract.

#### **D. PROPRIETARY INFORMATION**

All materials submitted in response to the solicitation, including samples, shall become the property of the City and are therefore subject to public release, upon request, after the Contract award. Firms shall clearly mark any proprietary information contained in its submittal with the words "Proprietary Information". Firms shall not mark any Solicitation Form as proprietary. Marking all or nearly all of a submittal as proprietary may result in rejection of the submittal.

Firms should be aware that the City is required by law to make its records available for public inspection. All firms, by submission of materials marked proprietary, acknowledge, and agree that the City will have no obligation to advocate for non-disclosure in any form nor will the City assume any liability to the firms in the event that the City must legally disclose these materials.

#### **E. DELIVERY OF SUBMITTALS**

Sealed proposals will be received **before 2:00p.m. on Thursday, June 12, 2025**, at the **City Clerk's Office, 201 N. Montezuma Street, Suite 302, Prescott, Arizona 86301**, at which time all submittals will be publicly opened.

Any submittals received at or after 2:00p.m. on the above-stated date will be returned unopened. Firms are solely responsible for the delivery of their submittals to the above location by the time and date specified. The City is not responsible for lateness of mail, carrier, etc. The city will not accept delivery of the bid to any other city locations. The time and date stamp in the City Clerk's Office shall be the official time of receipt. Electronic or facsimile submittals will not be considered. Modifications to submittals will not be considered after the 2:00p.m. deadline.

The outside of the submittal envelope shall indicate the name and address of the Respondent; shall be addressed to the City Clerk, City of Prescott, at the above address; and shall be clearly marked:

**Request for Proposals:  
Mechanical Bar Screen Replacement  
Due before 2:00p.m. on June 12, 2025**

### **III. EVALUATION CRITERIA**

The sole purpose of the proposal evaluation process is to determine which solution best meets the City of Prescott's needs. The evaluation process is not meant to imply that one proposer is superior to any other, but rather that the selected proposer can provide the best solution for Prescott's current and future needs based on the information available and Prescott's best efforts of determination.

The proposal evaluation criteria should be viewed as standards that measure how well a proposer's approach meets the desired requirements and needs of the City of Prescott. While

the City intends to evaluate the proposals against all of the following criteria, the City reserves the right to determine the suitability of proposals on the basis of any or all of these criteria or other criteria not included in the list below.

The following selection criteria will be used to evaluate the proposer responses to the RFP. A percentage is assigned to each criterion thereby providing a weight to the importance of the criteria in the overall selection.

<b>Evaluation Criteria</b>	<b>Weight Percentage</b>
Successful Installations	25
Materials of Construction	25
Ease of Maintenance	25
Cost Proposal	25
<b>Total</b> (not to exceed 100%)	<b>100%</b>

#### **IV. CONTRACT NEGOTIATION AND AWARD**

To qualify the proposal must be submitted on time and materially satisfy all requirements identified in this Request. If, in the judgment of the City, a proposal does not conform to the format specified herein, or if any section is absent or significantly incomplete, the City reserves the right to reject the submittal.

##### **A. OVERVIEW**

Approval of the City Council will be required for the award of a contract for performance of the services described herein.

The City reserves the right to cancel this Request, reject in whole or in part any and all submittals, waive or decline to waive irregularities in any submittals, or determine not to enter into contract as specified if determined by the City to be in the City's best interests.

##### **B. AWARD OF CONTRACT**

The selected company/firm will be required to execute and meet the terms of the City's standard General Services Agreement, including insurance requirements, in a form acceptable to the City Attorney. Approval of the City Council will be required for award of a contract for performance of the services described herein and as may additionally be developed during negotiations. Any contract award submitted to the City Council for consideration is not binding on the City until after approval by the City Council and full execution of the contract documents by both parties.

##### **C. BASIC INSURANCE REQUIREMENTS**

Vendor / Contractor and/or subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may



arise from or in connection with the performance of the work hereunder by the Vendor / Contractor, his agents, representatives, employees, or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract.

The City in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Contract by the Vendor / Contractor, his agents, representatives, employees, or subcontractors. Vendor / Contractor is free to purchase such additional insurance as may be determined necessary.

Additional Insurance Requirements: The policies shall include, or be endorsed to include the following provisions:

1. On insurance policies where the City of Prescott is named as an additional insured, the City of Prescott shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Contract.

