

Response Due Date 8/17/2016		Time 1:00 PM	Location Purchasing, Ames, IA	
Proposal Number 16632	Description FILTERS:AIR,COOLANT,FUEL,HYDRAULIC, OIL,TRANSMISSION & MISC.			
Contract Begin Date 9/1/2016	Contract Completion Date 8/31/2017	Bid Bond NA	Performance Bond (Y/N) N	Liquidated Damages \$0.00
Purchasing Agent Assigned Laura Linduski	E-Mail Address laura.linduski@dot.iowa.gov	Phone 515-239-1429	Fax 515-239-1538	
RESPONDER INFORMATION				
Company Name			Federal Tax ID	
Street Address		City	State	Zip Code
Contact Name	E-Mail Address	Phone	Fax	
Responder agrees to sell goods/services or both at the same prices, terms and condition to any other Iowa state agency, Regent or Political Subdivision upon request. Please check Yes or No. <input type="checkbox"/> YES <input type="checkbox"/> NO			Responder is an Iowa Targeted Small Business? <input type="checkbox"/> YES <input type="checkbox"/> NO	

GENERAL INFORMATION

This solicitation includes the Solicitation Response cover page, Schedule of Prices, Standard Terms and Conditions, Supplemental terms (if any), Specifications, Plans and Drawings, mailing label and all other information needed to prepare and submit a response to the solicitation. Information in the "Solicitation Response" above must be typed or completed in ink, signed, and returned in a flat style envelope along with any other information required in the solicitation prior to the response due date and time. Please use the furnished mailing label, or label the response as "Iowa Department of Transportation, proposal number and response due date on the outside of the return envelope. Responders may personally deliver, mail, or select a carrier that ensures timely delivery. Faxed or e-mail responses will not be accepted.

If required, each response must be accompanied by a bid bond in an accepted form, in the percent amount indicated above. Refer to the Standard Terms and Conditions for the accepted forms in which the bid bond requirement may be fulfilled. Responses without a required bid bond will not be considered for award. If the intended awarded responder fails to enter into a formal contract within fifteen (15) days after award is made for any reason on their part, the bid bond may be retained by the State.

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

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 response; that this response has been independently arrived at without collusion with any other responder, competitor, or potential competitor; and that this response has not been knowingly disclosed prior to the opening of responses to any other responder or competitor.

We certify that all materials, equipment goods and/or services proposed meet or exceed the specifications and will be supplied in accordance with the entire contents of this solicitation including delivery schedules. 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 solicitation documents.

Signed: _____ Date: _____

Item	Qty	Unit	Description	Part #	Unit Price	Total Price
1.4	4	EACH	FILTER AIR NAPA#6522/WIX#46522 L-F#LAF9410/F-G#AF4103/BALDWIN#PA2419/ DONALDSON#P119410 BRAND BID _____ PART # _____ Stock #: 003-087281			
Comments:						
1.5	280	EACH	FILTER AIR NAPA#2253/WIX#42253 L-F#LAF9545/F-G#AF979/BALDWIN#PA2521/ DONALDSON#P181028 BRAND BID _____ PART # _____ Stock #: 003-087290			
Comments:						
1.6	220	EACH	FILTER AIR NAPA#2254/WIX#42254 L-F#LAF7640/F-G#AF987/BALDWIN#PA2522/ DONALDSON#P137640 BRAND BID _____ PART # _____ Stock #: 003-087291			
Comments:						
1.7	6	EACH	FILTER AIR NAPA#2471/WIX#42471 L-F#LAF1846/F-G#AF1917M/BALDWIN#PA2421/ DONALDSON#P127075 BRAND BID _____ PART # _____ Stock #: 003-096800			
Comments:						
1.8	12	EACH	FILTER AIR NAPA#2487/WIX#42487 L-F#AF1519/F-G#AF25757/BALDWIN#PA4113/ DONALDSON#P548963 BRAND BID _____ PART # _____ Stock #: 006-002487			
Comments:						
1.9	3	EACH	FILTER AIR NAPA#2519/WIX#42519 L-F#LAF1784/F-G#AF1892/BALDWIN#PA2487/ DONALDSON#P119539 BRAND BID _____ PART # _____ Stock #: 006-002519			
Comments:						

