

TREMONTON CITY REQUEST FOR BIDS & STATEMENT OF QUALIFICATIONS
FOR

**GENERAL LIABILITY, WORKERS COMPENSATION,
PROPERTY, AUTO & RELATED INSURANCE SERVICES**

February 3, 2010

Bids and Statements of Qualifications are due by:
Wednesday, February 24, 2010
5:00 p.m.

SEND OR DELIVER SIX (6) COPIES OF THE BIDS & STATEMENTS OF QUALIFICATIONS TO:

Darlene Hess, City Recorder
PO Box 100
102 South Tremont Street
Tremonton, UT 84337
Phone: 435-257-9505

SEND TECHNICAL INQUIRIES TO:

Shawn Warnke, City Manager
PO Box 100
102 South Tremont Street
Tremonton, UT 84337
Phone: 435-257-9504
Email: swarnke@tremontoncity.com

IMPORTANT NOTICE TO ALL RESPONDANTS: Tremonton City reserves the right to: disqualify incomplete Bids and Statements of Qualifications, waive minor defects as it deems applicable in the written Bids and Statements of Qualifications, request additional information from any Respondent, change or modify the scope of the project at any time without penalty, negotiate with one or more of the Respondents, reject any or all Bids without penalty, and take any steps necessary to act in the City's best interest. The City also reserves the unilateral right to order, in writing, changes in the work within the scope of services and changes in the time of performance of the services. Bids and Statement of Qualifications will not be considered for award if received by Tremonton City after the official closing date and time.

PART I- SERVICES.

INTRODUCTION

Tremonton City is soliciting Insurance Groups to provide insurance coverage and related insurance services for Tremonton City. It is Tremonton City's objective to secure an Insurance Group that can provide the following insurance coverage:

- General Liability
- Workers Compensation
- Property
- Auto Physical Damage

In addition to providing insurance coverage the City desires to have the following related services provided:

- Risk Management/Loss Prevention
- Claims Adjustment Services

The City is desirous to secure an Insurance Group with a proven track record in providing high quality insurance coverage with strengths in helping the City manage risk and provide claims adjustment services. As such Respondents are to provide Bids for insurance coverage along with Statements of Qualifications for providing services. Cost of insurance coverage is an important factor in selecting an Insurance Group but is not the only consideration.

LIMITS OF COVERAGES

Bids for insurance coverage shall have the following limits:

- **General Liability.** The City would like to evaluate two different options for general liability insurance coverage. Bids shall be submitted for both the following coverage:
 - No less than a \$2,000,000 per occurrence limit and no less than a \$2,000,000 aggregate limit.
 - No less than \$5,000,000 per occurrence limit and no less than a \$5,000,000 aggregate limit.

First Dollar Basis (no deductible) coverage is preferred. Additionally, "occurrence form" policies rather than "claims made" are required. Liability coverage should not be limited to but must include the following areas of coverage: General, Automobile; Employment Practices; Land Use Decisions; Law Enforcement; Sewer Backup; and Public Officials Errors & Omissions.

- **Workers Compensation.** Workers Compensation coverage is to comply with all statutory requirements of the State of Utah.
- **Property.** Coverage is to protect against risk of direct physical loss. Coverage is to contain all real and personal property with an agreed amount for coverage. The per occurrence deductible is preferred to be no more than \$1,000; higher deductibles may be considered if justified but are not preferred. Insurance Group is to arrange for a 3rd party property appraisal of all insured properties at no additional cost to Tremonton City as part of the coverage. Values from appraisal will be used to assist

in the establishment of values for all listed properties. Appraisals of all properties are to be conducted at a minimum of once every four years.

- **Auto Physical Damage.** Deductibles for Collision are preferred to be no more than \$500 and no more than \$250 for Comprehensive for all vehicles listed under \$100,000 in value; higher deductibles may be considered if justified but are not preferred. Deductibles for Collision and Comprehensive on all vehicles valued at greater than \$100,000 are preferred to be no more than \$1,000; higher deductibles may be considered if justified but are not preferred.