**Additional Insured:  
City of Prescott  
201 N. Montezuma Street  
Prescott, AZ 86301**

2. The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

All certificates required by this Contract shall be emailed directly to [coi@prescott-az.gov](mailto:coi@prescott-az.gov). The City contract number and project description shall be noted on the certificate of insurance. The City reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. Any Renewal of insurance certificates with endorsements will need to be emailed to the above emails at least two weeks prior to expiration.

Notice of Cancellation: With the exception of a ten (10) day notice of cancellation for non-payment of premium, any changes to material to compliance with this contract in the insurance policies above shall require thirty (30) days written notice.

Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII, unless otherwise approved by the City of Prescott Risk Management Division.

Verification of Coverage: Contractor shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the City before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the contract. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

Insurance Limit Requirements - Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a following form basis.

Commercial General Liability – Occurrence Form:

Policy shall include bodily injury, property damage, personal injury, broad form contractual liability coverage.

- General Aggregate \$ 2,000,000
- Products – Completed Operations Aggregate \$ 1,000,000 (if applicable)
- Personal and Advertising Injury \$ 1,000,000 (if applicable)
- Each Occurrence \$ 1,000,000
- Fire Legal Liability (Damage to Rented Premises) \$ 100,000 (if applicable)

The policy shall be endorsed to include the following additional insured language:

“The City of Prescott shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of, the Contractor.”

Business Automobile Liability: Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$ 1,000,000

The policy shall be endorsed to include the following additional insured language:

“The City of Prescott shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor.”

Worker’s Compensation and Employer’s Liability:

Workers’ Compensation	Statutory
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Employer’s Liability	
----------------------	--

- |                             |              |
|-----------------------------|--------------|
| • Each Accident -           | \$ 1,000,000 |
| • Disease – each employee - | \$ 1,000,000 |
| • Disease – policy limit -  | \$ 1,000,000 |

The policy shall contain a waiver of subrogation against the City of Prescott for losses arising from work performed by or on behalf of the Vendor / Contractor.

All insurance required pursuant to this Agreement must be written by an insurance company authorized to do business in the State of Arizona, to be evidenced by a Certificate of Authority as defined in A.R.S. § 20-217, a copy of which certificate is to be attached to each applicable bond or binder.

Prior to commencing work under this Agreement, the Vendor / Contractor shall provide City with evidence that it is either a “self-insured employer” or a “carrier insured employer”

for Workers' Compensation as required by A.R.S. § 23-901 et seq., or that it employs no persons subject to the requirement for such coverage.

**V. TERM OF CONTRACT**

The initial term of the contract shall be for a period of one (1) year, commencing upon a fully executed contract.

**VI. TERMINATION OF CONTRACT**

The City reserves the right to terminate any part of or the entirety of any contract that may result from this proposal, without cause and at any time with thirty (30) calendar days' written notice. In such a case, the consultant shall be paid for services rendered through the date of the termination notice, and the results of all such work through that date shall become the property of the City.

**VII. COOPERATIVE USE OF CONTRACT**

This contract may be extended for use by other municipalities, school districts and government agencies in the State of Arizona and as part of the Strategic Alliance for Volume Expenditures (S.A.V.E.) with the approval of the contracted vendor. Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective government agency.

**VIII. PROTEST POLICY**

Any protest against the solicitation or award must be filed with the City Clerk's Office by 4:00p.m. up to ten (10) days after award. All such protests shall be in writing and contain the following: 1) Name, address, email address and telephone number of the interested party; 2) Signature of the interested party or its representative; 3) Identification of the purchasing department and Project name; 4) Detailed statement of the legal and factual grounds for protest including copies of relevant documents; and 5) Form of relief requested. Protesting parties must demonstrate as part of their protest that they made every reasonable effort within the schedule and procedures of this solicitation to resolve the basis or bases of their protest during the solicitation process, including asking questions, seeking clarifications, requesting addenda, and otherwise alerting the City to perceived problems so that corrective action could be taken prior to the selection of the successful firms. The City will not consider any protest based on items which could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the City from executing an agreement with any other proposer.

**IX. STANDARD INFORMATION**

- A.** In case of default by the bidder, the City of Prescott may procure the items or service from other sources and may deduct from any monies due or that may thereafter become due to the bidder the difference between the price named in the contract or purchase order and the actual cost thereof to the City of Prescott. Prices paid by the City shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Division.
- B.** The parties hereto expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court. Neither party shall be entitled to an award of attorneys' fees, either pursuant to the Contract or any other state or federal statute.

