



## BID PACKAGE

CITY OF BEVERLY HILLS  
OFFICE OF THE CITY CLERK, ROOM 290  
455 NORTH REXFORD DRIVE  
BEVERLY HILLS, CALIFORNIA  
90210 (310) 285-2440

### LEGAL NOTICE - BIDS WANTED

Sealed proposals are requested on the list of materials, supplies, equipment or services set forth herein, subject to all conditions outlined in the Proposal Document, including:

- SECTION I:** REQUEST FOR BIDS
- SECTION II:** GENERAL INFORMATION AND INSTRUCTION
- SECTION III:** DETAIL SPECIFICATIONS
- SECTION IV:** BID FORM

***(IF YOU CHOOSE NOT TO SUBMIT A BID, PLEASE COMPLETE PAGE 30)***

Sealed proposals will be received only at the **Office of the City Clerk**, 455 North Rexford Drive, Room 290, Beverly Hills, CA 90210 until 2:00 p.m. local time, on the dates hereinafter stated at which time they will be opened and publicly read for furnishing the materials, supplies, equipment or services or for supplying the materials, and/or providing labor for the repair, construction or improvement as the case may be, as indicated by the items hereunder listed and in accordance with the applicable specifications.

### SECTION I – REQUEST FOR BIDS

**Date of Request: May 1, 2014**

**Bid Number: 14 - 32**

**Item Description: VALVE OPERATOR/VACUUM UNIT, TRUCK-MOUNTED**

**Bid Opening: May 15, 2014 @ 2:00 PM**

All bids must be delivered by the specified opening time of the bid. Bids arriving after the specified hour will not be accepted. Mailed bids, which are delivered after the specified hour will not be considered regardless of postmarked time on the envelope. All bids must be in writing and must contain an original signature by an authorized officer of the firm - Electronic bids (telephone, FAX, etc.) are **NOT** acceptable.

**BID DEPOSIT - NONE REQUIRED WITH THIS BID**  
**PERFORMANCE BOND AND PAYMENT BOND - NONE REQUIRED WITH THIS BID.**  
**THE CITY RETAINS THE RIGHT TO REJECT ANY AND ALL BIDS WITHOUT CAUSE AND/OR ELECT NOT TO AWARD A BID.**

**CITY OF BEVERLY HILLS**  
**SECTION II - GENERAL INFORMATION AND INSTRUCTION**

1. Bid deposits of unsuccessful bidders will be returned after the bid has been awarded. A successful bidder's bid deposit will be returned after he has entered into a written contract, or after a performance bond, if required, has been executed and accepted by the City.
2. The vendor's proposal may be withdrawn at any time prior to the bid opening. No proposal may be withdrawn after the bid opening. Violation of this policy may cause forfeiture of the bid deposit and removal from qualified Bidder's List.
3. Bidders are advised to become familiar with all conditions, instructions and specifications governing this bid. Once the award has been made, a failure to have read all the conditions, instructions and specifications of this contract shall not be cause to alter the original contract or for vendor to request additional compensation.
4. Bidders agree to defend and save the City from and against all demands, claims, suits, costs, expenses, damages and adjustments based on any infringement of any patent relating to goods specified in this contract.
5. Successful bidder shall not assign the contract, or subcontract the whole or any part of the contract without written consent of the City. Such consent shall neither relieve the bidder from his obligation nor change the terms of the contract.
6. The City shall have the right to inspect any material specified herein. Equipment, supplies or services that fail to comply with the specifications herein regarding design, material or workmanship are subject to rejection at the option of the City. Any materials rejected shall be removed from the premises of the City at the expense of the vendor.
7. Bidder shall state the nature and period of any warranty or guarantee. Manufacturer's specifications shall be submitted with the bid and shall be considered a part of this contract where such specifications meet the minimum of the City specifications.
8. Each bidder shall submit in full this completed original BID DOCUMENT and all necessary catalogues, descriptive literature, etc., needed to fully describe the materials or work he proposes to furnish.
9. Bidders shall state the delivery date for commodities in terms of calendar days after notification of award. Where the contract calls for performance of labor, the bidder shall also state the number of calendar days required for completion after notification of award.
10. Cash discounts shall be considered in the evaluation of the bids, except that payment periods of less than thirty (30) days will not be considered in award of this bid. Where cash discounts are offered, the discount date shall begin with the invoice date or delivery date to the City, whichever is later.

