



Purchasing Division
712-890-5267

June 3, 2019

INSTRUCTIONS TO BIDDERS

The City of Council Bluffs is seeking bids to upfit four Chevrolet Tahoe Police cruisers.

For the purpose of this bid, the following documents shall be submitted along with the Bid Proposal Form:

1. Bidder's Proposal Form
2. 5% cashier's check, certified bank check or bid bond if bid amount is over \$25,000.00
3. Statement of Intent / Nondiscrimination and Equal Opportunity.

Kim Riebe
Purchasing Officer

LEGAL NOTICE

Sealed bids clearly marked "FY19-35 Upfit Police Cruisers" will be received by the Purchasing Department at 209 Pearl St, Council Bluffs, IA., 51503 until 10:00 a.m. June 21, 2019 for the following:

Upfit four Chevrolet Tahoe Police cruisers

This is an all-or-none bid and will be awarded to one Bidder. The contract is good for one year.

Bid will be awarded based on total cost for equipment and labor. Bidder will be responsible to strip equipment out of old vehicles.

The City reserves the right to reject any or all bids, waive irregularities, advertise for new bids, accept the bid which, in the judgment of the City, is most advantageous to the City, or to take any other action deemed necessary to protect the best interest of said City, including the right to accept bids on individual items or items at gross price in the event trade-in equipment is involved.

In accordance with the Affirmative Action Program of the City of Council Bluffs, Iowa, Executive Orders 11246 and 11375, Titles VI and VII of the Civil Rights Act of 1964, the Iowa Civil Rights Act of 1965 and Chapter 216, Code of Iowa 2019, all successful bidders entering into contracts on behalf of the City exceeding \$10,000 are required to have an approved nondiscrimination and equal opportunity statement and an approved affirmative action program.

All bidders are required to submit a signed Statement of Intent/Nondiscrimination and Equal Opportunity. Bidders are advised should your organization be awarded a contract by the City exceeding \$10,000, you will be required to submit a copy of your current Affirmative Action Plan or complete the City's Affirmative Action format prior to contract execution.

AGREEMENT

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

Addendum(s)
Agreement/Bid Proposal
Specifications, Plans and Drawings

Definitions: The words "City of Council Bluffs", "City", "Purchaser" or other pronouns used in their place shall mean the City of Council Bluffs and its various departments and divisions. The words "Bidder", "Contractor", "Vendor" or other pronouns used in their place shall mean a firm responding to this Bid. The word "Equivalent" shall mean equal in quality or value.

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1. Unit shall be delivered in the time specified on the Bidder's Proposal Form, FOB destination. Final inspection shall be made in accordance to the City's Specifications and Agreement, by a representative of the Fleet Maintenance Division and/or City Purchasing Officer.
2. Successful bidder(s) shall furnish all necessary warranties at time of delivery.
3. Final payment will be made upon complete approval of the Mayor or one of his agents within 30 days of delivery, installation, acceptance and receipt of an invoice.
4. Each bidder and the City recognize the Legal Notice to Bidders as part of the agreement.
5. Each bid must be clearly marked as specified in the Legal Notice. No responsibility is attached to the City or any City employee for accidental premature opening of a bid not properly addressed and / or identified.
6. Each bid shall be accompanied by diagrams and/or brochures showing specific models on which bid is made, and have manufacturer's specifications for each different model. Brochure and specifications on each attachment (if applicable) shall also accompany the bid.
7. Bids shall be valid for forty five (45) days commencing on the first day following the bid opening date.
8. TIE BIDS: If two (2) or more bidders submit identical bids, the decision of the City to make award to one (1) or more such bidders shall be final.
9. BID REJECTION: It is noted that the City of Council Bluffs reserves the right to reject any or all bids. The City may waive any informalities or technicalities in the bids.
10. ALTERNATE BIDS: As the City desires to purchase new and unused equipment, alternate bids on demonstrated and /or used equipment are not acceptable unless otherwise stipulated in the Legal Notice to Bidders. Alternate bids on equipment equivalent to those specified are acceptable if approved by the deadline stated in this document.
11. BID BOND, CASHIER'S CHECK OR CERTIFIED CHECK: Each bid in excess of \$25,000.00 must be accompanied by cashier's check, certified check or bid bond payable to the City of Council Bluffs, Iowa, for a sum not less than 5% of the total amount of the bid. The cashier's check or certified check will be returned to the successful bidder(s) at award. Checks of all unsuccessful bidders shall be returned forthwith. Bid Bond documents will be retained by the city.