RELATED SERVICES

- **Risk Management/Loss Prevention.** Risk Management/Loss Prevention is an important related service to Tremonton City. The City places emphasis on risk management/loss prevention in its daily activities in providing municipal services. The City is desirous to find an Insurance Group that will place equal importance on Risk Management/Loss Prevention in providing insurance coverage to the City. As such the City would like to secure as a related service to the insurance coverage provided by an Insurance Group a full program to assist the City in managing risk and losses. Specifically, the City would like the program to include at a minimum the following:
 - **Training.** Safety and risk management training to employees, appointed and elected officials provided on site and off-site as well.
 - **Facility Inspections.** Annual inspections of City facilities by a qualified/credential individual along with a written report of their findings and recommendations as to how to improve the safety of City facilities for employees, appointed and elected officials, and the public at large.
 - **Personnel Policies and Procedures.** The City is in the process of updating its personnel policies and procedures. Ideally, the Insurance Group will have related services that will assist the City in updating its personnel policies and procedures that minimize or manage the following areas of risk: general liability; automobile usage; employment practices; law enforcement practices; sewer backup; and other policies and procedures. All policies and procedures shall be consistent with Utah Law.
- **Claims Adjustment Services.** Claims adjustment services are also an additional service that is important to Tremonton City. The claims adjustment services must represent Tremonton City's best interest in resolving claims. The City desires that the Insurance Group will protect the City interest by paying claims owed and defending those claims not owed. The City prefers that claims submitted by a 3rd party to be fully investigated by the Claims Adjuster. It is desired that the Insurance Group place emphasis on investigation and defense. Decisions regarding coverage, settlement, and when to litigate have a far reaching impact; as such the City would like to be informed throughout the process of claim filing, investigation, settlement, and even litigation. Direct access to Claims Adjuster is required.

LICENSES

The City requires that the Insurance Groups are licensed in the State of Utah to provide all of the aforementioned insurances.

TIMEFRAME

The procured insurance coverage is anticipated for being for a period of 12 months, beginning on July 1, 2010 and ending June 30, 2011. The Insurance Group must perform all work necessary to start the insurance coverage by these dates.

Continuing coverage is elected at the option of Tremonton City pertaining to the renewal of coverage. The City will consider renewing the coverage yearly at the beginning of the City's fiscal year (July 1). It is the City's intent to establish a partnership with the Insurance Group to provide services for a longer period of time.

Tremonton City reserves the right to terminate the insurance coverage at any time for the convenience of Tremonton City, without penalty or recourse. The Insurance Groups will be entitled to receive just and equitable compensation for services provided prior to the effective date of termination.

PART II- RESPONDING TO REQUEST FOR BIDS & STATEMENTS OF QUALIFICATIONS.

BIDS & STATEMENT OF QUALIFICATIONS DEADLINE

To be considered, please send or deliver six (6) copies Bids and Statement of Qualification in a sealed envelope properly addressed to Tremonton City, care of Darlene Hess and clearly marked with: 1) "Sealed Insurance Services Bids" and 2) Insurance Group's name and address on the envelope. Tremonton City will not be responsible for late delivery of improperly addressed envelopes. All bids must be completed in ink or typewritten. Fax or email copies will not be accepted. Responses must be received in Tremonton City Recorders Office for consideration no later than **5:00 p.m., Wednesday, February 24, 2010**. Bids and Statements of Qualifications received after this date will be disqualified regardless of postmark. All materials become the property of Tremonton City and may be returned at Tremonton City's option.

BIDS & STATEMENT OF QUALIFICATIONS OPENINGS

Bids and Statement of Qualifications shall be opened in private by two representatives from the Recorder's Office. The bids shall not become public information until after the selection has been made.

INSTRUCTION FOR RESPONDING TO THIS REQUEST FOR BIDS & QUALIFICATIONS

It is incumbent upon each Respondent to carefully examine these specifications, terms and conditions contained in this Request for Bids and Statements of Qualifications. Any clarification or additional information shall be made in writing to the appropriate person called out on the cover page. When appropriate the City will respond through written means.

If it becomes necessary to revise or amend any part of this Request for Bids and Statement of Qualifications, notice will be given to all Respondents who are registered. To register please send an email to dhess@tremontoncity.com with contact information sufficient to forward any amendments. Respondents must acknowledge receipt of the amendment in their submission. Each Respondent should ensure that they have received all amendments to this Request for Bids and Statement of Qualification prior to submission. Please check the Tremonton City web site at www.tremontoncity.com for any amendments.

BIDS & STATEMENT OF QUALIFICATIONS

The Bid and Statement of Qualifications shall be limited to 16 printed pages, single or double spaced, one side of the printed sheet only. Submitted Bid and Statement of Qualifications are preferred in the following format:

- I. Letter of Transmittal
- II. Executive Summary
- III. Bid Amount (FORM 2 Bid Breakdown)
- IV. Detailed Discussion

The Respondent may add additional information (printed pages) in an appendix for which there is no page limit; however, the City emphasis in reviewing the Statement of Qualifications will be on the first 15 pages.

Bids and Statement of Qualifications shall include the following contents:

Bids. Contained in Part V of this Request for Bids and Statement of Qualifications is the list of City's vehicle schedule and statement of values for property that is to be insured. The City has given its best efforts to determine City owned property that it desires to be insured. This schedule and statement of values are to be used to derive bids to be submitted. The City will use the submitted bids as one of the considerations for making its selection. It is required that after the City's selection has been made the Insurance Group will have an appraisal done on City owned property to insure the statements of values are correct at no additional cost to Tremonton City. The submission of a bid shall be done on: Submission of FORM 2 Bid Breakdown. A narrative shall be included that describes the limits of coverage associated with the submitted bid.

