

State of Nebraska - INVITATION TO BID CONTRACT

Return to:
 State Purchasing Bureau
 1526 K Street, Suite 130
 Lincoln, Nebraska 68508
 OR
 P.O. Box 94847
 Lincoln, NE 68509-4847
 Telephone: 402-471-6500
 Fax: 402-471-2089

Date	11/14/14	Page	1 of 4
Solicitation Number	4852 OF		
Opening Date and Time	12/11/14	2:00 pm	
Buyer	ANNETTE WALTON (AS)		

DESTINATION OF GOODS

**NEBRASKA STATE PATROL
 SUPPLY DIVISION
 3920 W KEARNEY ST
 LINCOLN NE 68524-2260**

Per Nebraska's Transparency in Government Procurement Act, DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska contractors. This information is for statistical purposes only and will not be considered for contract award purposes.

_____**NEBRASKA CONTRACTOR AFFADAVIT:** Bidder hereby attests that bidder is a Nebraska Contractor. " Nebraska Contractor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this ITB.

_____**I hereby certify that I am a Resident disabled veteran or business located in a designated enterprise zone in accordance with Neb. Rev. Stat. §73-107 and wish to have preference, if applicable, considered in the award of this contract.**

Contract to supply and deliver Vehicle Decal Kits to the State of Nebraska as per the attached specifications for a one (1) year period from date of award. The contract may be renewed for four (4) additional one (1) year periods when mutually agreeable to the vendor and the State of Nebraska. The State reserves the right to extend the period of this contract beyond the termination date when mutually agreeable to the vendor and the State of Nebraska.

The State may request that payment be made electronically instead of by state warrant. ACH/EFT Enrollment Form can be found at: <<http://www.das.state.ne.us/accounting/forms/achenrol.pdf>>

The Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of employees physically performing services within the State of Nebraska. A federal immigration verification system mean the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Responsibility Act of 1996, 8 U.S.C. 1324a, known as E-Verify Program, or an equivalent federal program designed by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

The contractor, by signature to the Invitation to Bid, certifies that the contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participating in transactions (debarred). The contractor also agrees to include the above requirements in any and all subcontracts into which it enters. The contractor shall immediately notify the Department if, during the term of this contract, contractor becomes debarred. The Department may immediately terminate this contract by providing contractor written notice if contractor becomes debarred during the term of this contract.

If the Contractor is an individual or sole proprietorship, the following applies:

1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at: <http://das.nebraska.gov/lb403/attestation_form.pdf>
2. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide the US Citizenship and Immigration Services documentation require to verify the Contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Contractor understands and agrees that lawful presence in the United States is required and the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

No Bid Respond: () Remove From Class-Item OR () Keep Active For Class-Item

BIDDER MUST COMPLETE THE FOLLOWING

DISCOUNT PAYMENT TERMS: _____% _____ DAYS

By signing this Invitation to Bid, the bidder agrees to the "Standard Conditions and Terms of Bid Solicitation and Offer" and is committed to provide a drug free work place environment. Vendor will furnish the items requested within _____ days after receipt of order. Failure to enter Delivery Date may cause quotation to be REJECTED.

Sign _____
Here (Authorized Signature **MANDATORY - MUST BE SIGNED IN INK**)

Enter Contact Information Below

VENDOR# _____
VENDOR: _____
Address: _____

Contact _____
Telephone _____
Facsimile _____
Email _____

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The contract resulting from the Invitation to Bid shall incorporate the following documents:

1. Amendment to Contract Award with the most recent dated amendment having the highest priority;
2. Contract Award and any attached Addenda;
3. The signed Invitation to Bid form and the Contractor' s bid response;
4. Amendments to ITB and any Questions and Answers; and
5. The original ITB document and any Addenda.

These documents constitute the entirety of the contract.

Unless otherwise specifically stated in a contract amendment, in case of any conflict between the incorporated documents, the documents shall govern in the following order of preference with number one (1) receiving preference over all other documents and with each lower numbered document having preference over any higher numbered document: 1) Amendment to Contract Award with the most recent dated amendment having the highest priority, 2) Contract Award and any attached Addenda, 3) the signed Invitation to Bid form and the Contractor' s bid response, 4) Amendments to ITB and any Questions and Answers, 5) the original ITB document and any Addenda.

Any ambiguity in any provision of this contract which shall be discovered after its execution shall be resolved in accordance with the rules of contract interpretation as established in the State of Nebraska.

Once Invitations to Bid are opened they become the property of the State of Nebraska and will not be returned.