Item	Qty	Unit	Description	Part #	Unit Price	Total Price
1.10	12	EACH	FILTER AIR NAPA#2714/WIX#42714 L-F#LAF292/F-G#AF364/BALDWIN#PA1704/ DONALDSON#P524392 BRAND BID _____ PART # _____ Stock #: 006-002714			
Comments:						
1.11	2	EACH	FILTER AIR NAPA#2769/WIX#42769 L-F#LAF1793/F-G#AF1966/BALDWIN#PA2489/ DONALDSON#P123160 SECONDARY BRAND BID _____ PART # _____ Stock #: 006-002769			
Comments:						
1.12	18	EACH	FILTER AIR NAPA#2919/WIX#42919 L-F#LAF8668/F-G#AF434KM/BALDWIN#PA1902-FN/ DONALDSON#P181064 BRAND BID _____ PART # _____ Stock #: 006-002919			
Comments:						
1.13	18	EACH	FILTER AIR NAPA#2920/WIX#42920 L-F#LAF8674/F-G#AF804M/BALDWIN#PA1912/ DONALDSON#P119375 BRAND BID _____ PART # _____ Stock #: 006-002920			
Comments:						
1.14	4	EACH	FILTER AIR NAPA#2491/WIX#42491 L-F#LAF9544/F-G#AF982M/BALDWIN#PA2525/ DONALDSON#P181015 BRAND BID _____ PART # _____ Stock #: 006-004250			
Comments:						
1.15	3	EACH	FILTER AIR NAPA#2651/WIX#42651 L-F#LAF2526/F-G#AF986/BALDWIN#PA2526/ DONALDSON#P137641 BRAND BID _____ PART # _____ Stock #: 006-004270			
Comments:						

Item	Qty	Unit	Description	Part #	Unit Price	Total Price
1.16	420	EACH	FILTER AIR NAPA#6870/WIX#46870 L-F#LAF9099/F-G#AF25707/BALDWIN#RS4636/ DONALDSON#P606503 BRAND BID _____ PART # _____ Stock #: 006-004300			
Comments:						
1.17	300	EACH	FILTER AIR NAPA #6871/WIX#46871/ L-F#LAF9102/F-G#AF25732/BALDWIN#RS4637/ DONALDSON#P609239 SECONDARY BRAND BID _____ PART # _____ Stock #: 006-004400			
Comments:						
1.18	80	EACH	FILTER AIR PRIMARY NAPA#9088/WIX#49088/ L-F#LAF6663/F-G#AF26103/BALDWIN#RS4862/ DONALDSON#P613336 BRAND BID _____ PART # _____ Stock #: 006-004420			
Comments:						
1.19	60	EACH	FILTER AIR SECONDARY NAPA#9089/WIX#49089 L-F#LAF6664/F-G#AF26268/BALDWIN#RS4863/ DONALDSON#P613337 BRAND BID _____ PART # _____ Stock #: 006-004425			
Comments:						
1.20	18	EACH	FILTER AIR NAPA#6307/WIX#46307 L-F#LAF8828/F-G#AF25356/BALDWIN#PA3950/ DONALDSON#P770735 SECONDARY BRAND BID _____ PART # _____ Stock #: 006-006307			
Comments:						

Item	Qty	Unit	Description	Part #	Unit Price	Total Price
1.21	6	EACH	FILTER AIR NAPA#6346/WIX#46346 L-F#LAF1971/F-G#AF4818/BALDWIN#PA2689/ DONALDSON#P124767 BRAND BID _____ PART # _____ Stock #: 006-006346			
Comments:						
1.22	4	EACH	FILTER AIR NAPA#6393/WIX#46393 L-F#LAF1965/F-G#AF1861K/BALDWIN#PA2684-FN/ DONALDSON#P181093 BRAND BID _____ PART # _____ Stock #: 006-006393			
Comments:						
1.23	6	EACH	FILTER AIR NAPA#6418/WIX#46418 L-F#AF1615/F-G#AF25590/BALDWIN#PA4075/ DONALDSON#P546597 BRAND BID _____ PART # _____ Stock #: 006-006418			
Comments:						
1.24	30	EACH	FILTER AIR NAPA#6722/WIX#46722 L-F#LAF1813/F-G#AF1934M/BALDWIN#PA2688/ DONALDSON#P181070 BRAND BID _____ PART # _____ Stock #: 006-012570			
Comments:						
1.25	16	EACH	FILTER AIR NAPA#6723/WIX#46723 L-F#LAF1814/F-G#AF1935M/BALDWIN#PA2621/ DONALDSON#P124046 BRAND BID _____ PART # _____ Stock #: 006-012575			
Comments:						
1.26	36	EACH	FILTER AIR NAPA#2815/WIX#42815/ L-F#LAF9542/F-G#AF25617/BALDWIN#RS3934/ DONALDSON#P547331 PRIMARY MAGNUM RS BRAND BID _____ PART # _____ Stock #: 529-313471			
Comments:						