- C. Brand names are only used for reference to indicate character or quality desired unless otherwise indicated.
- D. The parties hereto expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court. The Contractor further agrees that this provision shall be contained in all subcontracts related to the project, which is the subject of this Agreement.
- E. The parties hereto expressly covenant and agree that in the event of litigation arising from this Agreement, neither party shall be entitled to an award of attorney fees, either pursuant to the Contract, pursuant to A.R.S. § 12-341.01 (A) and (B), or pursuant to any other state or federal statute, court rule, case law or common law. The Contractor further agrees that this provision shall be contained in all subcontracts related to the project that is the subject of this Agreement.
- F. In the event of default, neither party shall be liable for incidental, special, or consequential damages.
- G. This Agreement is non-assignable by the Contractor unless by subcontract, as approved in advance by the City.
- H. This Agreement shall be construed under the laws of the State of Arizona.
- I. This Agreement represents the entire and integrated Agreement between the City and the Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the City and the Contractor. Written and signed amendments shall automatically become part of the Agreement, and shall supersede any inconsistent provision therein; provided, however, that any apparent inconsistency shall be resolved, if possible, by construing the provisions as mutually complementary and supplementary.
- J. In the event any provision of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.
- K. **INDEMNIFICATION:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract, Contractor's duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees that arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Agreement including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.

**L.** No oral order, objection, claim or notice by any party to the other shall affect or modify any of the terms or obligations contained in this Agreement, and none of the provisions of this Agreement shall be held to be waived or modified by reason of any act whatsoever, other than by a definitely agreed waiver or modification thereof in writing. No evidence of modification or waiver other than evidence of any such written notice, waiver or modification shall be introduced in any proceeding.

**M. Contractor Immigration Warranty (if applicable)**

Contractor understands and acknowledges the applicability to it of the American with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. The following is only applicable to construction contracts: The Contractor must also comply with A.R.S. § 34-301, "Employment of Aliens on Public Works Prohibited", and A.R.S. § 34-302, as amended, "Residence Requirements for Employees".

Under the provisions of A.R.S. § 41-4401, Contractor hereby warrants to the City that the Contractor and each of its subcontractors ("Subcontractors") will comply with and are contractually obligated to comply with all Federal Immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A) (hereinafter "Contractor Immigration Warranty").

A breach of the Contractor Immigration Warranty shall constitute a material breach of this Contract and shall subject the Contractor to penalties up to and including termination of this Contract at the sole discretion of the City.

The City retains the legal right to inspect the papers of any Contractor or Subcontractors employee who works on this Contract to ensure that the Contractor or Subcontractor is complying with the Contractor Immigration Warranty. The contractor agrees to assist the City in regard to any such inspections.

The City may, at its sole discretion, conduct random verification of the employment records of the Contractor and any of subcontractors to ensure compliance with Contractor's Immigration Warranty. The contractor agrees to assist the City in regard to any random verification performed.

Neither the Contractor nor any Subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if the Contractor or Subcontractor establishes that it has complied with employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214, Subsection A.

The provisions of this Article must be included in any contract the Contractor enters into with any and all of its subcontractors who provide services under this Contract or any subcontract. "Services" are defined as furnishing labor, time or effort in the State of Arizona by a Contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

**N.** Israel: Vendor certifies that it is not currently engaged in and agrees for the duration of this Agreement that it will not engage in a "boycott," as that term is defined in A.R.S. § 35-393, of Israel.

- O.** Force Labor of Ethnic Uyghurs Certification: Pursuant to A.R.S. § 35- 394, Contractor / Supplier certifies that the firm does not currently, and agrees for the duration of the contract that it will not, use:

1. The forced labor of ethnic Uyghurs in the People's Republic of China
2. Any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and
3. Any Contractor / Supplier subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.

If the Contractor / Supplier becomes aware during the term of the Contract that the company is not in compliance with the written certification, the Firm shall notify the City of Prescott within five business days after becoming aware of the noncompliance. If the Contractor / Supplier does not provide City of Prescott with a written certification that the Company has remedied the noncompliance within 180 days after notifying the City of Prescott of the noncompliance, this Contract terminates, except that if the Contract termination date occurs before the end of the remedy period, the Contract terminates on the Contract termination date.