It is understood by the parties that in the State of Nebraska' s opinion, any limitation on the contractor' s liability is unconstitutional under the Nebraska State Constitution, Article XIII, Section III and that any limitation of liability shall not be binding on the State of Nebraska despite inclusion of such language in documents supplied by the contractor' s bid response. State Statute §73-107 allows for a preference for a resident disabled veteran or business located in a designated enterprise zone. When a state contract is to be awarded to the lowest responsible bidder, a resident disabled veteran or a business located in a designated enterprise zone under the Enterprise Zone Act shall be allowed a preference over any other resident or nonresident bidder, if all other factors are equal.

Resident disabled veterans means any person (a) who resides in the State of Nebraska, who served in the United States Armed Forces, including any reserve component or the National Guard, who was discharged or otherwise separated with a characterization of honorable or general (under honorable conditions), and who possesses a disability rating letter issued by the United States Department of Veterans Affairs establishing a service-connected disability or a disability determination from the United States Department of Defense and (b)(i) who owns and controls a business or, in the case of a publicly owned business, more than fifty percent of the stock is owned by one or more persons described in subdivision (a) of this subsection and (ii) the management and daily business operations of the business are controlled by one or more persons described in subdivision(a) of this subsection. Any contract entered into without compliance with this section shall be null and void.

Therefore, if a resident disabled veteran or business located in a designated enterprise zone submits a bid in accordance with Neb. Rev. Stat. §73-107 and has checked " yes" requesting priority/preference to be considered in the award of this contract, the following will need to be submitted by the vendor within 10 business days of request:

- a. Documentation from the United States Armed Forces confirming service,
- b. Documentation of discharge or otherwise separated characterization of honorable or general (under honorable conditions),
- c. Disability rating letter issued by the United States Department of Veterans Affairs establishing a service-connected disability or a disability determination from the United States Department of Defense; and
- d. Documentation which shows ownership and control of a business or, in the case of a publicly owned business, more than fifty percent of the stock is owned by one or more persons described in subdivision (a) of this subsection; and the management and daily business operations of the business are controlled by one or more persons described in subdivision (a) of this subsection.

Failure to submit the requested documentation within 10 business days of notice will disqualify the bidder from consideration of the preference.

(bl 11/13/14)

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A response to this Solicitation is subject to, but not limited to, the included Standard Conditions and Terms. PLEASE READ CAREFULLY!

IT IS THE RESPONSIBILITY OF THE BIDDER TO REFER TO STATE PURCHASING BUREAU'S WEB SITE FOR ALL INFORMATION RELEVANT TO THIS SOLICITATION TO INCLUDE ADDENDA AND/OR AMENDMENTS THAT MAY BE ISSUED PRIOR TO THE OPENING DATE.

<http://www.das.state.ne.us/materiel/purchasing/purchasing.html>

Bid Tabulations are available on the internet at <http://www.das.state.ne.us/materiel/purchasing/bidtabs.htm>

This form is part of the specification package and must be signed and returned, along with all documents, by the opening date and time specified.

Any questions regarding this solicitation must be directed to State Purchasing Bureau, to the attention of the buyer. It is preferred that questions be sent via e-mail to matpurch.dasmat@nebraska.gov. Questions may also be sent by facsimile to 402-471-2089. Refer to specification for additional information.

No facsimile or email solicitation responses will be accepted.

INVITATION

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	VEHICLE DECAL KITS FOR MARKED UNITS	200.0000	EA	_____	_____
2	REFLECTIVE CHEVRON WHITE 6.0 INCH X 18.55 INCH	200.0000	EA	_____	_____
3	REFLECTIVE CHEVRON WHITE 3.50 INCH X 18.84 INCH	200.0000	EA	_____	_____
4	REFLECTIVE CHEVRON BLACK 6.0 INCH X 18.55 INCH	200.0000	EA	_____	_____
5	REFLECTIVE CHEVRON BLACK 3.50 INCH X 18.84 INCH	200.0000	EA	_____	_____
6	ADDITIONAL PROOFS	3.0000	EA	_____	_____

STANDARD CONDITIONS AND TERMS OF BID SOLICITATION AND OFFER Invitations to Bid and Contract Awards

It is the responsibility of the bidder to check the website for all information relevant to this solicitation to include addenda and/or amendments issued prior to the opening date. Website address: <http://www.das.state.ne.us/materiel/purchasing/purchasing.htm>

SCOPE- These standard conditions and terms of bid solicitation and acceptance apply in like force to this inquiry and to any subsequent contract resulting therefrom.