Item	Qty	Unit	Description	Part #	Unit Price	Total Price
1.27	36	EACH	FILTER AIR NAPA#2816/WIX#42816/ L-F#LAF9543/F-G#AF25618/BALDWIN#RS3935/ DONALDSON#P780523 SECONDARY MAGNUM RS BRAND BID _____ PART # _____ Stock #: 529-313472			
Comments:						
1.28	24	EACH	FILTER AIR NAPA#6382/WIX#46382/ L-F#LAF8973/F-G#AF25323/BALDWIN#PA3790/ DONALDSON#P771590 PRIMARY BRAND BID _____ PART # _____ Stock #: 657-359205			
Comments:						
2	COOLANT FILTERS All items in group must be bid and are tied. Group will be awarded to one vendor. Brands listed below have been preapproved. NAPA, WIX, LUBERFINER, FLEETGUARD, BALDWIN & DONALDSON NUMBERS. L-F = LUBERFINER F-G = FLEETGUARD					
2.1	36	EACH	FILTER COOLANT NAPA#4071/WIX#24071 L-F#LFW4071/F-G#WF2071/BALDWIN#BW5071/ DONALDSON#P552071 CHEMICAL COOLANT BRAND BID _____ PART # _____ Stock #: 006-004071			
Comments:						
2.2	144	EACH	FILTER COOLANT NAPA4206/WIX#24206 L-F#LFW4744/F-G#WF2106/BALDWIN#BW5082/ DONALDSON#P552106 CHEMICAL COOLANT BRAND BID _____ PART # _____ Stock #: 006-004206			
Comments:						
2.3	360	EACH	CAB HVAC INTERNAL FILTER FITS IN HEATER BOX NAPA#4316/WIX#24316/L-F#CAF24005/ F-G#AF26430/BALDWIN#PA4985/DONALDSON#P614221 BRAND BID _____ PART # _____ Stock #: 006-006720			
Comments:						

Item	Qty	Unit	Description	Part #	Unit Price	Total Price
3	FUEL FILTERS All items in group must be bid and are tied. Group will be awarded to one vendor. Brands listed below have been preapproved. NAPA, WIX, LUBERFINER, FLEETGUARD, BALDWIN & DONALDSON NUMBERS. L-F = LUBERFINER F-G = FLEETGUARD					
3.1	36	EACH	FILTER FUEL NAPA#3370/WIX#33370 L-F#P1130/F-G#FF203/BALDWIN#BF909/ DONALDSON#P551130 BRAND BID _____ PART # _____ Stock #: 003-087153			
Comments:						
3.2	360	EACH	FILTER WATER SEPERATOR NAPA#3232/WIX#33232 L-F#LFF3579/F-G#FS19547/BALDWIN#BF1345SP DONALDSON#P550729 BRAND BID _____ PART # _____ Stock #: 006-003337			
Comments:						
3.3	48	EACH	FILTER FUEL NAPA#3357/WIX#33357 L-F#LFF3417/F- G#FS1280/BALDWIN#BF1280/DONALDSON#P551329 BRAND BID _____ PART # _____ Stock #: 006-003357			
Comments:						
3.4	72	EACH	FILTER FUEL NAPA#3358/WIX#33358 L-F#LFF3521/F- G#FF5052/BALDWIN#BF788/DONALDSON#P550440 BRAND BID _____ PART # _____ Stock #: 006-003358			
Comments:						
3.5	420	EACH	FILTER FUEL NAPA#3403/WIX#33403 L-F#LFF3349/F- G#FF5269/BALDWIN#BF7629/DONALDSON#551318 SPIN-ON BRAND BID _____ PART # _____ Stock #: 006-003403			
Comments:						
3.6	36	EACH	FILTER FUEL NAPA#3472/WIX#33472 L-F#LFF8062/F- G#FS1251/BALDWIN#BF1226/DONALDSON#P550248 Stock #: 006-003472			
Comments:						