Statement of Qualifications. The Statement of Qualifications shall include the following information:

- **Qualification.** Provide a description of Insurance Group's profile and qualifications, resources, and approach to providing insurance coverage to Tremonton City.
- **Personnel.** Identify and provide a summary of the primary people assigned and responsible for Tremonton City's account. Include a Bio of the person or persons and the respective assigned responsibility to the account. Please include a description of the background and experience of the account manager, risk manager/loss control; claims adjuster; attorneys; and trainers etc. Bio should include the number of years performing this service, education, certifications, licenses, etc.
- **References.** Provide at least eight references of current or recent past entities in which the Insurance Group has provided services; references of governmental entities are preferred. Provide for each reference: Entities' name, contact name and title, address, telephone number, and email.
- **Financial Statements.** Provide Annual Report or Financial Statements for the past year of the entity that has the liability of paying out the claims in Tremonton City 's behalf.
- **Licenses.** Provide copies of professional licenses required for providing services.
- **Risk Management/Loss Prevention.** Provide qualifications, resources, and approach to providing risk management/loss prevention to Tremonton City. Provide a proposed schedule of risk management/loss prevent trainings that could be provided to the City employees and elected officials for the first year and training thereafter. Discuss the capability to provide inspections of Tremonton City facilities by a qualified individual and the ability to assist with creating personnel policies and procedures.
- **Claims Adjustments.** Provide qualifications, resources, and approach to claims adjustments including investigations, litigation, and settlement.
- **Miscellaneous.** Any unique suggestions or requirements that may be helpful in the analysis of the Bids and Statement of Qualifications.
- **Public Records Law Form.** Provide a signed copy of Submission of FORM 1 Public Records Law.

ACKNOWLEDGMENT

By the Respondents submission of a Statement of Qualifications to Tremonton City the Respondent is acknowledging that they understand and accept the terms contained in this Request for Statements of Qualifications.

FORM 1 Public Records Law

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

Upon selection of an Insurance Group, submittals become “public records” and shall be subject to public disclosure consistent with the Governmental Records Management Act. Those who submit must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

If you submit information exempt from public disclosure, you must identify with specificity which page(s)/paragraph(s) of your Bid & Statement of Qualification package is (are) exempt from the Governmental Records Management Act and identify the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly. By submitting a Bid & Statement of Qualification in response to this solicitation, you specifically agree to defend and indemnify Tremonton City, City Council, and its officers, employees and agents, and hold them harmless from any claim or liability and defend any action brought against them for their refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request therefore.

Company Name: _____

Authorized representative (printed): _____

Authorized representative (signature): _____

Date: _____

FORM 2 Bid Breakdown

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

I, _____ (Printed Name) on behalf of _____ (Print Company Name), provide Tremonton City with this Bid and agree to comply with requirements contained in the Request for Bids and Statement of Qualifications document.

Signature: _____ Printed Name: _____ Date: _____

GENERAL LIABILITY, WORKERS COMPENSATION, PROPERTY, AUTO & RELATED INSURANCE SERVICES

INSURANCE COVERAGES

- 1. General Liability.
 - a. \$2,000,000 (Option A) \$ _____
 - b. \$5,000,000 (Option B) \$ _____
- 2. Workers Compensation. \$ _____
- 3. Property. \$ _____
- 4. Auto Physical Damage. \$ _____
- Subtotal Option A (Not to Exceed Amount)** \$ _____
- Or
- Subtotal Option B (Not to Exceed Amount)** \$ _____

RELATED SERVICES*

- 1. Risk Management/Loss Prevention \$ _____
- 2. Claims Adjustment Services \$ _____
- Subtotal B (Not to Exceed Amount)** \$ _____
- Main Total- Option A (Not to Exceed Amount)** \$ _____
- Or
- Main Total- Option A (Not to Exceed Amount)** \$ _____

* The ideal vendor will provide related services at no additional costs

PART III- SELECTION PROCESS.

SELECTION PROCESS

Each Bid & Statement of Qualifications will be reviewed by a Selection Committee that may include but is not limited to elected officials, City staff members, and invitees of the City. The Selection Committee will evaluate the Bids & Statement of Qualifications on the considerations noted in this document. The Selection Committee may request the top Respondents to attend an interview and provide additional information to the Committee. A recommendation from the Selection Committee will be forward to the City Council for consideration and for the final selection. The City Council may also request the top Respondents to attend an interview and provide additional information.