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12. DELIVERY: The successful bidder shall furnish and successfully demonstrate equipment per bid specifications and agreement.
13. Item(s) to be bid, by bidder, as complete units. Successful bidder(s) and / or manufacturer shall assume product liability and warranty for all components.
14. It shall be the responsibility of the successful bidder(s) to notify the City Purchasing Officer, in writing, if there becomes any reason the specified delivery time cannot be met. The City reserves the right to assess any costs incurred by the City due to late delivery to the successful bidder(s).
15. It is expected that the Bidder supply only the best materials and design which will be in the best interests of the City. All parts and materials used in the construction of this equipment shall be new. Used or rebuilt parts or materials shall not be considered.
16. No addenda shall be considered valid except those issued in writing from the City of Council Bluffs Purchasing Officer.
17. The bidder, without exception, shall indemnify and hold harmless, the Purchaser and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article of manufacture used in the performance of the contract, including its use by the Purchaser. If the bidder uses any design, device or materials covered by letters, patents or copyrights, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device or materials in any way involved in the work.
18. The Bidder shall be fully responsible to the Purchaser (City of Council Bluffs) for acts and omissions of any and all subcontractors.
19. TAX EXEMPT: Prices quoted shall not include federal or state taxes from which the City of Council Bluffs, Iowa is exempt. Exemption certificates will be furnished upon request.
20. WARRANTY: Warranty coverage shall begin the date of acceptance by the City of Council Bluffs, Iowa. The manufacturer's standard warranty shall apply for both parts and labor for the items bid, except where otherwise stated.
21. CANCELLATION: The City of Council Bluffs may terminate the contract at any time if the contractor fails to carry out the terms, or fails to make substantial progress toward the fulfillment of the contract obligations. In such event, the City of Council Bluffs shall provide the contractor with thirty (30) days written notice of conditions which endanger contract performance. If after such notice, the contractor fails to remedy these conditions, the City of Council Bluffs may send a certified letter to the contractor for immediate cancellation of the contract. In such event, the City of Council Bluffs would

receive a pro-rated portion of the value of the performance bond, depending on the value of the remaining portion of the contract. The contract may be terminated prior to the end of the contract period by mutual agreement of both parties by at least ninety (90) days written notice.

22. INDEMNIFICATION: Contractor shall: (1) faithfully perform said Contract on Principal's part and satisfy all claims and demands incurred for the same; (2) fully indemnify and save harmless the Owner from all costs and damages which said Owner may suffer by reason of failure to do so; and (3) fully reimburse and repay said Owner all outlay and expenses which said Owner may incur in making good any default.

The Contractor shall protect, defend, indemnify and save harmless the Owner, the Architect/Engineer and their officers, collectively referred to as "Indemnitees", from and against costs and suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses, including in part attorney fees, incidental to the defense of such suits, actions, claims, sickness, including death, to any person, or damage to property, including in part the loss of use resulting there from, arising from any act or omission of the Contractor, or his employees, servants, agents, subcontractors or suppliers, or anyone else under the Contractor's direction and control, and arising out of, occurring in failure of performance of any work or services called for by the Contract, or from conditions created by the performance or non-performance of said work or services. The Contractor's indemnification hereunder shall apply without regard to whether acts or omissions of one or more of the Indemnitees would otherwise have made them jointly or derivatively negligent or liable for such damage or injury, expecting only that the Contractor shall not be obligated to so protect, defend, indemnify and save harmless if such damage or injury is due to the sole negligence of one or more of the Indemnitees.

The Contractor shall carry and maintain during the life of the Contract insurance as follows:

23. INSURANCE:

Contractor, and any Subcontractors utilized by Contractor herein, shall obtain insurance naming the City of Council Bluffs as additional insured in the minimum amounts and areas of coverage as stated in this section and shall maintain such coverage throughout the duration of this agreement. Prior to commencing any work or services in accordance with this agreement, Contractor, and any Subcontractors utilized by Contractor herein, shall provide a current Certificate of Insurance as part of this agreement AND the City shall have accepted the same by written approval to Contractor and/or Subcontractor.