Item	Qty	Unit	Description	Part #	Unit Price	Total Price
3.7	6	EACH	FILTER FUEL NAPA#3517/WIX#33517 L-F#L4595F/F-G#FS1298/BALDWIN#PF7678/ DONALDSON#P550966 BRAND BID _____ PART # _____ Stock #: 006-003517			
Comments:						
3.8	72	EACH	FILTER FUEL NAPA#3406/WIX#33406 L-F#LFF1000/F- G#FS1000/BALDWIN#BF1259/DONALDSON#P551000 BRAND BID _____ PART # _____ Stock #: 006-003600			
Comments:						
3.9	60	EACH	FILTER FUEL NAPA#3654/WIX#33654 DOOSAN OEM #65125035026 L-F #LFF5421/BALDWIN#BF7966 BRAND BID _____ PART # _____ Stock #: 006-003682			
Comments:						
3.10	96	EACH	FILTER FUEL NAPA#3719/WIX#33719/ L-F#L9684F/F-G#FS19684E/BALDWIN#PF7779/ DONALDSON#P550657 BRAND BID _____ PART # _____ Stock #: 006-003684			
Comments:						
3.11	460	EACH	FILTER FUEL NAPA#3994/WIX#33994 L-F#L5086F/F- G#FS19947/BALDWIN#PF7978/DONALDSON#P550824 Stock #: 006-003947			
Comments:						
3.12	12	EACH	FILTER FUEL NAPA#3337/WIX#33337 L-F#LFF8349/F-G#FS1231/BALDWIN#BF7584/ DONALDSON#P552603 BRAND BID _____ PART # _____ Stock #: 006-013337			
Comments:						
4	HYDRAULIC FILTERS All items in group must be bid and are tied. Group will be awarded to one vendor. Brands listed below have been preapproved. NAPA, WIX, LUBERFINER, FLEETGUARD, BALDWIN & DONALDSON NUMBERS. L-F = LUBERFINER F-G = FLEETGUARD					

Item	Qty	Unit	Description	Part #	Unit Price	Total Price
4.1	60	EACH	FILTER HYD RETURN NAPA#1860/WIX#51860 L-F#LFH4915/F-G#HF6711/BALDWIN#BT389-10/ DONALDSON#P550251 BRAND BID _____ PART # _____ Stock #: 006-000410			
Comments:						
4.2	12	EACH	FILTER HYDRAULIC NAPA#1196/WIX#51196 L-F#LFP1652/F-G#HF6057/BALDWIN#BT839/ DONALDSON#P551553 BRAND BID _____ PART # _____ Stock #: 006-001196			
Comments:						
4.3	6	EACH	FILTER HYDRAULIC NAPA#1494/WIX#51494 L-F#LFH4990/F-G#HF6553/BALDWIN#BT8851-MPG/ DONALDSON#P164378 BRAND BID _____ PART # _____ Stock #: 006-001494			
Comments:						
4.4	12	EACH	FILTER HYDRAULIC NAPA#1668/WIX#51668 L-F#LP214/F-G#HF6000/BALDWIN#PT565/ DONALDSON#P550128 BRAND BID _____ PART # _____ Stock #: 006-001668			
Comments:						
4.5	48	EACH	FILTER HYDRAULIC NAPA#1759/WIX#51759 L-F#LFP449/F-G#HF6167/BALDWIN#BT287-10/ DONALDSON#P550388 MUST BE 10 MICRON RATED BRAND BID _____ PART # _____ Stock #: 006-012600			
Comments:						
4.6	108	EACH	FILTER HYDRAULIC POWER STEERING NAPA#1487 WIX#51487/L-F#LP487/F-G#LF634/BALDWIN#PT903/ DONALDSON#P550487 BRAND BID _____ PART # _____ Stock #: 006-001487			
Comments:						