AREAS OF CONSIDERATION IN THE SELECTION PROCESS

The selection of the successful Insurance Group will be based upon the following criteria:

- Quality of the services described in the Bid and Statement of Qualifications.
- Compliance with and information provided in this document and proposed scope of insurance coverage.
- The past experience with providing services of similar size and scope for entities (Utah governmental entities are preferred).
- The financial assets of the entity that has the liability of paying out the claims in Tremonton City's behalf.
- The satisfaction of entities current and past clients of similar size and scope (Utah governmental entities are preferred).
- Professional licenses required to perform work within the state of Utah.
- Determination of meeting all the requirements contained in Part IV- Requirements/Standards Governing the Bids and Statement of Qualifications.
- Cost and limits of insurance coverage.
- Personnel assigned to Tremonton City, their experience and qualifications, and demonstrated ability to provide services. Demonstrated accessibility of personnel to Tremonton City.
- Overall approach in claims adjustments which includes but is not limited to: investigations, litigation, and settlement.
- Overall approach in risk management/loss prevention which includes but is not limited to: personnel policies and procedures; evaluation of City facilities for hazards; training provide onsite for City employees; and training provided offsite for City employees.
- All other criteria deemed pertinent by the Selection Committee and City Council in review of the Bids and Statements of Qualifications.
- Demonstrated attention to detail.

DISCLAIMER

Tremonton City reserves the right to disqualify incomplete Bids and Statement of Qualifications, waive minor defects, as it deems applicable, in the written Bids & Statement of Qualifications, to request additional information from any Respondent, change or modify the scope of the service at any time, without any penalty, negotiate terms with one or more of the Respondents including cost associated with insurance coverage, reject any or all Bids and Statement of Qualifications, without a penalty, and take any steps necessary to act in the City's best interest. Tremonton City is not bound to accept the lowest total Bid.

Tremonton City reserves the right to award the insurance coverage to multiple Insurance Groups, by line item. Tremonton City will not provide any reimbursement for the cost of developing or presenting materials in response to this Request for Bids and Statement of Qualification.

The City reserves the right to discuss and negotiate with other Insurance Groups after the City Council's initial selection, if during the finalizing of the vehicle schedule and statement of values, the City in its sole judgment decides that the selected Insurance Group has significantly changed the cost of providing services such that the City may not be receiving the best value for services provided.

PART IV- REQUIREMENTS/STANDARDS GOVERNING THE BIDS AND STATEMENT OF QUALIFICATIONS.

SCOPE: The following terms and conditions, including in Part IV- Requirements/Standards Governing the Bids and Statement of Qualifications shall govern the submission of the Bids and Statement of Qualifications. Any conflict with the terms and conditions contained in Part IV- Requirements/Standards Governing the Bids and Statement of Qualifications and other documents shall be controlled by the stricter term or condition. The City reserves the right to reject any Bids and Statement of Qualifications, which takes exception to the terms or conditions in Part IV or other sections of this document.

COMPLETING BIDS AND STATEMENT OF QUALIFICATIONS: Bids and Statements of Qualifications must be submitted with the required forms herein and all forms must be completed in accordance with the instructions. Any and all corrections and/or erasures must be initialed and dated by the Respondent. Each Bid and Statement of Qualifications must be manually signed in ink by an authorized Respondent and all required information must be provided. Each Respondent may submit only one (1) Bid and Statement of Qualifications. The contents of the Bid and Statement of Qualifications submitted by the successful Respondent will become part of any awarded as a result of this request.

CONFIDENTIALITY OF BID AND STATEMENT OF QUALIFICATIONS INFORMATION: Each Bid and Statement of Qualification must be securely sealed to provide confidentiality of the Bid and Statement of Qualifications information prior to the Bid and Statement of Qualifications opening. The submitted Bid and Statement of Qualifications envelope must be prominently marked in the lower left hand corner "Sealed Insurance Services Bids" along with the Bids and Statement of Qualifications submission date and time. Failure to mark Bid and Statement of Qualifications envelopes as required is cause for Bid and Statement of Qualifications at the City's election to reject the submission as it may be inadvertently opened as routine correspondence prior to the time and date set for the Statement of Qualifications submission.

All Bids and Statement of Qualifications become public information after the Bids and Statement of Qualifications opening and are available for inspection by the general public and at the appropriate time in accordance with the Government Records Management Act.

REQUEST FOR INFORMATION: Any request for clarification or additional information deemed necessary by any Respondent to present a proper Bid and Statement of Qualifications shall be submitted in writing to Tremonton City, PO Box 100, 102 S. Tremont Street, Tremonton UT 84337. To be considered, any such request must be received in time to allow for the City sufficient time to prepare and disseminate a written response. When appropriate, as determined at the sole discretion of Tremonton City, valid requests received in accordance with the foregoing will be responded to in writing from the City in the form of an addendum addressed to all prospective Respondents.

ADDENDUM: All changes in connection with this request for Bids and Statement of Qualifications will be issued by the City's in the form of a written addendum. Signed acknowledgment of receipt of each addendum should be submitted with the Bid and Statement of Qualifications response.