11. Upon the award of the bid to the successful bidder, **if** insurance is required by the terms of this bid, the City will require evidence of such coverage be furnished within fourteen (14) days of notification of bid award. The amounts and types of coverage will be specified in Section IV of this bid. **All insurance forms must be in a format acceptable to the City.**
12. The Contractor agrees to indemnify, defend and hold harmless the City, City Council and each member thereof, and every officer, and employee of the City, from any liability or financial loss including, without limitation, attorneys fees and costs, arising in any manner whatsoever from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Contractor, or any person employed by Contractor, including agents and independent contractors, in the performance of this agreement.
13. Every supplier of materials and services and all contractors doing business with the City shall be an "Equal Opportunity Employer" as defined by Section 2000 (E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11375, and as such shall not discriminate against any other person by reason of race, creed, color, religion, age, sex or physical or mental handicaps with respect to the hiring, application for employment, tenure, terms or conditions or employment of any person.
14. Prices quoted herein must be firm for a period of not less than ninety (90) days after date of bid opening.
15. Bids calling for other than a "lump sum" total bid may be awarded by single item, by groups of items, or as a whole, as the City deems to be in the best interest of the City.
16. The City will be the sole and exclusive judge of quality, compliance with bid specifications or any other matter pertaining to this bid. The City reserves the exclusive right to award this bid in any manner it deems to be in the best interest of the City.
17. Quantities specified in Section III are approximate only, the City reserves the right, within the period for delivery to increase or decrease the quantity ordered and upon mutual agreement after the period specified for delivery, order additional quantities of items bid.
18. "Contractor shall cooperate with the City in all matters relating to taxation and the collection of taxes. It is the policy of the City to self-accrue use tax associated with its own purchases. The City requests that its contractors self-accrue their use tax, **when applicable**, and report the use tax to the State Board of Equalization with a City-assigned permit number. The City's own use tax which is self-accrued by the City will be remitted to the State of California pursuant to the City's permit with the State Board of Equalization."
19. For any questions regarding this bid, please contact Craig Crowder ([ccrowder@beverlyhills.org](mailto:ccrowder@beverlyhills.org), or 310.285.2484).

## SECTION III – DETAILED SPECIFICATIONS

### SUBSECTION A - TECHNICAL NOTES

IN EVENT OF CONFLICT, THE FOLLOWING SPECIFICATIONS SHALL PREVAIL OVER GENERAL INSTRUCTIONS CONTAINED ELSEWHERE IN THIS BID.

IMPORTANT NOTICE - THIS SECTION III, SUBSECTION A, COMPLETED WITH REQUIRED INFORMATION AND/OR BIDDER'S EXCEPTIONS MUST BE ATTACHED TO AND RETURNED WITH SECTION IV - BID FORM.

BIDDER MUST EXPLAIN IN DETAIL ALL ITEMS OFFERED WHICH DO NOT CONFORM TO SPECIFICATIONS CONTAINED HEREIN. IF NO EXCEPTIONS ARE LISTED, IT WILL BE ASSUMED BIDDER IS BIDDING "AS SPECIFIED."

SPECIFICATIONS FOR A NEW AND UNUSED  
TRUCK-MOUNTED VALVE OPERATOR/VACUUM UNIT

BIDDER'S EXCEPTIONS

#### PART A: GENERAL REQUIREMENTS

##### I. Intent & Background Information

- a) The intent of this specification is to define the minimum performance and technical requirements for a truck-mounted valve operator and vacuum unit machine.
- b) In all cases the completed machine must conform to all Federal, State, and local laws, applicable to safe and proper functioning of this type of equipment.
- c) Bidders are required to state their compliance to these specifications at the end of each section. Any deviations, changes or exceptions must be noted.
- d) Truck chassis and chassis-mounted equipment furnished to the City of Beverly Hills shall be the latest model and unused. Remanufactured component/s will not be accepted. All equipment and components shall be serviced and ready for operation upon delivery.
- e) Equipment will be utilized by the Department of Public Works & Transportation Water Distribution Maintenance Division in the maintenance of the City's water-distribution infrastructure. As such, equipment shall be able to withstand the rigors of an operation typically performed in a municipal environment.