Item	Qty	Unit	Description	Part #	Unit Price	Total Price
4.7	2	EACH	FILTER HYDRAULIC NAPA#1474/WIX#51474/ L-F#LFH8799/F-G#HF6420/BALDWIN#BT8830/ DONALDSON#P552850 BRAND BID _____ PART # _____ Stock #: 197-087214			
Comments:						
4.8	24	EACH	FILTER HYDRAULIC NAPA#1821/WIX#51821/ L-F#LFH8192/F-G#HF28812/BALDWIN#B7026-MPG/ DONALDSON#P552476 BRAND BID _____ PART # _____ Stock #: 657-359104			
Comments:						
5	<p>OIL FILTERS All items in group must be bid and are tied. Group will be awarded to one vendor.</p> <p>Brands listed below have been preapproved. NAPA, WIX, LUBERFINER, FLEETGUARD, BALDWIN & DONALDSON NUMBERS. L-F = LUBERFINER F-G = FLEETGUARD</p>					
5.1	72	EACH	FILTER OIL NAPA#1243/WIX#51243 L-F#FP20/F- G#LF678,BALDWIN#BT259/DONALDSON#P550020 BRAND BID _____ PART # _____ Stock #: 003-076505			
Comments:						
5.2	12	EACH	FILTER OIL NAPA#1158/WIX#51158 L-F#LFP54/F-G#LF673/BALDWIN#B167/ DONALDSON#P558250 BRAND BID _____ PART # _____ Stock #: 003-078070			
Comments:						
5.3	60	EACH	FILTER OIL NAPA#1806/WIX#51806 L-F#PH4403/F- G#LF701/BALDWIN#BT216/DONALDSON#P554403 BRAND BID _____ PART # _____ Stock #: 003-087932			
Comments:						

Item	Qty	Unit	Description	Part #	Unit Price	Total Price
5.4	6	EACH	FILTER OIL NAPA#1792/ L-F#LFP4005 BRAND BID _____ PART # _____ Stock #: 003-087963			
Comments:						
5.5	12	EACH	FILTER OIL NAPA#1040/WIX#51040 L-F#PH47/F-G#LF780/BALDWIN#B43- S/DONALDSON#P550047 BRAND BID _____ PART # _____ Stock #: 003-087969			
Comments:						
5.6	48	EACH	FILTER OIL NAPA#1516/WIX#51516/ L-F#LPH400/F-G#LF3339/BALDWIN#B243/ DONALDSON#P550400 BRAND BID _____ PART # _____ Stock #: 003-095598			
Comments:						
5.7	600	EACH	FILTER OIL NAPA#7744/WIX#57744/ L-F#LFP9025/F-G#LF9025/BALDWIN#BD7250/ DONALDSON#P550656 BRAND BID _____ PART # _____ Stock #: 006-001025			
Comments:						
5.8	240	EACH	FILTER OIL NAPA#1372/WIX#51372 L-F#PH820/F-G#LF3681/BALDWIN#B329/ DONALDSON#P550965 BRAND BID _____ PART # _____ Stock #: 006-001372			
Comments:						
5.9	60	EACH	FILTER OIL NAPA#1042/WIX#51042 L-F#PH44/F- G#LF796/BALDWIN#B31/DONALDSON#P551307 BRAND BID _____ PART # _____ Stock #: 006-001517			
Comments:						

Item	Qty	Unit	Description	Part #	Unit Price	Total Price
5.10	6	EACH	FILTER OIL NAPA#1522/WIX#51522 L-F#PH59/F- G#LF3945/BALDWIN#B1432/DONALDSON#P550505 BRAND BID _____ PART # _____ Stock #: 006-001522			
Comments:						
5.11	48	EACH	FILTER OIL NAPA#1602/WIX#51602 L-F#LFP3900/F- G#LF3345/BALDWIN#BT427/DONALDSON#P558616 BRAND BID _____ PART # _____ Stock #: 006-001602			
Comments:						
5.12	96	EACH	FILTER OIL NAPA#7746XD/WIX#57746XD L-F#LFP9001/F-G#LF9001/BALDWIN#BD7154/ DONALDSON#P559000 BRAND BID _____ PART # _____ Stock #: 006-001700			
Comments:						
5.13	120	EACH	FILTER OIL NAPA#1734/WIX#51734 L-F#LFP2286/F- G#LF3630/BALDWIN#B7039/DONALDSON#P550371 BRAND BID _____ PART # _____ Stock #: 006-001734			
Comments:						
5.14	8	EACH	FILTER OIL NAPA#1748/WIX#51748 L-F#LFP3000/F- G#LF3000/BALDWIN#BD103/DONALDSON#P553000 BRAND BID _____ PART # _____ Stock #: 006-001748			
Comments:						
5.15	720	EACH	FILTER OIL NAPA#1799/WIX#51799 L-F#LFP2285/F- G#LF3883/BALDWIN#B7030/DONALDSON#P550367 BRAND BID _____ PART # _____ Stock #: 006-001799			
Comments:						