TAX EXEMPT: Tremonton City is exempt from federal and state taxes. DO NOT include taxes in the Bids.

CONDITIONAL BIDS AND STATEMENT OF QUALIFICATIONS: Conditional Bids and Statement of Qualifications are subject to rejection in whole, or in part, at the sole discretion of Tremonton City.

LATE BIDS AND STATEMENT OF QUALIFICATIONS AND MODIFICATIONS OR WITHDRAWALS: Bids and Statement of Qualifications received after the date and time indicated on the cover sheet shall not be considered and shall be returned (unopened if sealed) if the Respondent is identified on the Bid and Statement of Qualifications envelope. Bids and Statement of Qualifications may be withdrawn or modified in writing prior to the Bids and Statement of Qualifications submission deadline. Bids and Statement of Qualifications that are resubmitted or modified must be sealed and submitted to the City prior to the Bids and Statement of Qualifications submission deadline. After Bids and Statement of Qualifications opening no changes in Bid prices or other provisions of Bids and Statement of Qualifications prejudicial to the interest of the City or fair competition shall be permitted.

BIDS AND STATEMENT OF QUALIFICATIONS BINDING: All Bids and Statement of Qualifications submitted shall be binding upon the Respondent if accepted by Tremonton City within ninety (90) calendar days of the Bids and Statement of Qualifications submission date. Negligence upon the part of the Respondent in preparing the Bids and Statement of Qualifications confers no right of withdrawal after the time fixed for the submission of Bids and Statement of Qualifications.

NEGOTIATION: The City reserves the right to negotiate any and all elements of submitted Bids and Statement of Qualifications.

TIME LIMIT: The Respondent must successfully take necessary actions required by Tremonton City within the specified time after the City's notification to take necessary actions. If the Respondent fails to take other necessary action within the required time, award to that Respondent may be withdrawn and award made to another Respondent.

CODES AND REGULATIONS: All deliverables and work within the scope of this request shall be completed by the Respondent in conformance with all applicable codes and regulations.

SAFETY: All practices and goods furnished as a result of this request shall comply with the federal Occupational Safety and Health Act, as well as any pertinent federal, state and/or local safety or environment codes.

NON-LIABILITY: The Respondent shall not be liable for delay or failure to deliver services when such delay or failure is the result of fire, flood, strike, act of God, act of government, act of an alien enemy or by any other circumstances which, in Tremonton City's opinion, is beyond the control of the Respondent. Under such circumstances, however, Tremonton City may cancel the relationship if such action is deemed to be in the best interest of the City.

ASSIGNMENT OF RIGHTS: Successful Respondent shall not assign, transfer, convey or otherwise dispose of any rights derived from this request or interest in or to the same, or any part thereof, without the previous written consent of Tremonton City.

INVOICE: Invoices shall be prepared and submitted in duplicate to Tremonton City, PO Box 100, 102 S Tremont Street, Tremonton UT 84337.

COLLUSIVE BIDS AND STATEMENT OF QUALIFICATIONS: The Respondent certifies, by submission of a Bid and Statement of Qualification, that their Bid and Statement of Qualification is made without any previous understanding, agreement or connection with any person, firm or corporation making a Bid and Statement of Qualifications for the same products or services with prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. Any evidence of collusion among Respondents and prospective Respondents acting to illegally restrain freedom of competition by agreement to offer a fixed price, or otherwise, will render the Bids and Statement of Qualifications of such Respondent void.

CONFLICT OF INTEREST: The award hereunder is subject to provisions of Utah State Statutes and Tremonton City ordinances and policies. All Respondents must disclose with their Bids and Statement of Qualifications the name of any officer, director, or agent who is also an employee or official of Tremonton City, Utah. Further, all Respondents must disclose the name of any Tremonton City employee or official who owns, directly or indirectly, any interest in the Respondent's firm or any of its branches.

No person involved in making the award decisions may have personal investments in any business entity that will create a substantial conflict between their private interests and their public duties. Any person involved in making procurement decisions is guilty of a felony if the person asks, receives, or offers to receive any emolument, gratuity, contribution, loan, or reward, or any promise thereof, either for the person's own use or the use of benefit of any other person or organization from any person or organization interested in selling to the City.

DISCLAIMER OF LIABILITY: Tremonton City or any of its agencies will not hold harmless or indemnify any Respondent for any liability whatsoever.

HOLD HARMLESS: The Respondent agrees to protect, defend, indemnify, and hold the Tremonton City, and its officers, council members, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission, or negligent act of the Respondent, its agents, employees or representatives, in the performance of the Respondent duties under any agreement resulting from award of this Bid and Statement of Qualifications. The Respondent further shall agree to investigate, handle, respond to, provide defenses for and defend any such claims, etc., even if such claim in groundless, false or fraudulent.

ANTI-DISCRIMINATION CLAUSE: No Respondent of the Request for Bids and Statement of Qualifications shall in any way, directly or indirectly, discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.