- P.** Contracting with small and minority firms, women's business enterprise and labor surplus area firms:

1. The Company will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.
2. Affirmative steps shall include:
  - a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
  - b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
  - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises.
  - d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises.
  - e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

- Q.** In the event of a discrepancy between this Agreement and other documents incorporated into this Agreement this Agreement shall control over such other incorporated documents.

- R.** Non-Availability of Funds: Fulfillment of the obligation of the City under this Agreement is conditioned upon the availability of funds appropriated or allocated for the performance of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the City at the end of the period for

which the funds are available. No liability shall accrue to the City in the event this provision is exercised, and the City shall not be obligated or liable for any future payments.



## GENERAL SERVICES CONTRACT

\*\*\*

**Contract Number: \*\*\*\*-\*\*\***

THIS AGREEMENT made and entered into this \*\* day of \*\*, 20\*\*, by and between \*\* of the City of \*\* (Company City), County of \*\* (Company County), State of \*\* (Company State), hereinafter designated “Vendor/Supplier”, and the City of Prescott, a municipal corporation, organized and existing under and by virtue of the laws of the State of Arizona, hereinafter designated “City”.

WITNESSETH: That the said Vendor/Supplier, for and in consideration of the sum to be paid by the City, and of the other covenants and agreements herein contained, and under the penalties expressed in the bonds provided, hereby agrees, for itself, its heirs, executors, administrators, successors and assigns as follows:

**ARTICLE I – SCOPE OF WORK:** The Vendor/Supplier shall furnish any and all labor, materials, equipment, transportation, utilities, services and facilities, required to perform all work for the project described as City of Prescott: \*\*\*Project Name\*\*\* in a good workmanlike and substantial manner and to the satisfaction of the City through its Vendors/Suppliers and under the direction and supervision of the Department Director, or his/her properly authorized agents and strictly pursuant to and in conformity with the Plans and Specifications prepared by the Vendor/Suppliers for the City, and with such written modifications of the same and other documents that may be made by the City through the Department Director or his properly authorized agents, as provided herein.

**ARTICLE II – CONTRACT DOCUMENTS:** The Notice Inviting Bids, Plans, Standards Specifications and Details, Special Conditions, Addenda, if any, and Proposal as accepted by the Mayor and Council per Council Minutes of \*\* (Date of Council Meeting approved), Certificate of Insurance and Contract Amendments, if any, are by this reference made a part of this Contract to the same extent as if set forth herein in.

**ARTICLE III – TERM of CONTRACT:** The initial term of the contract shall be for a period of \*\* (\*\*) year. The contract may be extended for an additional \*\* (\*\*) year period up to a total of \*\* (\*\*) additional years, with the mutual consent of the City of Prescott and Vendor/Supplier. With the renewal of the contract, the price of goods under this contract shall not increase in subsequent years by more than the Consumer Price Index (CPI) for the prior year. Notice of intent to renew with evidence of pricing increase shall be provided by the vendor at least one (1) month prior to normal contract expiration. If renewal results in changes of the terms or conditions, such



changes shall be in writing as an amendment to the contract and such amendment shall not become effective until fully executed by both parties.

**ARTICLE IV – COMPENSATION:** Vendor/Supplier shall be paid, pursuant to the provisions as set forth in the Contract documents, the total sum of \*\* (Written amount) dollars and no cents (\*\* \$ 000.00) plus any approved contract amendments, for the full and satisfactory completion of all work as set forth in the Project Specifications and Contract Documents.

**ARTICLE V – CONFLICT OF INTEREST:** Pursuant to A.R.S. § 38-511, the City of Prescott may cancel this contract, without penalty or further obligation, if any person significantly involved in initiating, negotiation, securing, drafting or creating the contract on behalf of the City of Prescott is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract. In the event of the foregoing, the City of Prescott further elects to recoup any fee or commission paid or due to any person significantly involved in initiating, negotiation, securing, drafting, or creating this contract on behalf of the City of Prescott from any other party to the contract, arising as a result of this contract.

**ARTICLE VI – AMBIGUITY:** This Agreement is the result of negotiations by and between the parties. Although it has been drafted by the Prescott City Attorney, it is the result of the negotiations between the parties. Therefore, any ambiguity in this Agreement is not to be construed against either party.