- f) Equipment shall be capable of safely clearing the parking structure's maximum height clearance of 8 feet and 2 inches.

**PART B: TRUCK CHASSIS**

**I. Cab & Chassis Specifications**

- a) Ford F450 SD XL Trim, to include all manufacturer standard equipment, unless specifically noted otherwise. Ford is desired for fleet standardization.
- b) CA: 60". Wheelbase and other chassis dimensional specifications that provide the most efficient and safe load distribution are to be determined by vendor.
- c) Dual rear wheels.
- d) Standard V8 gasoline engine. California emission.
- e) 5-speed automatic transmission.
- f) 4-wheel disc brakes with ABS.
- g) Manual A/C
- h) Standard vinyl seat.
- i) Standard audio.
- j) Heavy-duty black vinyl floor covering.
- k) Heavy-duty floor mats.
- l) Manual-telescoping mirrors.
- m) Trailer tow package, 2" rear receiver, 2 "D" rings and 7-blade RV trailer connector.
- n) Trailer hitch, 2" combination ball / pintle with lock pin.
- o) Running boards, cab-access, original equipment Ford, black, mounted both sides.
- p) Full size spare tire and wheel.

**PART C: CHASSIS-MOUNTED EQUIPMENT**

**I. Industrial Vacuum Unit**

- a. Pacific-Tek Model PV-150 Vacuum Unit. To be installed and operationally tested by Pacific Tek (no exception).
- b. Self-contained skid-mounted vacuum system with all components mounted and suitable for truck bed mounting. Tank to have 150-gallon usable capacity. Tank and frame to be sandblasted and

- white 2-part epoxy paint coated. Skid shall have stainless angled deflector for tank drain. Deflector shall extend down to cover full bed side rail.
- c. **Engine:** Gasoline, 20 HP, air-cooled with electric start, battery, and built-in charging circuit. Fuel tank with minimum capacity of 3 gallons to be mounted on skid. Gauges to include engine hour and tachometer.
  - d. **Battery:** 12 volt mounted to skid.
  - e. **Vacuum Pump:** Positive displacement blower type with acoustical/ baffled heavy-duty silencer with raincap which is mounted remote from blower. Minimum output capacity to be 325 CFM and 15" of vacuum. Blower must be belt driven from engine.
  - f. **Storage Tank:** 150-gallon capacity. Rolled and welded from 3/16" thick steel with hinged 6-lug "zero-leak" hatch. Must have internal deflector baffle and water check valve. Tank is a horizontal design mounted at a 17 degree angle with full diameter opening for easy emptying. Vacuum line inlet to tank to be at least 3" diameter.
  - g. Unit to have multi-port water flush system in tank with garden hose fitting and valve.
  - h. **Filter Assembly:** To be remote from tank with easy access and end cover. One piece filter element to be of washable pleated steel and 10 micron polyester textile with molded ends. Centra Clean Filter system included.
  - i. **Vacuum Hose and Wand:** Hose to be 3" diameter flexible unit and must be at least 25 ft. long. Wand to be at least 3" diameter and of non-conductive material such as ASTM F628 foam core pipe. Replacement material to be commercially available from local hardware supplier. Pickup tube to be fitted with 2 movable swivel handles.
  - j. **Controls:** Vacuum gauge and adjustable vacuum relief valve.
  - k. **Noise Level:** Not greater than 85 DBA @ 10 feet.

## II. Long-reach Valve Operator

- a. **Valve Operator:** Shall be latest Pacific-Tek Model PT13-LR, adaptable to software products. To be installed and operationally tested by Pacific Tek (no exception).