PRICES- Prices quoted shall be net, including transportation and delivery charges fully prepaid by the bidder, F.O.B. destination named in the Invitation to Bid. No additional charges will be allowed for packing, packages or partial delivery costs. When an arithmetic error has been made in the extended total, the unit price will govern.

EXECUTION- Bids must be signed in ink by the bidder on the State of Nebraska's Invitation to Bid form. All bids must be typewritten or in ink on the State of Nebraska's Invitation to Bid form. Erasures and alterations must be initialed by the bidder in ink. No telephone or voice bids will be accepted. Failure to comply with these provisions may result in the rejection of the bid.

FACSIMILE DOCUMENTS- The State Purchasing Bureau will only accept facsimile responses to Invitations to Bid on bids under \$25,000 and up to ten (10) pages. However, two party sealed bids containing facsimile pages are acceptable. No direct facsimile solicitation responses will be accepted for a commodity contract.

VALID BID TIME- Bids shall be firm for a minimum of sixty (60) calendar days after the opening date, unless otherwise stipulated by either party in the Invitation to Bid.

DISCOUNTS- Prices quoted shall be inclusive of ALL trade discounts. Cash discount terms of less than thirty (30) days will not be considered as part of the bid. Cash discount periods will be computed from the date of receipt of a properly executed claim voucher or the date of completion of delivery of all items in a satisfactory condition, whichever is later.

PAYMENT- Payment will be made by the responsible agency in conjunction with the State of Nebraska Prompt Payment Act 81-2401 through 2408. The State may request that payment be made electronically instead of by state warrant.

COLLUSIVE BIDDING- The bidder guarantees that the prices quoted have been arrived at without collusion with other eligible bidders and without effort to preclude the State of Nebraska from obtaining the lowest possible competitive price.

LUMP SUM OR ALL OR NONE BIDS- The State reserves the right to purchase item-by-item, by groups or as a total when the State may benefit by so doing. Bidders may submit a bid on an "all or none" or "lump sum" basis but should also submit a bid on an item-by-item basis. The term "all or none" means a conditional bid which requires the purchase of all items on which bids are offered and bidder declines to accept award on individual items; a "lump sum" bid is one in which the bidder offers a lower price than the sum of the individual bids if all items are purchased but agrees to deliver individual items at the prices quoted.

SPECIFICATIONS- Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for reference and not intended to limit competition, but will be used as the standard by which equivalent material offered will be judged. The State Purchasing Director will be the sole judge of equivalency. The bidder may offer any brand which meets or exceeds the specification. When a specific product is required, the Invitation to Bid will so state. Any item bid is to be the latest current model under standard production at the time of order. No used or refurbished equipment will be accepted, unless otherwise stated.

ALTERNATE/EQUIVALENT BIDS- Bidder may offer bids which are at variance from the express specifications of the Invitation to Bid. The State reserves the right to consider and accept such bids if, in the judgement of the State Purchasing Director, the bid will result in goods and/or services equivalent to or better than those which would be supplied in the original bid specifications. Bidders must indicate on the Invitation to Bid the manufacturer's name, number and shall submit with their bid, sketches, descriptive literature and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements are subject to rejection. In the absence of any stated deviation or exception, the bid will be accepted as in strict compliance with all terms, conditions and specifications, and the bidder shall be held liable therefore.

SAMPLES- When requested, samples shall be furnished at the bidders expense prior to the opening of the bid, unless otherwise specified. Each sample must be labeled clearly and identify the bidders name, the Invitation to Bid number and the item number. Samples submitted must be representative of the commodities or equipment which would be delivered if awarded the bid. The State of Nebraska reserves the right to request samples even though this may not have been set forth in the Invitation to Bid. Samples not destroyed in testing will be returned at bidders expense, if requested, or will be donated to a public institution.

RECYCLING- Preference will be given to items which are manufactured or produced from recycled material or which can be readily reused or recycled after their normal use as per State Statute Section 81-15,159.

LATE BIDS- All bids will be time and date stamped upon receipt by the State Purchasing Bureau, and this shall be the official time and date of receipt. Bids received after the time of the bid opening will be considered late bids and will be returned to the bidder unopened. The State Purchasing Bureau is not responsible for late bids or lost requests due to mail service inadequacies, traffic or other similar reasons.

BID OPENING- Openings shall be public on the date and time specified on the Invitation to Bid form. It is the bidder's responsibility to assure the bid is delivered at the designated date, time and place of the bid opening. Telephone bids are not acceptable. A bid may not be altered after opening of the bids.