**ARTICLE VII – NONDISCRIMINATION:** The Vendor/Supplier, with regard to the work performed by it after award and during its performance of this contract, will not discriminate on the grounds of race, color, national origin, religion, sex, disability or familial status in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Vendor/Supplier will not participate either directly or indirectly in the discrimination prohibited by or pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Age Discrimination Act of 1975, the Americans With Disability Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, and Arizona Governor Executive Orders 99-4, 2000-4 and 2009-09 as amended.

**ARTICLE VIII – INDEPENDENT VENDOR/SUPPLIER STATUS:** It is expressly agreed and understood by and between the parties that the Vendor/Supplier is being retained by the City as an independent contractor, and as such the Vendor/Supplier shall not become a City employee, and is not entitled to payment or compensation from the City or to any fringe benefits to which other City employees are entitled other than that compensation as set forth in Article IV - Compensation above. As an independent Vendor/Supplier, the Vendor/Supplier further acknowledges that he is solely responsible for payment of any and all income taxes, FICA, withholding, unemployment insurance, or other taxes due and owing any governmental entity whatsoever as a result of this Agreement. As an independent Vendor/Supplier, the Vendor/Supplier further agrees that he will conduct himself in a manner consistent with such status, and that he will neither hold himself out nor claim to be an officer or employee of the City by reason thereof, and that he will not make any claim, demand or application to or for any right or privilege applicable to any officer or employee of the City, including but not limited to workmen's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit.

**ARTICLE IX – CITY FEES:** Prior to final payment to the Vendor/Supplier, the City shall deduct there from any and all unpaid privilege, license and other taxes, fees and any and all other unpaid moneys due the City from the Vendor/Supplier and shall apply to those moneys to the appropriate account. Vendor/Supplier shall provide to the City any information necessary to determine the total amount(s) due.

**ARTICLE X – RIGHT TO ASSURANCE:** If the City in good faith has reason to believe that the Vendor/Supplier does not intend to or is unable to perform or continue performing under this Contract, the Public Works Director may demand in writing that the Vendor/Supplier give a written assurance of intent to perform. Failure by the Vendor/Supplier to provide written assurance within the number of Days specified in the demand may, at the City's option, be the basis for terminating the Contract.

**ARTICLE XI – TERMINATION FOR CONVENIENCE:** The City reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the City without penalty or recourse. Upon receipt of the written notice, the Vendor/Supplier shall stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination, and minimize all further costs to the City. In the event of termination under this paragraph, all documents, data, and reports prepared by the Vendor/Supplier under the Contract shall become the property of and be delivered to the City upon demand. The Vendor/Supplier shall be entitled to receive just and equitable compensation for work completed, and materials accepted before the effective date of the termination.

**ARTICLE XII - COOPERATIVE USE OF CONTRACT** **\*\*Remove if not wanted \*\***This contract may be extended for use by other municipalities, school districts and government agencies in the State of Arizona and as part of the Strategic Alliance for Volume Expenditures (S.A.V.E.) with the approval of the contracted vendor. Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective government agency.

#### **ARTICLE XII – MISCELLANEOUS**

- A.** The parties hereto expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court. The Vendor/Supplier further agrees that this provision shall be contained in all subcontracts related to the project, which is the subject of this Agreement.
- B.** The parties hereto expressly covenant and agree that in the event of litigation arising from this Agreement, neither party shall be entitled to an award of attorney fees, either pursuant to the Contract, pursuant to A.R.S. § 12-341.01 (A) and (B), or pursuant to any other state or federal statute, court rule, case law or common law. The Vendor/Supplier further agrees that this provision shall be contained in all subcontracts related to the project that is the subject of this Agreement.
- C.** In the event of default, neither party shall be liable for incidental, special, or consequential damages.
- D.** Any notices to be given by either party to the other must be in writing, and personally delivered or mailed by prepaid postage, at the following addresses:

