

Date Bids Due 12/10/2014		Time of Bid Opening 1:00 PM	Bid Opening Location Iowa DOT Purchasing Section, Ames, IA	
Proposal Number 13227	Description Conversion Coated Aluminum for Multi-year Motor Vehicle License Plates			
Contract to Begin 1/1/2015	Date of Completion 12/31/2015	Proposal Guaranty Amount \$0.00	Liquidated Damages \$0.00	
Purchasing Agent Jean Gustafson	E-Mail Address jean.gustafson@dot.iowa.gov	Phone 515-239-1173	Fax 515-239-1538	
Company Name			Federal Tax ID	
Street Address		City	State	Zip Code
Supplier Contact (type or print)	E-Mail Address	Phone	Fax	
Supplier agrees to sell items/services at the same prices under the same terms and conditions to any other state agency, Regent or Political Subdivision upon request. Please check Yes or No. <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you a Iowa Targeted Small Business? <input type="checkbox"/> YES <input type="checkbox"/> NO		

GENERAL INFORMATION

This bid package includes the proposal, schedule of prices, standard terms and conditions, supplemental terms, specifications, mailing label and other information you need to prepare your bid. The pages of the document labeled "Bid response" must be typed or completed in ink, signed, and returned in a flat style envelope prior to the bid opening date and time. Please use the furnished mailing label, or indicate on your return bid by marking "Iowa Department of Transportation, proposal number & letting date" on the outside of the return envelope. The bidder may personally deliver, mail, or select a carrier that ensures timely delivery. **Faxed bids will not be accepted.**

If required, each bid must be accompanied by a proposal guaranty in an accepted form, in the sum indicated above. Refer to the Standard Terms and Conditions for the accepted forms in which the proposal guaranty requirement may be fulfilled. Bids lacking a required proposal guaranty will not be considered for award. If the contractor fails to enter into a formal contract within fifteen (15) days after award is made, the proposal guaranty may be retained by the State.

PROPOSAL STATEMENT

The entire contents of this Proposal, Addendums to the Proposal, Specifications, Supplemental Terms and Conditions, Standard Terms and Conditions, and Schedule of Prices shall become part of the contract.

We promise to enter into a contract within fifteen (15) days after award or forfeit the proposal guaranty furnished herewith.

We promise to furnish all materials, equipment and/or services specified, in the manner and the time prescribed, at prices hereinafter set out.

We certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor, or potential competitor; and that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor.

We certify that all materials, equipment and/or services proposed meet or exceed the specifications and will be supplied in accordance with the entire contents of this proposal.

We promise to complete the contract within the contract period, or pay any liquidated damages, if stipulated, for each calendar day as set forth in the bid documents.

Signed: _____ **Date:** _____



Schedule Of Prices

Number	13227
Date Required	12/10/2014 1:00 PM

Title Conversion Coated Aluminum for Multi-year Motor Vehicle License Plates
 Delivery Location ANAMOSA, IA 52205
 Shipping Terms FOB Destination/Freight Prepaid

Vendor
 PA Name Jean Gustafson
 Phone 515-239-1173
 E-Mail jean.gustafson@dot.iowa.gov

Description Unit Price bid is your fabrication cost including delivery cost per pound. Unit Price will be added to a base price to calculate total cost per pound. Base Price will be the prior months P1020 Aluminum Platts Metals Week Price Notification Midwest US Transaction Average (Example: November 2014 avg. 115.000/CTS/LB) This base price will be used when creating Purchase Orders from the contract.

Product Availability Days: _____

All items must be bid.