NO BID- If not submitting a bid, respond by returning the Invitation to Bid form explaining the reason in the space provided. Failure to respond to an Invitation to Bid may be cause for the removal of the bidder's name from the mailing list. NOTE: To qualify as a respondent, bidder must submit a "NO BID" and it must be received no later than the stated bid opening date and time.

AWARD- All purchases, leases, or contracts which are based on competitive bids will be awarded to the lowest responsible bidder, determined according to the provisions of State Statute Section 81-161, R.R.S. 1943. The State reserves the right to reject any or all bids, wholly or in part and to waive any deviations or errors that are not material, do not invalidate the legitimacy of the bid and do not improve the bidders competitive position. All awards will be made in a manner deemed in the best interest of the State.

BID TABULATIONS- Tabulations will be furnished upon written request. A self-addressed, stamped envelope which must include the agency and solicitation number must be enclosed. Bid tabulations will not be provided by telephone or facsimile. Bid files may be examined during normal working hours by appointment. Bid tabulations are available on the website at: <http://www.das.state.ne.us/materiel/purchasing/bidtabs.htm>

PERFORMANCE AND DEFAULT- The State reserves the right to require a performance bond from the successful bidder, as provided by law, without expense to the State. Otherwise, in case of default of the contractor, the State may procure the articles from other sources and hold the contractor responsible for any excess cost occasioned thereby.

IN-STATE PREFERENCE- A resident bidder shall be allowed a preference against a nonresident from a state which gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidders. Where the lowest responsible bid from a resident bidder is equal in all respects to one from a nonresident bidder from a state which has no preference law, the resident bidder shall be awarded the contract.

NONDISCRIMINATION- The Nebraska Fair Employment Practice Act prohibits contractors of the State of Nebraska, and their subcontractors, from discriminating against any employee or applicant for employment, to be employed in the performance of such contracts, with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, sex, disability, or national origin. (State Statute Sections 48-1101 through 48-1125) The bidder guarantees compliance with the Nebraska Fair Employment Practice Act, and breach of this provision shall be regarded as a material breach of contract. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this Invitation to Bid.

TAXES- Purchases made by the State of Nebraska are exempt from the payment of Federal Excise Taxes, and exemption certificates will be furnished on request. State and local taxes are exempt by State Statute Section 77-2704 (l) (m) R.R.S. 1943 and must not be included in the bid prices. Exemption by statute precludes the furnishing of State exemption certificates.

DRUG POLICY - Bidder certifies that it maintains a drug free work place environment to ensure worker safety and workplace integrity. Contractor agrees to provide a copy of its drug free workplace policy at any time upon request by the State.

GRIEVANCE AND PROTEST- Grievance and protest procedure is available by contacting the buyer. Protest must be filed within ten (10) days of award.

NE ACCESS TECHNOLOGY STANDARDS- Vendor agrees to ensure compliance with Nebraska Access Technology Standards. See website at: <http://www.nitc.state.ne.us/standards/accessibility/>

**STATE OF NEBRASKA
STATE PURCHASING BUREAU**

SCHEDULE OF EVENTS

The State expects to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change.

	ACTIVITY	DATE/TIME
1	Release Invitation to Bid	November 14, 2014
2	Last Day to Submit Written Questions	November 24, 2014
3	State Responds to Written Questions Through an Addendum to be posted to the internet at: http://www.das.state.ne.us/materiel/purchasing/rfp.htm	November 26, 2014
4	Bid Opening Location: Nebraska State Office Building State Purchasing Bureau 301 Centennial Mall South, Mall Level Lincoln, NE 68508	December 11, 2014 2:00 p.m. Central Time

WRITTEN QUESTIONS AND ANSWERS

Any explanation desired by a bidder regarding the meaning or interpretation of any Invitation to Bid provision must be submitted in writing to the State Purchasing Bureau and clearly marked "ITB Number 4852 OF; Vehicle Decal Kits". It is preferred that questions be sent via e-mail to matpurch.dasmat@nebraska.gov. Questions may also be sent by facsimile to 402-471-2089, but must include a cover sheet clearly indicating that the transmission is to the attention of Annette Walton, showing the total number of pages transmitted, and clearly marked "ITB Number 4852 OF; Vehicle Decal Kits".

Written answers will be provided through an addendum to be posted on the internet at <http://www.das.state.ne.us/materiel/purchasing/rfp.htm> on or before the date shown in the Schedule of Events.