ACCURACY OF BIDS AND STATEMENT OF QUALIFICATIONS: It is necessary that any and all information presented is accurate and will be that by which the Respondent will complete the work or take other necessary action. If there is a discrepancy between the unit price and extended total, the unit price will prevail. If there is a discrepancy between the estimated quantities of work and actual quantities, the estimated quantities shall prevail.

PUBLIC RECORD: Tremonton City is governed by the Governmental Record Management Act (except from exemptions allowed by state law). Information or data pertinent to the Respondent's Bid and Statement of Qualifications of a confidential nature must be bound and placed in a separate sealed envelope and included with each copy of the Respondent's Bid and Statement of Qualification. Tremonton City requests that a minimum amount of confidential material be used by the Respondent in preparing responses to the Bid and Statement of Qualifications. Materials consisting merely of general descriptive information will not be considered confidential under any circumstances.

SUBSTITUTIONS: No substitutions will be accepted for goods proposed after award, without the prior approval of Tremonton City. Any substitutions allowed will be supplied at no more than the Bid prices.

DISCOUNTS: Any and all discounts must be incorporated as a reduction in the Bid price and not shown separately. The price as shown on the Bid shall be the price used in determining award or awards.

INCURRED EXPENSES: This Request for Bids and Statement of Qualifications does not commit Tremonton City to make an award, nor shall the City be responsible for any cost or expenses which may be incurred by any Respondent in preparing and submitting any offer.

SILENCE OF SPECIFICATIONS: The apparent silence of these specifications or any supplemental specifications as to details or the omission from same of any detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship shall be first quality. All interpretations of specifications shall be made upon the basis of this statement. All specifications shall seek to promote overall economy and best use for the purpose intended and encourage competition in satisfying the City's needs.

NO WAIVER OF FUTURE RIGHTS: No provision in this document or in the Respondent's Bid and Statement of Qualifications shall be construed, expressly or by implication, as a waiver by Tremonton City of any existent or future right and/or remedy available by law in the event of any claim or default.

BIDS AND STATEMENT OF QUALIFICATIONS DISCLAIMER. Tremonton City reserves the right to disqualify incomplete Bids and Statements of Qualifications, waive minor defects, as it deems applicable, in the written Bids and Statement of Qualifications, to request additional information from any Respondent, change or modify the scope of the project at any time, without any penalty, negotiate terms with one or more of the Respondents, reject any or all Bids and Statement of Qualifications, without a penalty, and take any steps necessary to act in the City's best interest. The City also reserves the unilateral right to order, in writing, changes in the work within the scope of the work and changes in the time of performance of the work.

SUSPENSION & TERMINATION. Through written notification the City may order an immediate suspension of work with or without cause. The relationship may be terminated at any time by Tremonton City.

PART V- VEHICLE SCHEDULE & STATEMENT OF VALUES.

Please note that the City has put forth its best effort to provide as much information as possible in this section. The City cannot provide any additional information at this time. Please use your Insurance Group's professional expertise in deciding how best to accurately quote a bid for the requested limits of coverage in this Request for Bids and Statements of Qualifications based upon the information contained in this section.