- b. Truck-bed-mounted articulating-arm valve operator for opening and closing underground valves from 4" to 60".
- c. **Hydraulic-drive System:** 8 GPM @ 2,000 PSI. Truck-engine-driven hydraulic-drive system. System shall include fluid reservoir, replaceable filter, over-pressure and over-heating safety components, and applicable operational controls and indicators or gauges.
- d. **Mounting Base & Arms:** Mounting base is 1 ft. square with an inner and outer articulated arm onto which the valve operator head is mounted. A deck mounted stowage bracket is furnished to secure arms for travel.
- e. **Reach:** 13 feet from mounting base with articulated arm fully extended.
- f. **Power Head:** The valve operator power head is driven by a single hydraulic motor. Output torque can be controlled from 50 to 800 ft. lbs. Rotating speed is controlled from 0 to 40 RPM.
- g. **Controls:** Power head controls include position lock on/off buttons, 3-position directional control valve with detents in each position, torque control valve, speed control. Both revolution count and torque are displayed on digital electronic readouts on powerhead. Unit is computer ready to interface with I-Water "Infra-map" data collection system.
- h. **Position Locks:** Both inner & outer arm are held in position by a push button actuated independent hydraulic "position lock" system while machine is in use. Push button actuated "lock" and "unlock" to be located on powerhead.
- i. **Weight & Dimensions:** Total weight of base, arms, and power head = 175 lbs.
- j. Total length when stowed = 8 ft. Maximum height when stowed = 21".
- k. **Valve Key & Sockets:** Unit to be furnished with a double jointed 1 1/2" square drive valve key with universal joint and 2" socket.

#### IV. **Flatbed Body**

- a. Steel-framed, 8' wide and 10' long bed with Apitong wood decking coated with black spray-on non-skid liner.

- b. Steel-framed 4-foot-high headboard with expanded metal center.
- c. FMVSS lighting and markings. LED lights, where applicable, installed in recessed mounts.
- d. ICC bumper with rear-access step.
- e. 2"X2" tow receiver tube.
- f. Sound Off Ultra Lite LED Exterior Warning Bar, 12 module, with dual warning ends and control module, Model #EL3D12A20A, in the AA/Amber/AA configuration mounted on frame at rear of vacuum tank location. Consult with customer for mounting location (See Exhibit A).
- g. Two Code 3 Amber LED beacon lights Model #LSS222A mounted on each side of arrow stick frame. Consult with customer for mounting location.
- h. Six PVC storage tubes shall be installed in center of vehicle, under bed, with removable end caps attached to vehicle with lanyards (See Exhibit A).
- i. Two storage boxes, lockable, mounted rear of wheels, at each side and below cargo bed (See Exhibit A).
- j. Two storage boxes, lockable, mounted forward of wheels, at each side and below cargo bed (See Exhibit A).
- k. Three storage boxes, lockable, mounted forward and rear of Vacuum Tank, one box at front street side of body to have secured pull-out sliding drawers for tools. Consult with customer for mounting locations (See Exhibit A).
- l. Access steps/ladder, mounted forward and curb side of bed with appropriate grab handles.
- m. Tray, receptacle for storing 6 ea 18-inch traffic safety cones upside down.

**PART D     OTHER REQUIREMENTS**

- a. Training
  - 1. Bidder shall provide operator instruction/safety/maintenance procedures on DVD or hardcopy media for equipment supplied with unit.
  - 2. Conduct familiarization training on all installed equipment for designated operators at the City of Beverly Hills' yard.

b. Warranty

1. The unit shall be warranted against defects in materials and workmanship. Specify basic warranties:

Bumper-to-bumper: \_\_\_\_\_

Vacuum Unit: \_\_\_\_\_

Valve Operator: \_\_\_\_\_

c. Miscellaneous requirements

1. Keys: Four (4) key sets shall be furnished with unit.
2. Triangle reflector kit.
3. 5-lb ABC type fire extinguisher.
4. Information for mounted accessories.

EXHIBIT A









### SUBSECTION B - SPECIAL REQUIREMENTS

1. The successful bidder will complete all documents and / or file all applications necessary to obtain exempt registration and license plates for vehicle(s) covered by this bid from the California Department of Motor Vehicles in the name of the **City of Beverly Hills, 455 North Rexford Drive, Beverly Hills, California 90210**, before the vehicles(s) are delivered. Ownership Certificate(s), Registration(s) and license plates must be delivered with the vehicle(s).
2. Delivery is an important consideration in award of this bid. Bidder will be strictly bound to his commitments.
3. Vehicle(s) covered by this bid, including all equipment and accessories, must comply with all requirements of the California Vehicle and Federal Motor Vehicle Safety Standards for 2010 vehicles, safety orders of the California Division of Industrial Safety, and American National Standards Institute for the manufacture, reconstruction, modification, maintenance, service, operation, and installation (where applicable) of valve operator/vacuum unit, including all amendments thereto.
4. Bidder is to state warranty period(s) on all vehicle(s).
5. City shall be the sole and final judge of compliance with bid specifications and reserves the exclusive right to award this bid in any manner it deems to be in the best interests of the City.