STATE OF NEBRASKA ~ NEBRASKA STATE PATROL
Commodity Contract

VEHICLE DECAL KITS
Terms and Conditions
4852 OF

SCOPE

It is the intent of this Invitation to Bid to establish a contract to supply and deliver **Vehicle Decal Kits** to the Nebraska State Patrol in accordance with the attached specifications and contract terms & conditions. The contract resulting from this Invitation to Bid is to be in effect for a period of one year from the date of an award, with an option to renew for an additional four (4) one-year periods when mutually agreeable to the vendor and the State of Nebraska.

All items bid shall be of the latest manufacture in production as of the date of the Invitation to Bid and be of proven performance and under standard design, complete as regularly advertised and marketed. All necessary materials for satisfactory performance of the supplies shall be incorporated into the **Vehicle Decal Kits** whether or not they may be specifically mentioned below.

Complete specifications, manufacturer's descriptive literature and/or advertising data sheets with cuts or photographs may be required prior to an award and should be included with the bid on the IDENTICAL items proposed. Literature should be complete and the latest published. Any information necessary to show compliance with these specifications not given on the manufacturer's descriptive literature and/or advertising data sheets should be supplied in writing on or attached to the bid document. If manufacturer's specifications sheets, descriptive literature, advertising data sheets or information necessary to show compliance with these specifications is not supplied in writing on or attached to the bid document, the bidder will be required to submit requested information within three (3) business days of a written request. Failure to submit requested descriptive literature or advertising data sheets may be grounds to reject the bid.

NON-COMPLIANCE STATEMENT

Read these specifications carefully. Any and all exceptions to these specifications must be written on or attached to the invitation to bid. Any noncompliance may void your quotation. Non-compliance to any single specification can void your bid.

It is the responsibility of Bidders to obtain information and clarifications as provided below. The State of Nebraska is not responsible for any erroneous or incomplete understandings or wrongful interpretations of this Invitation to Bid by any Bidder.

No interpretation related to the meaning of bid specifications or other pre-bid documents will be made orally to any Bidder by the State of Nebraska. Any request for bid interpretation must be put in writing and faxed by the Bidder to: the State Purchasing Bureau, Fax (402) 471-2089 or e-mailed to AS Materiel Purchasing as.materielpurchasing@nebraska.gov by the last day to submit written questions that is specified in the Schedule of Events. (Inquiries received after the last day to submit written questions may not be addressed).

RIGHTS

The State reserves the right to waive technicalities; reject any or all bids, wholly or in part; and to waive any deviations or errors that are not material, do not invalidate the legitimacy of the bid, and do not improve the bidder's competitive position. This contract may be awarded item-by-item, group of items, or

total, to best serve the interest of the State of Nebraska. The State of Nebraska will be the sole judge of equivalence and any decision will be final. All awards will be made in a manner deemed in the best interest of the State.

SECRETARY OF STATE

Contract or purchase order awards may be limited to bidders authorized to transact business in the State of Nebraska. All awarded bidders are expected to comply with all Nebraska Secretary of State registration requirements. It is the responsibility of the bidder to comply with any registration requirements pertaining to types of business entities (e.g. person, partnership, foreign or domestic limited liability company, association, or foreign or domestic corporation or other type of business entity). The bidder who is the expected recipient of an award recommendation will be required to certify that it has so complied and produce a true and exact copy of its current (dated within 90 days), valid Certificate of Good Standing or Letter of Good Standing; or in the case registration is not required, to provide, in writing, the reason as to why none is required and complete the Individual or Sole Proprietor United States Attestation Form. This must be accomplished prior to the award of the contract or purchase order. Further, all bidders shall comply with any and all other applicable Nebraska statutes regarding transacting business in the State of Nebraska. In order to expedite the award process, bidders are encouraged to submit their valid Certificate of Good Standing or Letter of Good Standing with their bid.

AWARD

All purchases, leases, or contracts which are based on competitive bids will be awarded to the lowest responsible bidder, determined according to the provision of State Statute Section 81-161, R.R.S 1943. The State reserves the right to reject any or all bids, wholly or in part and to waive any deviations or errors that are not material, do not invalidate the legitimacy of the bid and do not improve the bidder's competitive position. All awards will be made in a manner deemed in the best interest of the State.

AMENDMENT

This Contract may be amended at any time in writing upon the agreement of both parties.

REVISIONS

In the event any product is discontinued or replaced with a newer version during the contract period, the State of Nebraska reserves the right to amend this contract to include the new product.