The Certificate of Insurance must stipulate 30 days' notice of cancellation from the insurance company. Furthermore, Contractor, and any Subcontractors utilized by Contractor herein, agree and understand that any subrogation under the agreement is hereby waived in favor of the City in Contractor's General Liability policy. Contractor

shall not alter or otherwise change any current insurance coverage submitted under this agreement without prior written approval from the City.

General Liability: The Contractor's General Liability policy shall provide for an unimpaired General Aggregate pursuant to this section. The Contractor's insurance coverage shall be primary and noncontributory to any valid and/or collectible excess insurance coverage carried by or available to the City, and shall carry the following minimum levels and areas of coverage:

The General Liability Policy shall have limits of not less than \$1,000,000.00 per occurrence, and \$2,000,000.00 Aggregate. The Commercial General Liability provides: (1) Bodily Injury and Property Damage Liability; (2) Personal and Advertising Injury Liability; (3) Contractual Liability covering this contract; (4) Independent Contractors' Liability; (5) Premises and Operations, with the City of Council Bluffs named as Additional Insured; (6) Completed Operations, with the City of Council Bluffs named as Additional Insured.

Worker's Compensation Insurance and Employer's Liability Insurance: The Contractor, and any Subcontractors utilized by Contractor herein, shall provide applicable statutory Worker's Compensation and Employers Liability Insurance. In the event that Worker's Compensation and Employers Liability Insurance is not required by statute or is otherwise deferred, such party shall execute a Worker's Compensation Release Form prior to commencing any work or services in accordance with this agreement.

Commercial Automobile: The Contractor, and any Subcontractors utilized by Contractor herein, shall provide coverage for all owned, non-owned, leased, rented, or borrowed vehicles with injury minimum limits of at least \$1,000,000.00.

The Contractor shall be responsible for any deductibles associated with the above policies, and shall bear all loss to the Contractor's equipment, supplies and vehicles.

27. **QUESTIONS:** Any questions regarding this bid or requests for exceptions or deviations to the specifications must be submitted to Purchasing via e-mail (kriebe@councilbluffs-ia.gov) by June 13, 2019 at 2:00 p.m. Any questions received via phone, in person, or after that deadline will not be addressed by any city personnel. Answers to those questions and approval or denial of exceptions will be posted on the city's website, www.councilbluffs-ia.gov, no later than 3:00 p.m. on June 14, 2019.
28. **ADDITIONAL BIDDER REQUIREMENTS:** Bidder must have a minimum of five years experience engaged in the installation of electrical and emergency warning equipment. Bidder must have experience with 2015 and newer model Chevy Tahoes and have completed similar installations. The Bidder shall provide a minimum of three references for similar installation. The City reserves the right to request additional information regarding Bidder's previous experience.

Bidder must ensure that all hardware and connections do not interfere with the safe operation of any other components of the vehicle.

Bidder must allow for a wire service loop at all electrical assemblies for neatness and to allow accessibility, motion or future serviceability through the full free movement. In addition, strain reliefs must be use to alleviate any unnecessary flexing of wire at all connection points.

After the award of the contract, there will be a prebuild meeting between the Fleet Division, a PD representative, and the Bidder. After the prebuild meeting and before the build, a complete wiring diagram must be provided to the Fleet Division for approval.

Inspection of the first vehicle's wiring and location of installation shall be performed by the Fleet Division and approved before any panels, seat carpet, etc are reinstalled.

29. WARRANTY: All parts and components must have a warranty period of five (5) years. All labor to repair or replace any components must have a warranty period of three (3) years.

The Bidder must have access to a non-City repair facility with at least one full time technician within the Council Bluffs/Omaha metro area to complete warranty work.

The Bidder must pick up the vehicle due for warranty work within 24 hours of being notified by the City that said work is necessary.

SPECIFICATIONS

Equipment is to be the latest, current model of standard design manufactured with all standard equipment, tools, and warranty. If different than specified, Bidders are to supply a full description and descriptive materials on the units bid by the exceptions deadline for denial or approval. Equipment must comply with current provisions of the National Traffic and Motor Vehicle Safety Act.