Item	Qty	Unit	Description	Part #	Unit Price	Total Price
5.16	108	EACH	FILTER OIL NAPA#7060/WIX#57060/L-F#PH48/ F-G#LF16242/BALDWIN#B160/DONALDSON#P550794 BRAND BID _____ PART # _____ Stock #: 006-007060			
Comments:						
5.17	144	EACH	FILTER OIL NAPA#1607/WIX#51607 L-F#LFP780/F- G#LF3349/BALDWIN#BT339/DONALDSON#P558615 BRAND BID _____ PART # _____ Stock #: 006-008277			
Comments:						
6	<p>TRANSMISSION FILTERS All items in group must be bid and are tied. Group will be awarded to one vendor. Brands listed below have been preapproved. NAPA, WIX, LUBERFINER, FLEETGUARD, BALDWIN & DONALDSON NUMBERS. L-F = LUBERFINER F-G = FLEETGUARD</p>					
6.1	12	EACH	FILTER TRANSMISSION NAPA#1290/WIX#51290 L-F#LFH8595/F- G#HF6317/BALDWIN#BT739/DONALDSON#P550416 24 MICRON RATED BRAND BID _____ PART # _____ Stock #: 006-007290			
Comments:						
7	<p>MISCELLANEOUS GROUP Group will be awarded by line item. The Iowa DOT reserves the right to accept and redirect the award of items in Group 7 which best serves the interest of the State. BRANDS LISTED HAVE BEEN PREAPPROVED. NAPA, WIX, LUBERFINER, FLEETGUARD, BALDWIN & DONALDSON NUMBERS. L-F = LUBERFINER F-G = FLEETGUARD</p>					
7.1	60	EACH	FILTER HYDRAULIC POWER STEERING NAPA#7131/ WIX#57131/L-F#LH8504/F-G#HF6162/BALDWIN#P106-HD NO DONALDSON CROSS BRAND BID _____ PART # _____ Stock #: 533-561911			
Comments:						

Item	Qty	Unit	Description	Part #	Unit Price	Total Price
7.2	168	EACH	FILTER COOLANT NAPA#4083/WIX#24083/ F-G#WF2122/L-F#LFW4686/BALDWIN#B5088 NON-CHEMICAL COOLANT NOT ACCEPTABLE L- F#LFW4685XL/DONALDSON#ECF4085 AS THESE FILTERS ARE TOO LONG. BRAND BID _____ PART # _____ Stock #: 006-004083			
Comments:						
7.3	36	EACH	FILTER TRANSMISSION NAPA#7723/ WIX#57723/F-G#HF35140/BALDWIN#BT9422/ DONALDSON#P764831 NO LUBER-FINER CROSS 6 MICRON RATING BRAND BID _____ PART # _____ Stock #: 006-007295			
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

Submission of Quotations, Bids or Proposals

-FORMAL-

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

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

- Addendums to the solicitation
- Solicitation
 - Schedule of Prices
 - Specifications
 - Plans and Drawings
- Supplemental Terms and Conditions
- Standard Terms and Conditions

(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 Solicitation or Bid Response: All responses must clearly address all aspects of the solicitation. Responses must be typed or completed in ink and submitted on the forms supplied by the Iowa DOT.

Responses must be signed and received prior to the opening date and time indicated on the Solicitation Response page or other specified areas throughout the solicitation document. The Responder's signed Response shall become the official Response to be considered for award.