Item	Qty	Unit	Description	Part #	Unit Price	Total Price
1	200,000 AA	LBS	CONVERSION COATED ALUMINUM FOR MULTI-YEAR MOTOR VEHICLE LICENSE PLATES PER IDOT NEW SPEC. FOR ALUMINUM DATED FEB.2003 ALLOY: 3105-H19. THICKNESS: .022" +.0015", -.0015" WIDTH: STD SIZE - 12-1/8" +/- 1/32" THE SKIDS ARE TO BE 4' SQUARE WITH THREE (3) 4" X 4" RUNNERS AND (4) 2" X 4" ACROSS THE RUNNERS. TWO 4"X4" ON EACH END AND THE SECOND TWO-2"X4" ARE TO BE SPACED EQUALLY ACROSS THE SKID. SEE ATTACHED COMPLETE SPECIFICATIONS 9GH-5H98 QUANTITY WOULD BE DIVIDED UP INTO 5 DELIVERIES AS FOLLOWS: FEBRUARY MARCH JUNE SEPTEMBER DECEMBER			
Comments:						
2	10,000	LBS	CONVERSION COATED ALUMINUM FOR MOTORCYCLE LICENSE PLATES PER IDOT NEW SPEC. FOR ALUMINUM DATED FEB.2003 ALLOY: 3105-H19. THICKNESS: .022" +.0015", -.0015" WIDTH: 7" +/- 1/32" THE SKIDS ARE TO BE 4' SQUARE WITH THREE (3) 4" X 4" RUNNERS AND (4) 2" X 4" ACROSS THE RUNNERS. TWO 4"X4" ON EACH END AND THE SECOND TWO-2"X4" ARE TO BE SPACED EQUALLY ACROSS THE SKID. SEE ATTACHED COMPLETE SPECIFICATIONS ESTIMATED TO BE DELIVERED IN MAY.			
Comments:						

I HEREBY CERTIFY THAT THIS PROPOSAL MEETS OR EXCEEDS THE MINIMUM REQUIREMENT INCLUDING SPECIFICATIONS AND ADDENDUMS.

Signature: _____ Date: _____



Iowa Department of Transportation
Standard Terms and Conditions
For
Bid Proposals/Contracts
-FORMAL-

The entire contents of this bid proposal shall become a part of a contract or purchase order. In case of a discrepancy between the contents of the bid documents, the following items listed by descending order shall prevail:

- Addendums to the bid proposal
- Bid Proposal-
 - Schedule of Prices
 - Specifications
 - Plans and Drawings
- Supplemental Terms and Conditions
- Standard Terms and Conditions

Formal is the procurement process required by Iowa law when the estimated, aggregate amount of the purchase equals or exceeds \$50,000.

(Example - if a statement in the specifications contradicts a statement in the Standard Terms and Conditions, the statement in the specifications shall apply)

Preparation of Bid Response: All bid responses must address all aspects of the proposal including clearly answering all questions within the proposal. Bid responses must be typed or completed in ink and submitted on the forms supplied by the Iowa DOT.

Bid responses must be signed and received prior to the bid opening date and time as indicated on the Bid Response cover page or bid opportunity. The signed, submitted quotation or bidder's proposal shall become the official bid response to be considered for award.

No email, fax or web link bid responses will be accepted. Bid responses must be signed, sealed and delivered in person or by a mail courier that ensures timely delivery.

A. Bid Proposal

1. **Bid Opening:** Bid openings are made public and conducted at the Iowa DOT, Ames complex unless otherwise specified. Proposals received after the time of the bid opening will be returned unopened and considered non-compliant.
2. **Communications:** Questions concerning this proposal should be directed to the purchasing agent listed on the bid proposal. Inquiries can be written, phoned, or faxed. In all cases, written communication will take precedence over verbal communication
3. **Proposal Guaranty:** If required, the bid response page will indicate the amount required to be included in the bid response. A Proposal Guaranty can be supplied in one of the following ways: **(1)** Certified check or credit union certified share draft, cashier's check, or bank draft, drawn on a solvent bank or credit union. Certified checks and certified share drafts shall be drawn and endorsed in the amount indicated. Checks or drafts shall be made payable either to the Iowa Department of Transportation (Iowa DOT) or to the bidder. If payable to the bidder, the check or draft shall be endorsed without qualifications to the Iowa DOT by the bidder or an authorized agent. **(2)** An insurance or surety company may be retained to provide a bond in fulfillment of the proposal guaranty requirement. A properly completed and signed copy of the Proposal Guaranty (*Form 131084*) must accompany the bid. **The Iowa DOT's Proposal Guaranty form must be used; no other forms or formats will be accepted.**
4. **Pricing and Discount:** Unit prices shown on the bid/proposal shall be quoted as the price per unit (e.g., gal., case, each, etc.) as stated in the bid proposal. If there is a discrepancy between the unit bid prices, extension, or total amount of bid, the unit prices shall prevail. Unless otherwise indicated, prices shall be firm for the duration of the contract or purchase. Discounts for early payment are allowed, but not considered in award of the contract.