201 N Montezuma Street  
Prescott, AZ 86301  
[contracts@prescott-az.gov](mailto:contracts@prescott-az.gov)

\*  
\*\*  
\*\*

- E. This Agreement is non-assignable by the Vendor/Supplier unless by subcontract, as approved in advance by the City.
- F. All invoices shall be emailed to \*\*\*\* **enter in where invoice to be sent.**
- G. This Agreement shall be construed under the laws of the State of Arizona.
- H. This Agreement represents the entire and integrated Agreement between the City and the Vendor/Supplier and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the City and the Vendor/Supplier. Written and signed amendments shall automatically become part of the Agreement, and shall supersede any inconsistent provision therein; provided, however, that any apparent inconsistency shall be resolved, if possible, by construing the provisions as mutually complementary and supplementary.
- I. In the event any provision of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.
- J. INDEMNIFICATION: To the fullest extent permitted by law, the Vendor/Supplier shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Vendor/Supplier, its employees, agents, or any tier of subcontractors in the performance of this Contract, Vendor/Supplier's duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees that arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Agreement including any employee of the Vendor/Supplier or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Vendor/Supplier may be legally liable.
- K. No oral order, objection, claim or notice by any party to the other shall affect or modify any of the terms or obligations contained in this Agreement, and none of the provisions of this Agreement shall be held to be waived or modified by reason of any act whatsoever, other than by a definitely agreed waiver or modification thereof in writing. No evidence of modification or waiver other than evidence of any such written notice, waiver or modification shall be introduced in any proceeding.
- L. INSURANCE: Vendor/Supplier and/or subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Vendor/Supplier, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract.

The City in no way warrants that the minimum limits contained herein are sufficient to protect the Vendor/Supplier from liabilities that might arise out of the performance of the work under this Contract by the Vendor/Supplier, his agents, representatives, employees, or subcontractors. Vendor/Supplier is free to purchase such additional insurance as may be determined necessary.

**Additional Insurance Requirements:** The policies shall include, or be endorsed to include the following provisions:

1. On insurance policies where the City of Prescott is named as an additional insured, the City of Prescott shall be an additional insured to the full limits of liability purchased by the Vendor/Supplier even if those limits of liability are in excess of those required by this Contract.

**Additional Insured:  
City of Prescott  
201 N. Montezuma Street  
Prescott, AZ 86301**

2. The Vendor/Supplier's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

All certificates required by this Contract shall be emailed directly to [coi@prescott-az.gov](mailto:coi@prescott-az.gov). The City contract number and project description shall be noted on the certificate of insurance. The City reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. Any Renewal of insurance certificates with endorsements will need to be emailed to the above emails at least two weeks prior to expiration.

**Notice of Cancellation:** With the exception of a ten (10) day notice of cancellation for non-payment of premium, any changes to material to compliance with this contract in the insurance policies above shall require thirty (30) day written notice.

**Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII, unless otherwise approved by the City of Prescott Risk Management Division.

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Policy shall include bodily injury, property damage, personal injury, broad form contractual liability coverage.

- General Aggregate \$ 2,000,000
- Products – Completed Operations Aggregate \$ 1,000,000 (if applicable)
- Personal and Advertising Injury \$ 1,000,000 (if applicable)
- Each Occurrence \$ 1,000,000
- Fire Legal Liability (Damage to Rented Premises) \$ 100,000 (if applicable)

The policy shall be endorsed to include the following additional insured language:

“The City of Prescott shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of, the Vendor/Supplier.”

Business Automobile Liability: Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$ 1,000,000

The policy shall be endorsed to include the following additional insured language:

“The City of Prescott shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Vendor/Supplier.”

Worker’s Compensation and Employer’s Liability:

Workers’ Compensation	Statutory
Employer’s Liability	

- Each Accident - \$ 1,000,000
- Disease – each employee - \$ 1,000,000
- Disease – policy limit - \$ 1,000,000

The policy shall contain a waiver of subrogation against the City of Prescott for losses arising from work performed by or on behalf of the Vendor/Supplier.

All insurance required pursuant to this Agreement must be written by an insurance company authorized to do business in the State of Arizona, to be evidenced by a Certificate of Authority as defined in A.R.S. § 20-217, a copy of which certificate is to be attached to each applicable bond or binder.

Prior to commencing work under this Agreement, the Vendor/Supplier shall provide City with evidence that it is either a “self-insured employer” or a “carrier insured employer” for

Workers' Compensation as required by A.R.S. § 23-901 et seq., or that it employs no persons subject to the requirement for such coverage.

**M. Contractor Immigration Warranty**

Contractor understands and acknowledges the applicability to it of the American with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. The following is only applicable to construction contracts: The Contractor must also comply with A.R.S. § 34-301, "Employment of Aliens on Public Works Prohibited", and A.R.S. § 34-302, as amended, "Residence Requirements for Employees".