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

A. Solicitation

1. **Opening:** The openings of responses are made public and conducted at the Iowa DOT, Ames complex unless otherwise specified. Responses received after the time of the opening will be returned unopened and considered non-compliant.
2. **Communications:** Questions concerning this solicitation should be directed to the purchasing agent listed on the Solicitation Response page. Inquiries can be written, phoned, or faxed. In all cases, written communication will take precedence over verbal communication.
3. **Bid Bond:** If required, the Solicitation Response page will indicate the fixed percent of the bid security based on the amount of the Bidder's bid. A Bid Bond 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 Bid Bond requirement. A properly completed and signed copy of the Bid Bond (*Form 131084*) must accompany the bid. **The Iowa DOT's Bid Bond form must be used; no other forms or formats will be accepted.**

4. **Pricing and Discount:** Unit prices shown in the response shall be quoted as the price per unit (e.g., gal., case, each, etc.) as requested in the solicitation. If there is a discrepancy between the unit bid prices, extended price, or total amount of response, the unit prices shall prevail. Unless otherwise indicated, prices shall be firm for the duration of the contract or purchase order. 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 responses and to waive irregularities or technicalities, provided such waiver does not substantially change the offer or provide a competitive advantage to any supplier(s) or provider. The Iowa DOT also reserves the right to accept that response which is deemed to be in the best interests of the state. Any unauthorized changes, additions, or conditional response including any ties to another response or any reservations about accepting an award or entering into a contract, may result in rejection of the response. Responses must remain available for award for thirty (30) days from opening date and time.
6. **Results & Disclosure:** Tabulation results will be posted on the Iowa DOT website at www.iowadot.gov/purchasing under the *Bid Award* link referencing the proposal number with an award recommendation indicated. At the conclusion of the selection process, the contents of all received 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 response.
7. **Quality of Goods:** 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 Solicitation 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 delivery charges shall be included in the response 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 7:00 a.m. and 3:00 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 responsible, responsive Responder whose Quotation, Bid or Proposal meets the requirements of the solicitation and is the most advantageous to the Iowa DOT. An Iowa company or individual will be given preference over an out-of-state company or individual when 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 solicitation 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 Contractor may not assign a contract to another party without written authorization from the Iowa DOT Purchasing Section. The Iowa DOT may offer a contract extension to the Contractor when a scheduled target date cannot be met.

4. **Consumer Price Index (CPI-U):** A CPI may be allowed as specified in the terms of the solicitation and at the discretion of the Iowa DOT based on currently posted CPI-U, US City Average, All Items – non seasonally adjusted unless otherwise specified. This applies each of any subsequent renewals, extensions, amendments issued under the contract for the duration of the contract.
5. **Payment Terms:** The Iowa DOT typically pays properly submitted 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 or contract number to be submitted for processing.
6. **Default (Supplier):** 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.
7. **Default (Contractor):** Failure of a Contractor other than a Supplier to meet any specified project completion deadline shall render the Contractor liable for all costs incurred by the Iowa DOT that were: a) necessary to meet said deadline; or b) necessary to complete said project after said deadline. 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 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, service provider 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 response, 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:** Responders to the solicitation must be an “Equal Opportunity Employer” as defined in the Civil Rights Act of 1964 and in Iowa Executive Order Number Thirty-four.
7. **Indemnification-Goods:** To the extent the goods are not manufactured in accordance with Iowa DOT’s designs, Supplier shall defend, indemnify and hold harmless Iowa DOT, its assignees, and other users of the goods from and against any claim of infringement of any letters patent, trade names, trademarks, copyright or trade secrets by reason of sale or use of any articles purchased. Iowa DOT shall promptly notify Supplier of any such claim.
8. **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.

9. **Iowa Open Records Law:** All Solicitation Responses are subject to terms and provisions of Iowa Code Chapter 22 Examination of Public Records (Open Records), specifically 22.7- Confidential Records.
10. **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.
11. **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 goods or services or both.
12. **Taxes:** Prices quoted shall not include state or federal taxes from which the state is exempt. Exemption certificates will be furnished upon request.
13. **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 Responder. Following termination upon notice, the Responder 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

Filters: Air, Coolant, Fuel, Hydraulic, Oil, Transmission & Misc.

Proposal No.:16632

Letting Date: August 17, 2016

Proposal Guarantee

Proposal guarantee is not required on this proposal.