ASSIGNMENT OF CONTRACT

The vendor will not assign, transfer or sub-contract any portion of this contract without the prior written consent of the State of Nebraska.

BREACH OF CONTRACT

If the Contractor breaches this Contract, the State of Nebraska may, at its discretion, terminate the Contract immediately upon written notice to the Contractor. The State of Nebraska shall pay the Contractor only for such performance as has been properly completed and is of use to the State of Nebraska. The State of Nebraska may, at its discretion, contract for provision of the goods or services required to complete this Contract and hold the Contractor liable for all expenses incurred in such additional contract over and above the total cost of performance. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

TERMINATION

The contract may be terminated at any time upon the mutual consent of the parties, or by the State of Nebraska, with or without cause and/or consent upon thirty (30) days written notice.

TAXES

The State is not required to pay taxes of any kind and assumes no such liability as a result of

this solicitation. Any property tax payable on the contractor's equipment which may be installed in a state-owned facility is the responsibility of the contractor.

PRICES

Price quoted shall be unit price (per kit) and shall be firm for 90 days from date of an award and are to be net; including transportation and delivery charges fully prepaid by the bidder F.O.B. Destination as specified. Black and White Chevrons are a separate kit from the listed decal kit. No additional charges will be allowed for packing, handling, fuel surcharge, or partial delivery costs. Any request for an increase must be submitted in writing to the State Purchasing Bureau a minimum of 30 days prior to proposed effective date of increase, and must show cause and be accompanied by supporting documentation (such as notification letter from manufacturer). Further documentation may be required by the State, to authenticate the increase (such as manufacturer invoices). Failure to supply any requested supporting documentation may be grounds to cancel the contract. The State further reserves the right to reject any proposed price increase(s), cancel the contract and re-bid if determined to be in the best interest of the State. The State will be given full proportionate benefit of any decrease for the term of the contract. No price increases are to be billed to any State Agencies without prior written approval by the State Purchasing Bureau. Contract supplier or suppliers may honor pricing and extend the contract to political sub-divisions, cities, and counties. Terms and conditions of the contract must be met by political sub-divisions, cities, and counties.

QUALITY

Product quality must meet specifications and be consistent for the term of the contract. A guarantee of satisfactory performance by the supplier and meeting delivery dates are considered to be an integral part of the purchase contract resulting from this bid invitation. All materials must be of first quality, under standard production by the manufacturer and be of standard design, complete as regularly advertised and marketed and be of proven performance. Products are to be fully guaranteed and may be returned for full credit or replacement (at the State's option) for any reason during **the initial warranty period** with no additional charges for shipping or restocking.

SUBSTITUTIONS

Vendor will not substitute any item that has been awarded without prior written approval of State Purchasing Bureau.

ANNUAL USAGE

Annual usage figures provided are estimates and are not to be construed as either a minimum or maximum purchase quantity. The orders shall be for the actual quantities of each item ordered by or for any agency during the life of the contract. Vendor shall not impose minimum order requirements.

CANCELLATION CLAUSE

The contract may be terminated at any time upon the mutual consent of the parties, or by either party, with or without cause, upon 30 days written notice to the other party.

ORDERS

Orders will be placed either by, phone, fax, e-mail or Internet (if available and not to the exclusion of the other methods). All orders must reference a purchase order number and the purchase order number must be referenced on the packing slip, and invoice. Invoices are to be sent to the "Invoice to" address on the purchase order.

PAYMENT

Payment will be made in conjunction with the State of Nebraska Prompt Payment Act §81-2401 through 2408. Payment shall be within 45 days of receipt of service or invoice, whichever is received later.

Payment will be made by the responsible agency in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §81-2401 through 81-2408). The State may require the contractor to accept payment by electronic means such as ACH deposit. In no event shall the State be responsible or liable to pay for any services provided by the contractor prior to the Effective Date, and the contractor hereby waives any claim or cause of action for any such services.

INVOICES

An itemized invoice including the ordering agency name and individual, purchase order number, product description, unit cost, extension and total charges will be mailed to the bill to address on the purchase order. Discrepancies on invoices will be corrected to the State's satisfaction within fifteen (15) days.

DELIVERY

Deliveries are to be FOB destination as specified on the purchase orders, Monday through Friday (excluding State holidays and / or as otherwise directed).