The City expects delivery of the Tahoes in the month of August, 2019. Upon notification from the City that the Tahoes are in the City’s possession, Bidder has five business days to begin working on the first Tahoe.

Some components will be supplied by the City and some are to be furnished by the Bidder. All of the below components are to be installed in 2019 Chevrolet Tahoes by the Bidder. The winning Bidder will have 10 days to complete the first vehicle, once approved. Then, must complete the remaining three vehicles within 15 days.

Tahoes must be picked up by Bidder at Fleet Maintenance, 901 10th Ave, Council Bluffs, IA 51501, and returned upon completion.

Every line item on the following specifications must be acknowledged by checking ‘comply’.

Qty Provided by City	Qty Provided by Contractor	Specifications
1.0 COMPONENTS		
	ALL	1.1 All wiring to be color coded and gauged for current load and to be loomed and bundled.
	ALL	1.2 All wiring is to be soldered and shrink tubed to connections; scotch locks are not acceptable.
	ALL	1.3 All switches and relays must be high quality and designed to handle the circuit load.
	ALL	1.4 Connectors must match stud size.
	ALL	1.5 Successful bidder will stock warranty parts for repairs.
	ALL	1.6 No air bag components are to be modified or moved from their factory locations.
2.0 LIGHT BAR		
2	2	2.1 Federal Signal Corp Integrity all LED light bar part #FSINTG51-2635098 with low power, LED Takedown, LED hot feet, and hook kit. Bar to have low power provision which defaults to high power. Manual switch to low power only in position one (1) and two (2).
3.0 LIGHTING/SIREN CONTROL		
2	2	3.1 Federal Signal Corporation Smart Siren Platinum SSP3000B-200. Smart Siren to include microphone and microphone extension cable.
	ALL	3.2 When vehicle is placed in park headlight flashers, OPTICOM disable, intersection clearing lights and sirens will be automatically disabled.

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4	4	3.3 To supply and install two Soundoff Signal LED Intersector under mirror lights Red/Blue lights ENT2B3J. Must have weatherproof connector used.
8	8	3.4 To supply and install four Federal Signal Micropulse Lights, MPS600UBR, two in grill and two on tailgate bottom to be seen when open.
4	4	3.5 Add headlight flasher for wig-wag control ETHYAH-07
4.0 ADDITIONAL REQUIREMENTS		
	4	4.1 Power Tamer 5201
4		4.2 Three socket console-mounted power point
	4	4.3 BussmannWT46691 48 volt type III Reset circuit breaker. Breaker (BS7086) to be resettable, mounted at location. Breaker to control all add-on equipment. Location to be designated by Fleet Maintenance.
2	2	4.4 One (1) three (3) part Bussman fuse box part #WT46074.Split between ignition and timed out.
	4	4.5 One Cole Hershey WT77002 heavy duty continuous duty solenoid or approved equal.
2	2	4.6 One Bussmann47211 Ground Block Stud Black
	ALL	4.7 To provide all necessary connector pigtails and relays to make a completed unit.
4		4.5 Kustom Signals Golden Eagle IIRadar with dual antenna. The radar is wired.
	4	4.6 Setina Bodyguard full grille push bumper and all required mounting brackets
	4	4.7 Secure Idle ignition override system
4		4.8 Fire extinguisher bracket for three pound extinguisher in trunk on left side.
4		4.9 Mount stop sticks in cargo area
4		4.10 OPTICOM Series 2000 Kit. To be mounted in rear component enclosure.
	ALL	4.11 Vehicle to have a factory dual battery system. All aftermarket items to be wired to auxiliary battery.
5.0 INTERIOR LIGHTING		
2	2	5.1 One (1) Red LED/Clear LED Signal Sound Off dome light. SOENT2B3J
2	2	5.2 Two (2) Federal Signal FS XSM1-BRW Spetralux Viper lights in rear side widows.
2	2	5.3 FSCNSM8R-RAB 8 head traffic advisor and FS320340 universal mount.
6.0 SHOTGUN MOUNT		
2	2	6.1 ProGuard 475-0707 Partition Wall shotgun mount with standard handcuff key lock
2	2	6.2 Shotgun/rifle timer, controlled by momentary button.
2	6	6.3 Semi-Automatic Santa Cruz gun lock, handcuff key SC-6#H
	4	6.4 Hand gun lock box PG4GLB02-01 (mounted at base of gun rack)
7.0 PRISONER TRANSPORT SYSTEM		
2	2	7.1 Pro-guard Pro-cell prisoner transport systems with door panels, window bars and seatbelts. Model # PGP1826T15AOSB
8.0 INFORMATION TECHNOLOGY EQUIPMENT		
4		8.1 Panasonic - Public Sector Specific, Win10 Pro, Core i5-7300U, vPro, 12inch QHD Touch+Digitizer, 8GB,256GB SSD, Intel a/b/g/n/ac, TPM 2.0, BT, Dual Pass (Upper:WWAN/Lower:dGPS), 4G LTE Multi Carrier (EM7455), dGPS, 8MP Cam, Contactless SmartCard, Toughbook Preferred, 3 Year Warranty
4		8.2 Panasonic - CF-33 Premium Keyboard

