

Date: 4/12/16

**ADDENDUM NO. 1
to the
Iowa Department of Transportation
Proposal No. 16398
For Sign Trucks
Letting Date: May 4, 2016**

Notice To Bidders:

This Addendum is issued to incorporate the following additions, deletions, corrections, and/or clarifications to the terms or specifications and shall hereby be considered a part of the final contract documents. This Addendum shall supersede, modify and/or change all statements to the contrary in the bid proposal and shall take precedence over previous terms or specifications.

CHANGE:

Attached are revised Supplemental Terms and Conditions.

All Bidders must sign and return this Addendum for the bid opportunity referenced above. Failure to do so may subject the Bidder to disqualification. If a bid response has already been submitted, this Addendum shall be signed and emailed or faxed to the Purchasing Section prior to the scheduled Letting Date.

Company Name (*please print*)

Date

Signature

Sincerely,

Zach Gillen, Purchasing Agent
Phone No. 515-239-1347 Fax No. 515-239-1538
zachary.gillen@dot.iowa.gov

**Iowa Department of Transportation
SUPPLEMENTAL TERMS & CONDITIONS
For
Sign Trucks
Proposal Number: 16398
Letting Date: April May 4, 2016**

Award

It is the intent of the Iowa DOT to award the contract to the responsible bidder whose submitted quotation is the most advantageous to the Iowa DOT, cost and other factors considered. Other factors include, but are not limited to: meeting or exceeding mandatory requirements, proposed staffing, and meeting required time schedule.

Purchase Orders

One purchase order will be issued.

Specifications and Technical Requirements

The Bidder shall answer whether or not it will comply with each requirement in the Specifications. Bid Responses must identify any deviations from the requirements of this RFB or requirements the Bidder cannot satisfy. Any deviations from the requirements of the RFB or any requirement that the bidder cannot satisfy may disqualify the Bidder.

Bidder's Request Alternatives or Exceptions

Any equipment being offered as an alternative to the specified make/model must be submitted on the enclosed form "Bidder's Request for Alternatives or Exceptions." The form must specifically state the requested alternative and be accompanied by adequate supporting information to evaluate the request.

The "Bidder's Request for Alternatives or Exceptions" form must be received in sufficient time *prior* to the bid opening to evaluate and respond with the appropriate action. It is suggested that any requests for alternatives be submitted either by e-mail or fax immediately upon receipt of the proposal in order to receive full consideration. Fair treatment to all vendors shall be the primary concern in evaluation of requests for of proposed alternates, particularly those submitted just prior to the bid opening. **Do not submit "Bidder's Request for Alternative or Exceptions" with your bid response.**

Separate Bids

A bidder may quote prices on more than one model. Complete a separate Schedule of Prices for each make/model bid.

Manuals

Three (3) sets of manuals shall be supplied. Sets shall include operator instructions as well as service and repair information. Paper copies, manuals on CDs or thumb drives are all acceptable.

General Requirements

- A. All specified chassis equipment is to be OEM installed, either as standard equipment, a line installed option or factory authorized DSO/SE installation unless otherwise specifically stated.
- B. Any items that are not available as a chassis OEM installation and /or any other component, item or equipment installation that a vendor wishes to bid differently than requested in the specification, will require review and approval of Equipment Services.

- C. Vendor shall submit approval requests as per the requirements listed in Purchasing's "Standard Terms and Conditions". Please include all literature, technical data and/or other "proof" as needed to support such a request.
- D. All requests must be received by Equipment Services within the time period specified as to allow adequate time for review and dissemination of request status to all other vendors if required. Purpose is fairness to all vendors. Late requests cannot be considered.
- E. Final approval of any vendor or manufacturer's equipment may require a demonstration, current user list and/or tour of their facility to determine compliance and acceptability. Vendors shall make available, upon request and within 1-week of notification by the Department, any or all of the following:
 - a. Demonstration – A typical and similar/same model machine and/or component shall be provided to the Department for up to 2-working days for an unimpeded evaluation. A physical use demonstration may be conducted, if applicable, at a Department Maintenance Facility with the equipment operated by Department personnel.
 - b. Contact List – Name, address and phone numbers of other customers using the same equipment within the State of Iowa that can be contacted and an unescorted visit arranged to see the equipment in a working environment and talk to the operators and/or owners.
 - c. Facility Tour – If requested by the Department, vendor shall provide a list of suitable times, within regular daytime work hours, when an inspection tour of their installation and/or manufacturing facility would be convenient.
- F. All costs associated with providing any or all the above items are the sole responsibility of the vendor. Inability to comply with any or all will be adequate reason for bid rejection.
- G. The Department reserves the right to reject, without reservation and in our opinion, any equipment it deems:
 - a. Not capable of conveniently and/or economically performing the work required.
 - b. Vendor has limited or no experience with, to include components, parts, pieces or items that, previous to this bid, the vendor has not marketed, manufactured or installed.
 - c. Does not have an adequate service and support infrastructure in place to provide continuing long term service and support for the products being proposed.
- H. The Department reserves the right to waive compliance on minor technicalities on this specification; to reject any or all bids and to accept that bid which, in the opinion of the Department is in the best interest of the State.
- I. All ratings, dimensions, weights, operation systems and other applicable apparatus shall be according to/in compliance with ISO/SAE Standards and all applicable laws of the State of Iowa.