5. **Acceptance/Rejection:** The Iowa DOT reserves the right to accept or reject any or all bids and to waive irregularities or technicalities, provided such waiver does not substantially change the offer or provide a competitive advantage to any supplier(s). The Iowa DOT also reserves the right to accept that bid which is deemed to be in the best interests of the state. Any unauthorized changes, additions, or conditional bids including any ties to another bid or proposal or any reservations about accepting an award or entering into a contract, may result in rejection of the bid. Bids must remain available for award for thirty (30) days from date of bid opening.
6. **Bid Results & Disclosure:** A bid tabulation will be sent to all responsive bidders with an award recommendation indicated. At the conclusion of the selection process, the contents of all received bid responses will be placed in the public domain and be open to inspection by interested parties, according to state law. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal.
7. **Quality:** All material shall be new and of first quality. Items which are used, demonstrators, refurbished, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by the Iowa DOT.
8. **Recycled Content:** The Iowa Code encourages purchase of products and materials with recycled content, including but not limited to paper products, oils, plastic products, compost materials, aggregate, solvents, and rubber products. Recycled items or alternatives must be noted in the bid response, if known.
9. **Shipping Terms:** Deliveries shall be F.O.B. Destination unless otherwise specified. All deliveries shall be accompanied by a packing slip indicating the Supplier, quantities shipped, and the purchase order number(s). All deliveries charges shall be included in the bid price and paid by the Supplier. No collect C.O.D. deliveries shall be accepted. When entering into a contract, the Supplier shall notify the freight company that all freight and delivery charges are to be prepaid by the Supplier. Goods delivered to the Iowa DOT Distribution Center at 800 Lincoln Way, Ames, IA shall be received between the hours of 7:30 a.m. and 3:30 p.m. on any day except Saturday, Sunday, or a holiday. For deliveries to other Iowa DOT locations, the Supplier may contact the destination location for available times to deliver as not all Iowa DOT locations have the same business hours. The Iowa DOT will not be liable for any freight claims or unpaid freight bills arising from contract or purchase order issues.

B. Award

The binding agreement (award) may be issued in the form a purchase order or contract or both depending on the requirements and complexity of the agreement.

1. **Method of Award:** Award shall be made to the lowest responsible, responsive bidder whose bid meets the requirements of the solicitation and is the most advantageous to the Iowa DOT unless otherwise specified. An Iowa bidder will be given preference over an out-of-state bidder when bid responses are equal in all aspects and are tied in price. By virtue of statutory authority preference will be given to products and provisions grown and coal produced within the State of Iowa.
2. **Award Protests:** Protests of award recommendations are to be addressed to the Director of Purchasing, and shall be made in accordance with paragraph 761--20.4(6)"e" of the Iowa Administrative Code.
3. **Contracts:** Successful contractor(s) may be sent either a formal Contract, Notification of Award or purchase order as confirmation of acceptance and award. Any of these binding agreements shall be for the term stated in the bid proposal or on a purchase order and may be renewed for additional period(s) under the same terms and conditions upon mutual agreement as defined. The successful bidder may not assign a contract to another party without written authorization from the Iowa DOT Purchasing Section.
4. **Payment Terms:** The Iowa DOT typically pays properly submitted vendor invoices within thirty (30) days of receipt, providing goods and/or services have been successfully delivered, installed or inspected (if required), and accepted. Invoices presented for payment must be only for quantities received by the Iowa DOT and must reference the purchase order number to be submitted for processing.
5. **Default:** Failure of the Supplier to adhere to specified delivery schedules or to promptly replace rejected materials shall render the Supplier liable for all costs in excess of the bid price when alternate procurement is necessary. This shall not be the exclusive remedy and the Iowa DOT reserves the right to pursue other remedies available to it by law or under the terms of the binding agreement.