Alternatives or Exceptions

Any requests for changes or exceptions to the instructions, specifications, or terms of this proposal must be submitted on the enclosed form "Bidder's Request for Alternatives or Exceptions." The form must specifically state the requested change or deviation and be accompanied by adequate supporting information to evaluate the request.

The completed "Bidder's Request for Alternatives or Exceptions" form must be received in sufficient time *prior* to the bid opening to evaluate and respond with appropriate action. **Due date for purchasing receipt of form is specified on the Alternatives or Exceptions form.** It is suggested that any requests for alternatives or exceptions be submitted either by e-mail, 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 exceptions or deviations, particularly those submitted just prior to the bid opening. **Do not submit the "Bidders Request for Alternatives or Exceptions" form with your bid.**

Samples

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

Approved Brands

The approved brands indicated have been used or tested and have proved to be satisfactory for the specific work environment. Bids will be accepted only on the approved brands. No alternatives will be accepted or tested for this proposal. Products may be considered for possible inclusion on the approved list for the

next contract period. To request approval, contact the purchasing agent listed on the front of the proposal form.

Product Literature

A complete set of catalogs, specification sheets, or other literature giving detailed information about the item bid might need to be provided to determine low bidder. The items shall be identified in the literature by make/model name or number. Modifications or deviations from the printed literature or accessory items not covered shall be described by a written statement, unless included in the information supplied on the Detailed Information Sheet if included with this proposal. This information would need to be provided within three (3) working days after notification from the Office of Procurement and Distribution.

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 the Office of Procurement and Distribution.

Ties and Reservations

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

Contract Award

Groups 1-6 award will be made for any one group or combination of groups. All items within a group must be bid to be considered for a group award. Group 7 items will be awarded by line item. DOT reserves the right to redirect the award of Items in Group 7 to provide administratively economical size contracts.

Contract Period

The successful bidder will be awarded a one (1) year contract with an option to renew for three (3) 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. The adjustment must 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 Location

Material shall be delivered to the Iowa Department of Transportation, Distribution Center, Receiving Department, 800 Lincoln Way, Ames, Iowa 50010.

Delivery Requirements

Delivery shall be no later than 30 calendar days after receipt of order.

Invoicing & Packing List

Each Packing list and invoice must reflect only the merchandise relating to one purchase order. Multiple orders may be shipped together but each order requires individual invoicing and packing list stating purchase order number.

Price Adjustment

Prices shall be held firm for the contract period.

Filter Application

Any filter that does not perform on a particular Iowa DOT application will be returned without a restocking charge. Vendor will be allowed one (1) opportunity to make a replacement and if this filter fails the line item will be deleted from the contract. Failure criteria will include but not limited to, application, leaking or size.

Political Subdivisions

The successful bidder for this proposal may provide units ordered by other political subdivisions of the State of Iowa with delivery times and additional transportation costs as applicable. Each political subdivision ordering units on this proposal will issue their respective purchase orders. Invoicing will be as requested by ordering subdivision.

Bidder _____

SEALED BID

LETTING DATE: August 17, 2016
PROPOSAL NO: 16632
PROPOSAL DESCRIPTION: FILTERS: AIR, COOLANT, FUEL, HYDRAULIC,
OIL, TRANSMISSION & MISC.

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



Bidders Request for Alternatives or Exceptions (BRAE)

Letting Date: August 17, 2016

Proposal No.: 16632

BRAE form due on or before: August 10, 2016

Item: Filters, Air, Coolant, Fuel, Hydraulic, Oil, Transmission, Misc

Spec. No.: _____

Request: _____

Bidder Proposes to furnish in lieu of above: _____

NOTE: The determination of acceptance of this BRAE request is only valid for the bid for which it was submitted. BRAE approvals received for this bid do not determine or set a precedent for what is acceptable in any other bid posted by the State of Iowa.

Email/Fax to:

Iowa Department of Transportation
Purchasing Section
Attention: Laura Linduski
Email:laura.linduski@dot.iowa.gov

Submitted By _____

Company _____

Address _____

City State Zip

Fax No.: 515-239-1538

Phone No. _____

Fax No. _____

=====

DOT USE ONLY

Approved _____

Disapproved _____

Reason _____

Signature: _____

Date: _____