Warranty

- A. Truck Chassis – Truck manufacturer shall guarantee to furnish all warranty services, free of charge, at franchised dealers within the State of Iowa. From the date the Department assigns this equipment to its requesting location, the manufacturer and/or its representative shall provide a no deductible warranty (less normal maintenance items) for:
 - a. General overall truck - all-inclusive, minimum 1-year/unlimited miles.
 - b. Engine – minimum 3-year, 150,000-miles. Must include all electronics, injectors, turbocharger, air compressor and water pump.

- c. Drive train and axles – minimum 2-years/unlimited miles. Must include transmission, flywheel or flex plate, torque converter, drive shafts/hanger bearings, differential(s), power divider, housing(s), bearings, wheel ends, and steering gear(s).
 - d. Cab – structure integrity and corrosion (rust through) a minimum of 5-years.
 - e. Frame – integrity, rails and cross members a minimum of 5-years.
- B. Outfitter installed equipment – From the date the Department assigns this equipment to its requesting location, the manufacturer and/or its representative shall provide a no deductible warranty (less normal maintenance items) a minimum 1-year/12,000 chassis miles, whichever occurs first.
- a. Outfitter installed equipment warranty shall be provided at the equipment’s assigned location within the State of Iowa. If equipment must be removed from the assigned locations for repair or replacement, equipment manufacturer must reimburse the Department our standard hourly/mileage rental rate for the entire time the equipment is gone from the Department’s facility.
 - b. If common warranty repairs are required, the Department will work with the vendor to the best of our ability to group vehicles together at a common location to expedite the repairs. This will, however, be done at the discretion and convenience of the Department.
 - c. If though common agreement between the assigned location and the providing vendor, the Department agrees to complete warranty repairs for the vendor, the Department will bill vendor for all labor, shop supplies and parts not supplied by vendor to complete repairs. All shipping for new parts sent and warranty return parts shall be paid by the vendor. A Department Cost Memorandum Report (similar to an invoice) detailing all charges will be supplied to the vendor for payment.
- C. If any standard retail warranty exceeds any of these minimum terms, the standard warranty shall apply. A warranty certificate or card shall be supplied for each vehicle.

Manuals / Service Publications

- A. Sixteen (16) manual sets shall be supplied. It is preferred that all publications are in electronic form (CD, thumb drive, online) but paper copies will be accepted or a combination of paper/electronic. Vehicle payment may be withheld until all publications are received.
- B. Chassis set shall be all inclusive and contain all available chassis publications to include, at a minimum, an operator’s manual, service/repair instruction information (must detail all components) a complete fully illustrated parts manual (must include all components) and wiring diagrams.
- C. If all publications are available online, the OEM service and parts system shall be available 365-days, 24-hours a day with statewide subscription and access.
- D. Each chassis shall be delivered with a paper “line-set” ticket.
- E. Outfitter installed equipment information shall be all inclusive and contain accurate and detailed information on all components including, at a minimum, an operator’s manual, service and repair information with fully illustrated parts lists.
- F. CD or thumb drives must be provided in a protective case with proper identifying labels. Paper copies must be bound into manuals or installed in binders when delivered. Boxed, shrink wrapped or unbound loose pages are not acceptable.
- G.

Technical Support

- A. The Department requires that the successful vendor and outfitter provide basic diagnosis and repair training for all electronic systems and installed components. This shall include but is not limited to: engine, transmission, chassis electrical, cab, hydraulic system, etc.

Training

If operation, diagnosis, service and repair training is requested by the Department, it shall be supplied at no additional cost by the successful vendor. Training location to be determined at a later date but if training is requested, a Department Maintenance location is preferred. If training must be held at the vendor's location or a site chosen by the vendor, then the vendor is responsible for all costs, including but not limited to transportation, meals and lodging for all Department personnel training is being requested for.