Current as of: 01/22/2009

TREMONTON CITY VEHICLE SCHEDULE

Year	Make	Model	VIN	Cost	Department	Dept #.	Liability	Damage
1996	Ford	E-350 Ambulance	1FDKE30F0THB52166	\$83,690.00	Fire Dept	A-32	Yes	No
2001	Ford	E-456 Ambulance	1FDXE45F81HB03654	\$95,000.00	Fire Dept	A-31	Yes	No
2001	Ford	Crown Victoria	2FAFP71W41X127411	\$25,215.00	Seniors	X6	Yes	No
1995	International	Dump. Truck	1HTSDAAN7SH603631	\$55,965.00	Public Works	326	Yes	No
1996	Ford	Ranger	1FTCR14U1TPA76912	\$16,336.00	Recreation	62	Yes	No
2001	Ford	F-150	1FTRX18L31NA24319	\$23,382.00	Recreation	51	Yes	No
1994	Chev	Pick-up	1GCCS19Z0R8221675	\$	Public Works	13	Yes	No
2001	Chev	Silverado	1GCEK19VX1 E206080	\$24,152.00	Public Works	334	Yes	No
1994	Dodge	RMW Van	2B5WB35Y8RK581742	\$	Pantry	X2	Yes	No
1993	Ford	F350	2FDLF47G4PCB16161	\$	Public Works	324	Yes	No
1996	Ford	COFF15 Truck	2FTEF14N6TCA25692	\$18075.00	Public Works	331	Yes	No
1996	Ford	COFF15 Truck	2FTEF14NXTCA25694	\$18,075.00	Public Works	330	Yes	No
1999	Dodge	Ram BR 3500	3B6MC3650XM539131	\$25,437.00	Public Works	332	Yes	No
1980	GMC	Van	TGM35A4509524	\$	Public Works	133	Yes	No
1995	Holden	TDO-25 Trailer	12HTD2928SS104658	\$	Public Works	329	Yes	No
1981	Chev	Crash Truck	1GCEK24L8BF381161	\$	Recreation	U-31	Yes	No
2000	International	Fire Pumper	1 HTSDADR5YH254427	\$470,955.00	Fire Dept	E-33	Yes	Yes
1995	Emergency	Fire Truck	4ENRAAA88S1005281	\$215,000.00	Fire Dept	E-31	Yes	Yes
1938	La France	Pumper	AEF757	\$	Fire Dept	E-35	Yes	No
2002	Dodge	Neon	1B3ES16C02D605298	\$11,326.00	Seniors	X4	Yes	No
2002	Dodge	Neon	1B3ES16C12D605293	\$11,326.00	Seniors	X5	Yes	No
2003	Chev	Silverado 2500	1GBHK24U53E202057	\$19,173.00	Public Works	335	Yes	Yes
2003	Chev	S-10 Pickup	1GCDT19X838275507	\$21,000.00	Police	T-27	Yes	No
2004	Ford	Crown Victoria	2FAFP71W24X120428	\$21,000.00	Police	T-29	Yes	No
2000	Int'l	4900 Truck	1 HTSDADR5YH256999	\$	Public Works	336	Yes	No
2005	Chev	Impala	2G1WF52K159152346	\$24,000.00	Police	T-31	Yes	No
2004	Ford	E-450 Ambulance	1FDXE45P04HB10501	\$107,400.00	Fire Dept	A-34	Yes	No

2005	Chev	Impala	2G1WF55K959215835	\$21,541.00	Police	T-32	Yes	No
2005	Ford	Crown Victoria	2FAFP71W75X178259	\$27,000.00	Police	T-33	Yes	No
2001	Int'l	2574 Dump Truck	1HTGGAET01 H345358	\$73,000.00	Public Works	337	Yes	No
2006	Chevy	Silverado Ext Cab 4WD	1GCEK19Z36Z213410	\$21,738.00	Public Works	339	Yes	No
2006	Ford	Crown Victoria	2FAFP71W26X162682	\$21,700.00	Police	T-34	Yes	Yes
2007	Chev	Silverado Classic Crew 4-Dr	1GCHK23U37F126318	\$27,080.00	Public Works	340	Yes	Yes
2007	Chevy	Silverado Classic Crew 4-Dr	1GCHK23U67F126006	\$27,080.00	Zoning	52	Yes	No
1990	Chevrolet	Flatbed Truck	1GBHK34N8LE170736	\$	Public Works	H-31	Yes	No
2007	Chev	Impala	2G1WS55R979186347	\$18,440.00	Police	T-35	Yes	Yes
1991	Chevrolet	Suburban	1NGGV26K8MF131966		Fire Dept	E-36	Yes	No
2007	Chevy	Impala	2G1WS55R579415493	\$18,346.00	Police	T-36	Yes	Yes
2007	Dodge	Charger	2B3KA43H87H817853	\$20,887.00	Police	T-38	Yes	No
2008	Dodge	Grand Caravan	2D8HN44H58R104840	\$25,190.00	Senior Center	X7	Yes	No
2008	Aerial Fire Truck	Fire Truck	4S7AX2C958C060273	\$719,985.00	Fire Dept	L31	Yes	Yes
2008	TC Trecker	TraileTC6101-V	1W200E1284070839	\$2,094.00	Fire Dept	H32	Yes	No
2008	Toyota	Tundra	5TBVDV54188S523089	\$29,208.00	Police	T-39	Yes	Yes
2008	Chevrolet	CC4V042	1GBE4V1918F406788	\$144,000.00	Fire	A-33	Yes	Yes
2008	American LaFran	Condor	5SXAAMDT38RZ66887	\$182,000.00	Public Works	341	Yes	Yes
1985	Kenworth	COEL70	3NMSH58XOFF701783	\$15,000.00	Fire Dept	E-32	Yes	Yes
2005	Chevrolet	K1500	1GCEK19B652256916	\$12,859.00	Recreation	342	Yes	No
2009	Dodge	Charger	2B3KA43T89H519309	\$21,666.00	Police	T40	Yes	Yes
2009	Dodge	Ram 1500	1D3HV3P19S719804	\$26,025.00	Police	T41	Yes	Yes
2007	Wells	Utility Trailer	1WF200E1574065617	\$2,395.00			Yes	Yes
2006	Crossroads	Zinger	4VOTC30296B007345	\$20,000.00			Yes	Yes
2010	Toyota	Tundra	5TFUM5F10AX004805	\$28,000.00	Police		Yes	Yes
2006	Chevy	Silverado Ext Cab 4WD	1GCEK19Z16Z212658	\$21,738.00	Public Works	338	Yes	No