The successful bidder will maintain sufficient inventory to process and deliver within 30 calendar days ARO. There will be no minimum order requirements. Deliveries must be clearly marked with the purchase order number. If delays in delivery are anticipated, the contractor will immediately notify the buyer of the expected delivery date. The order may be canceled if the delivery time is unsatisfactory, and the State may procure item(s) from other sources and the contractor will be held responsible for any/all excess cost.

POLITICAL SUB-DIVISIONS

Contract supplier or suppliers may honor pricing and extend the contract to political sub-divisions, cities and counties. Terms and conditions of the contract must be met by political sub-divisions, cities and counties.

APPROVED BRANDS AND APPROVAL PROCESS (PRE-QUALIFICATION)

Products bid must be the brand/material as specified within the specifications. The State of Nebraska will not be accepting alternatives to the brands/materials specified for contract award(s). In order to submit a bid for this solicitation, the bidder's proposed product for vehicle decal kit material must be an "Approved Brand" by the Nebraska State Patrol. Products that are not on the "Approved Brand" list will not be considered for this Invitation to Bid (IBT).

3M 680-10, 3M 180, 3M SCPM-44X & 3M SCPM-53X are considered "Approved Brands" which have previously been tested by the Nebraska State Patrol for meeting specification requirements.

Procedure for Pre-Approval/Pre-Qualification

If a vendor/supplier has a product which is not pre-approved by the Nebraska State Patrol, the vendor/supplier may contact Mike Yates, Buyer at Nebraska State Patrol for information concerning the approval process at (402) 479-3536 or Mike.Yates@Nebraska.gov.

Proposed product must pass field performance evaluation standard consisting of factors such as: durability, reflectivity, ease of installation, ease of removal as well as general requirements listed in these specifications, but not limited to those listed here. Overall testing period for both field performance and Materials and Research review of adherence to these specifications is one full year. If the product is approved, it will have the opportunity for inclusion on the "Approved Brands" list for the next bid solicitation for Nebraska State Patrol Vehicle Decal Kits.

USAGE REPORT

A usage report may be requested at any time during the term of the contract by the State of Nebraska

and should be submitted to the State Purchasing Bureau within 10 days after a written request. The report is to contain, at a minimum, agency name, item description, dollar amount, percentage of recycled content and percentage of post-consumer (P.C.) content, annual usage per contract item, average order quantity per ordering agency. Additional information may be deemed necessary and will be conveyed to the contractor.

ALTERATIONS (LOGO, STYLE OR OTHER)

Vendor should furnish a schedule of prices to be charged at each stage of production for alterations or corrections required by the using agency that are not the fault of the printer.

PROOFS

Vendor will produce one set of digital and / or printed color proofs for all printing done on this contract and ship overnight for approval by the using agency before printing. If using agency requests stylistic changes, logo changes, or other changes, vendor will provide additional proofs to the agency for review before printing at a pre-established charge.

CUSTOMER SERVICE

The vendor shall list the name and phone number of the customer service representative who will be assigned to service the State of Nebraska's account:

Customer Service Representative: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

VEHICLE DECAL KITS
Specifications and Bidder Instructions
4852 OF

Bidder Instructions

Bidder must respond to each of the following statements. Specifications listed are minimum conditions that must be met in order for a bidder to qualify for the award. A “yes” response means the bidder guarantees they can meet this condition. A “no” response means the bidder cannot meet this condition and will not be considered. “Other” responses should be used only with a narrative response explaining in detail any deviation from the bidder’s ability to meet the condition, and an explanation of how this would be determined to be an acceptable alternative to meeting the condition. Alternatives must be detailed in such a way that allows such deviations to be fully evaluated. The State of Nebraska shall determine at its sole discretion whether or not the vendor’s alternative is an acceptable alternative.