**SECTION IV - BID FORM**  
(Must be completed by Vendor)

The undersigned proposes to furnish all materials, supplies, equipment or services set forth herein subject to all conditions outlined in the Bid Document, including the general instructions and information to bidders, at prices indicated below:

**Bid Proposal:** \$ \_\_\_\_\_

Payment Terms: \_\_\_\_\_

Exceptions or Deviations attached: \_\_\_ **YES**; \_\_\_ **NO**

Delivery: \_\_\_\_\_ (Number of Days)

Price Quote Valid Until: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Cell phone (optional): \_\_\_\_\_

Person Submitting Bid: \_\_\_\_\_  
(Print Name) (Title)

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

**F.O.B.**

All prices of the bid shall be F.O.B. destination Beverly Hills, California; and delivery to any point within Beverly Hills shall be without additional charge.

**TAX**

All bid proposals shall be exclusive of tax; City staff will compute all tax involved when applicable.

**ACCEPTANCE OF PROPOSAL**

The City reserves the right to accept or reject any and all bids and reserves the right to waive technicalities where such action best serves the interests of the City. The manufacturer of the

proposed materials or equipment may be required to acknowledge by written conformation that the minimum requirements of the specifications are included in the Bidder's proposal before the award of the bid.

**EXCEPTIONS**

Any bidder's exceptions to these terms or conditions or deviations from the written specifications shall be shown in writing and attached to bid form. However, such exceptions or deviations may result in bid rejection.

**INSURANCE** (applicable to successful bidder who may come into the City)

(1) **Commercial general liability** coverage at least as broad as Insurance Services Office Commercial General Liability occurrence coverage ("occurrence" form CG0001, Ed. 11/85) with a limit of not less than \$2,000,000 (Two Million Dollars) per occurrence. If the insurance includes a general aggregate limit, that limit shall apply separately to this contract or it shall be at least twice the required per occurrence limit.

(2) **Business automobile liability** insurance at least as broad as Insurance Services office form CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 "any auto" and endorsement CA 0029 (Ed. 12/88) with a limit not less than \$1,000,000 (One Million Dollars) per accident.

(3) **Workers Compensation** Insurance as required by the State of California and **employers liability** insurance with a limit not less than \$1,000,000 (One Million Dollars) per accident.

***All insurance coverages shall be provided by insurers with a rating of B+; VII or better in the most recent edition of Best's Key Rating Guide, Property-Casualty Edition.***

Work on City property covered by a purchase order cannot be commenced until certificates of insurance have been approved.

Please use the official City of Beverly Hills certificate of insurance form (attached). If you use another form, the following requirements must be met to make the certificates acceptable to the City:

1	name the City of Beverly Hills as additional insured for both GENERAL liability and AUTO liability; and
2	have at least thirty (30) days written notice of cancellation.

All certificates of insurance must remain current until the purchase order expires or is sooner cancelled.

AFTER THE ACCEPTANCE AND AWARD OF THE BID BY THE CITY COUNCIL UPON RECEIPT OF A WRITTEN PURCHASE ORDER EXECUTED BY A PROPER OFFICER OF THE CITY, THIS DOCUMENT WILL CONSTITUTE THE LEGAL CONTRACT BETWEEN THE CITY AND THE SUCCESSFUL BIDDER.

If your response is "**NO BID**", please explain below:

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**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP CODE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**BY:** \_\_\_\_\_

(Print Name)

(Signature)

(Title)

(Date)

**PLEASE RETURN TO:**

*CITY OF BEVERLY HILLS*  
**OFFICE OF THE CITY CLERK, ROOM 290**  
455 NORTH REXFORD DRIVE  
BEVERLY HILLS, CA 90210

(END)