Current as of: 08/26/2009

TREMONTON CITY STATEMENT OF VALUES

BUILDING

<u>Property</u>	<u>Construction Type</u>	<u>Location</u>	<u>Sq. Footage</u>	<u>Year Built</u>	<u>Value</u>
Bowery-Library	Steel Frame	200 N Tremont	300	1992	\$11,900
Bowery-North	Wood Frame	100 W 600 N	1800	1972	\$54,300
Bowery-South	Steel Frame	700 W 700 S	1500	1994	\$55,200
Chlorine/Polymer Bldg	C/HCB	1200 S 300 E	589	1995	\$207,700
Civic Center	JM/Brick	102 S Tremont	11,150	1971	\$840,900
Clarifier	C/Concrete	1200 S 300 E	2376	1980	\$265,300
Clarifier	C/Concrete	1200 S 300 E	1590	1980	\$209,100
Compost Facility	Steel/Metal	1200 S 300 E	10200	1995	\$772,800
Cook Shack	JM/HCB	100 W 600 N	430	1990	\$26,300
Digesters(2)	C/HCB	1200 S 300 E	5427	1980	\$934,200
Fire Station	Steel/Metal	102 S Tremont	9180	1975	\$756,500
Library	JM/Brick	200 N Tremont	2600	1929	\$386,300
New City Shop	Conc/Steel	1200 S 300 E	17,947	1999	\$1,064,300
New Pantry	Metal	180 S Tremont	7,700	2008	\$288,000
New Senior Center	Frame	510 W 1000 N	9,500	2008	\$847,900
Office Building	F/Wood	1200 S 300 E	500	1980	\$25,800
Pie Shack North	JM/HCB	100 W 600 N	100	1975	\$2,700
Police Department Bldg	Masonry	125 S 100 W	4,800	1982	\$222,500
Pumphouse #1	C/HCB	1200 S 300 E	144	1995	\$77,000
Pumphouse #2	C/HCB	1200 S 300 E	221	1995	\$86,600
Rec Maintenance Bldg	Metal	614 N 1000 W	720	1976	\$14,500
Rec Office Bldg	Metal	614 N 1000 W	2,400	1976	\$72,000
Rec Storage Bldg	Metal	614 N 1000 W	336	1976	\$6,800
Restroom-North	JM/HCB	100 W 600 N	400	1996	\$51,500
Restroom-South	JM/HCB	700 W 700 S	400	1996	\$51,500
Shop/Filter	JM/HCB	1200 S 300 E	4179	1980	\$1,194,400
Water Tank		1500 N 2300 W		2002	\$609,500
WWTP Off/Hdwrks/Cntrl	C/HCB	1200 S 300 E	2165	1963	\$427,000
WWTP Storage Facility	F/Metal	1200 S	1500		\$57,000

CONTENT

<u>Property</u>	<u>Value</u>	<u>Location</u>	<u>Type</u>
Chlorine/Polymer Bldg	\$52,787.50	1200 S 300 E	Contents
Civic Center	\$335,095.05	102 S Tremont	Contents
Cook Shack	\$6,017.78	100 W 600 N	Contents
Digesters (2)	\$71,368.70	1200 S 300 E	Contents
Fire Station	\$235,115.53	102 S Tremont-Rear	Contents
Library	\$316,725.00	200 N Tremont	Contents
New City Shop	\$44,468.19	1200 S 300 E	Contents
New Pantry	\$90,000.00		Contents End
Office Bldg	\$11,929.98	1200 S 300 E	Contents
Pie Shack-North	\$1,372.48	100 W 600 N	Contents
Police Department	\$30,000.00	125 S 100 W	Contents
Rec Mntnce Bldg	\$3,900.00		Contents End
Rec Office	\$11,400.00		Contents End
Rec Storage Bldg	\$11,400.00		Contents End
Senior Citizen Center	\$416,915.68	150 S Tremont	Contents
Shop/Filter	\$16,364.13	1200 S 300 E	Contents
WWTO Off/Hdwrks/Cntrl	\$24,915.70	1200 S 300 E	Contents

CONTRACTORS EQUIPMENT

<u>Property</u>	<u>Value</u>	<u>Manufacture</u>	<u>Serial Number</u>	<u>Year</u>
Case DX45 Mowing Tractor	\$31,598.00	Case	HBA016389	2005
John Deere 35D Hydraulic Excavator	\$28,253.00	John Deere	FF035DX237496	2007
Sewer Cleanout Machine Model 747-FR2000	\$26,900.00			

ELECTRONIC DATA PROCESSING EQUIPMENT

<u>Property</u>	<u>Value</u>
Shortel Phone System	\$47,500.00
Spillman Software	\$49,886.00