C. General

1. **Administrative Rules:** For Additional details on the rules governing the actions of the Iowa DOT Purchasing Section, refer to 761 IAC, Chapter 20, Iowa Administrative Code, entitled "Procurement of Equipment, Materials, Supplies and Services".
2. **Affirmative Action:** The Contractor (and also subcontractor, vendor or supplier) is prohibited from engaging in discriminatory employment practices forbidden by federal and state law, executive orders and rules of the Iowa Department of Management, pertaining to equal employment opportunity and affirmative action. Contractor may be required to have on file a copy of their affirmative action program, containing goal and time specifications. Contractors doing business with Iowa in excess of \$5,000 annually and employing 50 or more full time employees may be required to file with the Iowa Department of Management a copy of their affirmative action plan. Failure to fulfill these non-discrimination requirements may cause the contract to be canceled and the contractor declared ineligible for future state contracts or subject to other sanctions as provided by law or rule.
3. **Applicable Law:** The contract shall be governed under the laws of the State of Iowa. The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of a contract and which in any manner affect the work or its conduct. Any legal action relating to a contract shall only be commenced in the Story County, Iowa, District Court or the United States District Court for the Southern District of Iowa.
4. **Conflict of Interest:** No state or county official or employee, elective or appointive shall be directly or indirectly interested in any contract issued by the Iowa DOT, See Code of Iowa 314.2
5. **Debarment and Vendor Suspension:** By submitting a proposal, the contractor is certifying that it and its Principals and/or subcontractors are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the State of Iowa or any Federal department or agency.
6. **Equal Opportunity:** Firms submitting bids must be an "Equal Opportunity Employer" as defined in the Civil Rights Act of 1964 and in Iowa Executive Order Number Thirty-four.
7. **Infringement:** Goods shall be delivered free of the rightful claim of any third party by way of infringement. Contractor shall indemnify and save harmless the State of Iowa and the Iowa DOT against all claims for infringement of, and/or royalties claimed under, patents or copyrights on materials and equipment furnished under this bid.
8. **Records Audit:** The contractor agrees that the Auditor of the State of Iowa or any authorized representative of the state, and where federal funds are involved, the Comptroller General of the U.S. Government, shall have access to and the right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, and records of the contractor relating to orders, invoices, or payments of a contract or purchase order.
9. **Targeted Small Businesses:** The Iowa DOT seeks to provide opportunities for women and/or minority small business enterprises. To apply for certification as an Iowa Targeted Small Business, contact the Iowa Department of Inspection and Appeals (515-281-5796). Contractors shall take documented steps to encourage participation from Targeted Small Businesses for the purpose of subcontracting and supplying of good or services or both.
10. **Taxes:** Prices quoted shall not include state or federal taxes from which the state is exempt. Exemption certificates will be furnished upon request.
11. **Termination:**
 - **Termination Due to Lack of Funds or Change in Law**

The Iowa DOT shall have the right to terminate this Contract without penalty by giving thirty (30) days written notice to the vendor as a result of any of the following:

 - Adequate funds are not appropriated or granted to allow the Iowa DOT to operate as required and to fulfill its obligations under contract.
 - Funds are de-appropriated or not allocated or if funds needed by the Iowa DOT, at the Iowa DOT's sole discretion, are insufficient for any reason.
 - The Iowa DOT's authorization to operate is withdrawn or there is a material alteration in the programs administered by the Iowa DOT.
 - The Iowa DOT's duties are substantially modified.

Following a 30 day written notice, the Iowa DOT may terminate a binding agreement in whole or in part without the payment of any penalty or incurring any further obligation to the Supplier. Following termination upon notice, the Supplier shall be entitled to compensation upon submission of invoices and proper proof of claim for goods and services under contract up to and including the date of termination.

Iowa Department of Transportation
SUPPLEMENTAL TERMS & CONDITIONS
For
Conversion Coated Aluminum for Multi-Year Motor Vehicle License Plates
Proposal No.: 13227
Letting Date: December 10, 2014

Proposal Guarantee

Proposal guarantee is not required on this proposal.

Samples

Prior to award the department may require a sample to evaluate quality and/or compliance with proposal requirements.

Additional Information

If any additional information is required to properly evaluate the bid, the bidder shall furnish the requested information within three (3) working days after notification from Purchasing.

Ties and Reservations

No ties and reservations by the bidders are permitted on this proposal.

Unit Price

Unit Price bid is your fabrication cost including delivery cost per pound. Unit price will be added to a base price to calculate total cost per pound. Base price will be the prior month's P1020 Aluminum Platts Metals Week Price Notification Midwest US Transaction Average.

Contract Award

One contract will be awarded for all items.

Contract Period

The successful bidder will be awarded a one (1) year contract with an option to renew for four (4) additional years in twelve (12) month increments. A price adjustment may be allowed on each extension but must not exceed the CPI. (PPI or appropriate index for

adjustment may be used) Any adjustment must be mutually agreed upon and be pre-approved by the Iowa Department of Transportation, Purchasing Section.