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4		8.3 Panasonic - Public Safety Service Bundle Two Year Warranty Extension (YRS 4 & 5)
4		8.4 Brother - PocketJet 7 thermal printer, 200-dpi, integrated USB. Printer to be mounted between console and passenger seat.
4		8.5 Brother - 10 Foot USB cable for Pockjet 7
4		8.6 Brother - 14 Foot Power Adapter - 12 volt
4		8.7 TG3 - Rugged USB Backlighting with Touchpad Keyboard
4		8.8 Gamber Johnson - Low Profile Quick Release Keyboard Tray
12		8.9 Magnetic Mic - Singe Unit Magnetic Mic Mount Kit
4		8.10 L-Tron - Barcode/Imaging Scanner Kit: includes firmware and cable
4		8.11 Gamber Johnson - Panasonic CF-33 Laptop Docking Station (Dual RF)
4		8.12 Gamber Johnson - Chevrolet Tahoe (2015+) Close to Dash Mount
4		8.13 Gamber Johnson - MONGOOSE - 9" Locking Slide Arm: VESA 75MM and GJ hole pattern
4		8.14 Gamber Johnson - Chevrolet Tahoe PPC(2015+) console box, leg kit, cup holder, armrest, USB/AUX input panel, pocket and Tahoe wings kit.
4		8.15 Havis - Brother PocketJet Printer Mount with Top paper feed
4		8.16 Lind - 120W Power Adapter for Panasonic CF-33 36" bare wire input cable
4		8.17 Antennas Plus - Cell/LTE/GPS Antenna,Threaded Bolt Mount,Color black,TNC/TNC
4		8.18 Panasonic - Arbitrator MK3, HD Camera, 256 GB SSD, Wireless 1 integrated option
4		8.19 Panasonic - 2.4 GHz Wireless Microphone w/ transmitter, receiver, wiring harness, antenna and base.
4		8.20 Panasonic - Double WiFi Antenna Black Bolt Mount
4		8.21 Panasonic - Arbitrator 360 HD Rear Camera W/Black boyd and cable
4		8.22 Panasonic - 1 Year ICV, UEMS1, On Premises Server, On Premises Storage Licensing per Device
		9.0 RADIO
4		9.1 800 MHz mobile radio. Main unit will be located in trunk in tray. Head will be mounted in console. Antenna will be located in roof. Location to be determined by Fleet Division.
	ALL	9.2 All necessary antenna components; antenna bases, cables and connectors.
	4	9.3 Federal Signal ES100 Dynamax Speaker, 100 watt. To be mounted on grille guard.
	4	9.4 Federal Signal ES100 speaker mounting bracket
		10.0 REAR EXTERIOR LIGHTING
	8	10.1 Federal Signal PN FHL-TAIL reverse/tail light flasher.
	8	10.2 One set of clear strobe lights mounted in backup lights, Federal Signal #416910-W.
		11.0 COMPONENT HOUSING
2	2	11.1 Complete component enclosure in the cargo area to be covered in rugged carpet. Exhaust fan to be installed for electrical component temperature control. Access doors or openings must be made for video hard drive access.
2	2	11.2 PODC-46FMBYT ABS plastic enclosure.

**BIDDER PROPOSAL FORM
UPFIT POLICE CRUISERS**

BIDDER: _____

BY: _____ TITLE: _____

EMAIL: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

By signing this form, I acknowledge all questions & answers and addenda released by the City of Council Bluffs.