Under the provisions of A.R.S. § 41-4401, Contractor hereby warrants to the City that the Contractor and each of its subcontractors ("Subcontractors") will comply with and are contractually obligated to comply with all Federal Immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A) (hereinafter "Contractor Immigration Warranty").

A breach of the Contractor Immigration Warranty shall constitute a material breach of this Contract and shall subject the Contractor to penalties up to and including termination of this Contract at the sole discretion of the City.

The City retains the legal right to inspect the papers of any Contractor or Subcontractors employee who works on this Contract to ensure that the Contractor or Subcontractor is complying with the Contractor Immigration Warranty. The contractor agrees to assist the City in regard to any such inspections.

The City may, at its sole discretion, conduct random verification of the employment records of the Contractor and any of subcontractors to ensure compliance with Contractor's Immigration Warranty. The contractor agrees to assist the City in regard to any random verification performed.

Neither the Contractor nor any Subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if the Contractor or Subcontractor establishes that it has complied with employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214, Subsection A.

The provisions of this Article must be included in any contract the Contractor enters into with any and all of its subcontractors who provide services under this Contract or any subcontract. "Services" are defined as furnishing labor, time or effort in the State of Arizona by a Contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

**N. Israel:** Vendor certifies that it is not currently engaged in and agrees for the duration of this Agreement that it will not engage in a "boycott," as that term is defined in A.R.S. § 35-393, of Israel.

**O. Force Labor of Ethnic Uyghurs Certification:** Pursuant to A.R.S. § 35- 394, Vendor/Supplier/ Firm certifies that the firm does not currently, and agrees for the duration of the contract that it will not, use:

1. The forced labor of ethnic Uyghurs in the People's Republic of China

2. Any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and
3. Any Vendor/Supplier/Firm, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.

If the Vendor/Supplier/Firm becomes aware during the term of the Contract that the company is not in compliance with the written certification, the Firm shall notify the City of Prescott within five business days after becoming aware of the noncompliance. If the Vendor/Supplier/Firm does not provide City of Prescott with a written certification that the Company has remedied the noncompliance within 180 days after notifying the City of Prescott of the noncompliance, this Contract terminates, except that if the Contract termination date occurs before the end of the remedy period, the Contract terminates on the Contract termination date.

**P. Contracting with small and minority firms, women's business enterprise and labor surplus area firms:**

1. The Company will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.
2. Affirmative steps shall include:
  - a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists
  - b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
  - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises.
  - d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises.
  - e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

**Q. In the event of a discrepancy between this Agreement and other documents incorporated into this Agreement this Agreement shall control over such other incorporated documents.**

**R. Non-Availability of Funds: Fulfillment of the obligation of the City under this Agreement is conditioned upon the availability of funds appropriated or allocated for the performance of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the City at the end of the period for which the funds are available. No liability shall accrue to the City in the event this provision is exercised, and the City shall not be obligated or liable for any future payments as a result of termination under this paragraph.**

DATED: \_\_\_\_\_ day of \_\_\_\_\_, 2025

IN WITNESS WHEREOF, the parties hereto have executed this Agreement through their duly authorized representatives and bind their respective entities as of the Contract Execution date above.

\*\*Company

City of Prescott, a municipal corporation

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
Philip R. Goode, Mayor

By: \_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

Email: \_\_\_\_\_

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Sarah M. Siep, City Clerk

\_\_\_\_\_  
Joseph D. Young, City Attorney



FORM A – SOLICITATION RESPONSE COVER SHEET



Solicitation Response

Mechanical Bar Screen Replacement

Please note all that apply:

- ☐ Addenda Number(s) Received (if any) .....
- ☐ Original Forms A through F
- ☐ Flash Drive

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Business Phone: (\_\_\_\_\_) \_\_\_\_\_

Business Contact: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contractor/Company Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Item #	Description	Qty	Unit	Unit Cost	Amount
1	Bar Screen	1	EA		
2	Wash Press	1	EA		
3	One (1) Day Factory Trained Represenative - Inspect Installation and Equipment Startup	1			
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
Total Bid Amount					

Price Certification

Signature of Company Official

Title

Company Name

Company Address

Email Address

Phone Number

Date

FORM C – BID CERTIFICATION



**Mechanical Bar Screen Replacement**

Company Name: \_\_\_\_\_

The undersigned Bidder hereby certifies as follows:

C1 That he/she has read The City of Prescott's solicitation documents, its appendices and attachments, and the following Addenda, and to the best of his/her knowledge, has complied with the mandatory requirements stated therein.