Contract Quantities

Estimated quantity is based on previous purchases. It is understood that the Iowa DOT considers this only a best estimate of requirements and makes no firm quantity commitment.

Purchase Orders

Purchase orders will be issued for items as needed throughout the contract period.

Delivery Requirements

Delivery shall be no later than 5 weeks after receipt of purchase order, unless previously agreed upon.

Delivery Location

Material shall be delivered to the Iowa Prison Industries, 406 North High St., Anamosa, IA 52205

Invoicing & Packing List

Each Packing list and invoice must reflect only the merchandise relating to one purchase order.

Price Adjustment

Prices shall be held firm for the contract period.

IOWA DEPARTMENT OF TRANSPORTATION SPECIFICATION
CONVERSION COATED ALUMINUM FOR MUL TI-YEAR MOTOR VEHICLE LICENSE
PLATES
PATED: FEBRUARY 2003

Purpose and Scope: It is the purpose of these specifications to define a conversion coated aluminum substrate material suitable in the manufacture of reflectorized multi-year motor vehicle license plates.

Detailed qualitative and quantitative criteria for the manufacture and delivery of the substrate are included in these specifications.

Description: The unpainted aluminum must have the following PROPERTIES:

Alloy: 3105-H19
Thickness: .022" +or- .0015"
Width: Standard Size 12-1/8" + or- 1/32"
Motorcycle Size 7" + or- 1/32"

Minimum Ultimate Tensile Strength: 28,000 psi

Quality: Clean and suitable for stamping.

Surface Finish: Surface to be treated with a light, tightly adherent, chromate or chromate free conversion coating approved by the current State of Iowa Reflective Sheeting Supplier. Coating to be applied in conformance with specifications outlined in ASTM Specifications B-449-67, Clause 2, or as revised, and free of any powdery residue or oil or other foreign materials, which may affect adhesion of reflective sheeting.

Coating Weight: 10 to 35 mg/ft² with a median of 25 mg/ft² as the optimum.

White Rust: The supplier takes full responsibility for water stain or white rust for a period of 90 days after receipt of material by State of Iowa. The State will store the material under roof and in a dry temperature controlled area.

PACKING:

Regular Auto Aluminum – coils should be between 2200-3000 lbs. each and no less than 48" in outside diameter; no more than 5000# per skid.

Motorcycle Aluminum – coils should be between 900-1200 lbs. each and should be 42" – 50" in outside diameter; no more than 5000# per skid

Skids are to be four feet square. The construction of the skid shall be three 4"x4" runners and four-2"x4" across the runners. Two of the 4"x4" are to be spaced at each end and the second two- 2"x4" are to be spaced equally across the skid.

Coils shall be separated by 2" x 2" wood spacers and shall be packaged sufficiently to insure proper protection against environmental circumstances. Each coil shall be securely banded both around the circumference and through the eye of the coil to prevent telescoping. Coils shall be free from edge damage, as caused by cable marks, forklifts, dull cutting dies, rough separator dies or any other causes that result in rough, wavy or damaged edges. Coils shall be coiled straight and fairly tight with no more than 1/16" interweave.

A securely attached packing slip, legible without removal, shall be attached to each skid and shall indicate the size, gross and net weights, and purchase order number.
CONDITIONS: A maximum variation of+ 5% in the total of conversion coated aluminum shipped against this order will be permitted. The price structure shall include no extra for exact quantity.

The purchaser reserves the right to increase or decrease the quantities defined herein by no more than 10% of the ordered amount and upon 60 days written notice.

DELIVERY: Delivery shall be on open flatbed trailers for unloading by overhead crane or forklift truck at grade.

Shipping address: Iowa State Industries, 406 North High St., Anamosa, IA 52205.

Specification applies to: ISI # 1025 - Regular Auto
ISI #1045-Motorcycle

Bidder _____

SEALED BID

LETTING DATE: December 10, 2014
PROPOSAL NO: 13227
PROPOSAL DESCRIPTION: Conversion Coated Aluminum for Multi-year
Motor Vehicle License Plates

Iowa Department of Transportation
PURCHASING - SEALED BID PROPOSAL
800 Lincoln Way
Ames, IA 50010