SIGNATURE: _____

Total bid for stripping four cruisers, new equipment, and labor to install all equipment, as specified:

\$ _____

STATEMENT OF INTENT / NONDISCRIMINATION
AND EQUAL OPPORTUNITY

The Contractor does hereby certify to the City of Council Bluffs, Iowa, that no person in any way be favored or discriminated against because of his race, creed, color, sex, sexual orientation, gender identity, national origin, political or religious affiliations.

We agree to file with the City and maintain an acceptable Affirmative Action Program for federally assisted contracts equal to or in excess of \$10,000, and an Equal Opportunity Policy Statement for federally and non-federally assisted contracts in amounts less than \$10,000. It is understood that noncompliance with any of the aforementioned stipulations will subject any and all existing contracts with the City to suspension, termination or cancellation.

Bidders are advised should your organization be awarded a contract by the City exceeding \$10,000, you will be required to submit a copy of your current Affirmative Action Plan or complete the City's Affirmative Action Program format to contract execution.

COMPANY

EXECUTIVE OFFICER

EQUAL OPPORTUNITY OFFICER

Address and Telephone Number of Equal
Opportunity Officer

TO BE FILLED OUT AFTER BID AWARD

AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, by and between the CITY OF COUNCIL BLUFFS, IOWA, hereinafter referred to as "Owner" and _____, hereinafter referred to as "Contractor", with said agreement to be effective when approved and executed by the Owner.

Whereas the Contractor on the _____ day of _____, did submit a proposal to the Owner of certain Plans and/or Specifications entitled

_____ a copy of which Proposal is attached and made part hereof, the parties hereto do hereby, in consideration of the mutual covenants hereinafter contained, agree with each other as follows:

1. The Contract Documents include the Notice to Bidders, Instruction to Bidders, General Conditions, Supplemental Specifications, Special Provisions, Proposal, Agreement, Proof of Insurance, Standard Details, Drawings, Addenda, Question & Answers and Modifications are a part of this Contract the same as if each had been fully set out and attached hereto.
2. The Contractor agrees to furnish all materials and/or labor, mechanics for labor, tools, materials and equipment to complete the work under this contract in a good workmanlike manner in accordance with the Plans and Specifications.
3. The Owner agrees to pay the Contractor in accordance with the provisions of said specifications and the accepted proposal.
4. It is mutually agreed by each party hereto that all provisions of said plans and specifications shall be strictly complied with the substitutions or changes in said plans and specifications shall not be made except upon written consent of the Owner, and such allowance shall in no manner be construed to release either party from any specified or implied obligation of said plans and specifications.
5. The Contractor shall deliver the materials and/or complete the work under this Contract within the time allotted by the Special Provisions or by an approved extension thereof. If the Contractor shall fail to do so, the Contractor agrees to pay the Owner as liquidated damages, and not as a penalty, the sum of 1% of the total project cost for each and every day past the deadline for completion of the work under this contract. The City has the right to utilize a different vendor and/or qualified contractor to complete the work.
6. As consideration for the successful performance and compliance with the

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Conditions, Owner shall pay to the Contractor the amount as agreed upon for the delivery of materials and/or completion or work as agreed in the bidder’s Proposal Form. Payment to be made upon billed delivery and/or completion of the work as provided.

- 7. To the extent allowed or imposed by law, the Contractor shall defend, indemnify and hold harmless the City of Council Bluffs, including its agents and employees, from any claim or liability whether based on a claim for damages to real or personal property, or to a person, for any matter relating to or arising out of the Contractor’s wrongful, negligent or otherwise illegal performance of Contractor’s obligations under this Agreement.
- 8. This agreement may only be modified by WRITTEN mutual agreement executed by both Owner and Contractor.

IN WITNESS WHEREOF, we the contracting parties by our agents hereto affix our signatures.

SIGNED AND SEALED this _____ day of _____
at 209 Pearl Street, Council Bluffs, Iowa 51503.

Executed for Contractor By: _____
Title: _____

ATTEST: (Witness) By: _____
Title: _____

Executed for Owner: By: _____
Director of Department

ATTEST: (Witness) By: _____

(if required) Insurance Approved By: _____
Risk Manager