Addendum

Issue Date

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

C2 That he/she has had opportunity to ask questions regarding the solicitation, and that such questions having been asked, have been answered by the City.

C3 That the Bidder's bid consists of the following:

1. Form A – Solicitation Response Cover Sheet
2. Form B – Price Sheet
3. Form C – Bid Certification
4. Form D – Certificate of Non-Collusion
5. Form E – Certificate of Ownership
6. Form F – Bidder Qualifications, Representations and Warranties; Bidder to provide attachment: Attachment – Subcontractor's List

C4 That the Bidder's bid is valid for 90 days.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Written Name

\_\_\_\_\_  
Email Address

**FORM D – CERTIFICATION OF NON-COLLUSION**



**Mechanical Bar Screen Replacement**

Company Name: \_\_\_\_\_

The undersigned Bidder hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership, or corporation herein, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in the preparation and submission of a bid to The City of Prescott for consideration in the award of this solicitation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Written Name

\_\_\_\_\_  
Email Address

FORM E – CERTIFICATE OF OWNERSHIP



**Mechanical Bar Screen Replacement**

Company Name: \_\_\_\_\_

The undersigned Bidder hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership, or corporation herein, are the only person, firms, corporations, partnerships, or other associations having any direct or indirect financial interest in the Bidder's business as legal or equitable owner, creditor (except current bills for operating expenses), or holder of any security or other evidence of indebtedness.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Written Name

\_\_\_\_\_  
Email Address

**FORM F – BIDDER QUALIFICATIONS, REPRESENTATIONS AND WARRANTIES**



**Mechanical Bar Screen Replacement**

Company Name: \_\_\_\_\_

The undersigned Bidder hereby certifies as follows:

- F1 Taxes and Liens - Bidder has no unsatisfied tax or judgment lien on record.
- F2 Subcontractors – Bidder submits as Attachment 4 to this Bid Form A, a list of all subcontractors it will use in performing the requirements of the agreement resulting from this solicitation. A subcontractor is any separate legal entity used to perform the requirements of the proposed agreement. The list shall include the firm's name, contact person and title, mailing address, telephone number, fax number and a description of the service(s) to be subcontracted. The Bidder shall also attach a copy of the letter from the subcontractor stating its commitment to perform the services(s) subcontracted.
- F3 References – The City will enter into an agreement only with a Bidder(s) having a reputation for satisfactory performance. The Bidder's ability to provide timely service; knowledgeable, conscientious, and courteous staff; reasonable care and skill; invoicing consistent with contract pricing, etc., are important to the City. Bidder provides information for two clients, other than the City of Prescott, that presently contract with Bidder for similar goods or services:

Reference #1

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Reference #2

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Note: The bid evaluators may contact the customer references, as well as any other customers or customer employees including The City of Prescott. A Bidder with unsatisfactory references may have its bid rejected.

- F4 Bidder's Examination - Bidder has made its own examination, investigation, and research regarding the requirements of the solicitation including but not limited to the work to be done, services to be performed, any conditions affecting the work and services, the type and quantity of labor, equipment, and facilities necessary to perform. The bidder fully understands the character of the work and services, the manner in which payment is to be made, the terms and conditions of the draft agreement (see Appendix C), and the solicitation. The bidder acknowledges and agrees that it has satisfied itself by its own examination, investigation, and research, and that it will make no claim against the City because of erroneous estimates, statements, or interpretations made by the City. Bidder hereby proposes to furnish all materials, equipment, and facilities and to perform all labor which may be required to do the work within the time required and upon the terms and conditions provided in the draft agreement and the solicitation, and at the prices as bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Written Name

\_\_\_\_\_  
Email Address

**FORM G – SUBCONTRACTORS LIST**

<b>Mechanical Bar Screen Replacement</b>			
<b>Subcontractor Information</b>	<b>Bid Item(s)</b>	<b>Subcontract Amount</b>	<b>% of Total Bid</b>
Name:  Address:   Phone #:  License #: 			
Name:  Address:   Phone #:  License #: 			
Name:  Address:   Phone #:  License #: 			
Name:  Address:   Phone #:  License #: 			
<b>Total Subcontract Amount and Percentage of Bid</b>	\$		%

*\*Use additional form(s) if needed*