YES	NO	NO & PROVIDE ALTERNATIVE	1. DECAL KITS AND APPLICATION
			A. Each kit must fit a variety of vehicles, including, but not limited to: Police Package Patrol vehicles: 1. Ford Crown Victoria 2. Chevrolet Impala 3. Dodge Charger 4. Ford Interceptor Sedan
			B. Each kit must fit a variety of vehicles, including, but not limited to: Special Service Police Vehicles: 1. Ford Explorer 2. Chevrolet Tahoe 3. Ford Expedition 4. Ford F-250 Pickup 5. Chevrolet 1500 Pickup 6. Ford Interceptor SUV
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	2. Each Vehicle Decal Kit - Quantity and Location on vehicle body - Kit contains:
			<ul style="list-style-type: none"> A. 1 each "State Patrol" decal – location Trunk B. 2 each "Emergency Cell *55" decal – location Rear Quarter Panel C. 2 each "State Trooper" decal - location Doors D. 2 each "Nebraska" decal – location Front Door E. 2 each "Logo" decal – location Front Quarter Panel
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	3. DECAL REMOVAL
			Decals will need to be removed upon decommission of the vehicle. Therefore, bidder should provide instructions for the safe removal of decals.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	4. MATERIAL SPECIFICATIONS - TEXT
			A. 3M 680-10 High Visibility Conspicuity Reflective Material
			B. 3M 680-10 material must be laminated with 3M 180 laminate over the screen printed surface to protect printing integrity.
			C. Screen printed black (25177) outline, clear (3529) overcoat.
			D. Color: White
			E. STATE TROOPER (see Attachment A): <ul style="list-style-type: none"> 1. Font – Clarendon Bold; 2. Dimensions – 70.25" wide X 4" high; 3. Outline: .2" with a .4" down drop and .5" additional lower right drop shadow; 4. Slant – 10%

			<p>F. NEBRASKA (see Attachment B):</p> <ol style="list-style-type: none"> 1. Font – Helvetica Medium; 2. Dimensions – 17.5” wide X 2” high; 3. Outline: .125”; 4. Slant – 10%
			<p>G. STATE (see Attachment C):</p> <ol style="list-style-type: none"> 1. Font – Clarendon Bold; 2. Dimensions – 15.5” wide X 2.62” high; 3. Outline: .125” with an additional .3” drop and .32” additional lower drop shadow; 4. Slant – 10%
			<p>H. PATROL (see Attachment C):</p> <ol style="list-style-type: none"> 1. Font – Clarendon Bold; 2. Dimensions – 18” wide X 2.62” high; 3. Outline: .125” with an additional .3” drop and .32” additional lower drop shadow; 4. Slant – 10%
			<p>I. EMERGENCY CELL *55 (see Attachment D):</p> <ol style="list-style-type: none"> 1. Font – Helvetica Medium; 2. Outline: .125”; 3. Slant – None 4. EMERGENCY: 14.9375” wide X 2.375” high 5. CELL: 5.75” wide X 2.375 high 6. * - 1.0626” 7. 55: 3.125” wide X 2.375” high 8. EMERGENCY to be stacked and centered over CELL *55. Overall height: 5.5”; Overall width: 11.75”
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	5. MATERIAL SPECIFICATIONS – LOGO (see Attachment E)
			A. 3M 680-10 with Controltac Adhesive and 3M Prespacing Tape SCPM-44X
			B. Screen printed 3M gold metallic (61115), 3M black (9705), 3M clear (9720) overcoat
			C. Color: White
			D. Size: 8.875” wide X 9.6875” high
			E. Die cut to shape.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	6. WHITE REFLECTIVE 4" CHEVRONS (set of two, one left, one right; see Attachment F)
			A. 3M 680CR-10 White Reflective Material
			B. Prespacing Material SCPS-53X
			C. Size: 4.00" High X 18.84" in length
			D. One left and one right decal per package
			E. Each set of Left/Right decals must be packaged separately.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	7. WHITE REFLECTIVE 6" CHEVRONS (set of two, one left, one right; see Attachment G)
			A. 3M 680CR-10 White Reflective Material
			B. Prespacing Material SCPS-53X
			C. Size: 6.00" High X 18.55" in length
			D. One left and one right decal per package
			E. Each set of Left/Right decals must be packaged separately.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	8. BLACK REFLECTIVE 4" CHEVRONS (set of two, one left, one right; see Attachment F)
			A. 3M 680CR-85 Black Reflective Material
			B. Prespacing Material SCPS-53X
			C. Size: 4.00" High X 18.84" in length
			D. One left and one right decal per package
			E. Each set of Left/Right decals must be packaged separately.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	9. BLACK REFLECTIVE 6" CHEVRONS (set of two, one left, one right; see Attachment G)
			A. 3M 680CR-85 Black Reflective Material
			B. Prespacing Material SCPS-53X
			C. Size: 6.00" High X 18.84" in length
			D. One left and one right decal per package
			E. Each set of Left/Right decals must be packaged separately.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	10. PROOFS, INITIAL
			A. INITIAL PROOFS: Prior to printing, the vendor must submit proofs to the Nebraska State Patrol contact person for final approval. Final approval of the proofs must be obtained prior to production.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	11. CHANGE ORDER PROOFS
			<p>B. ADDITIONAL PROOFS: If, through the life of the contract, changes are required on the design, content or style of the decals, vendor needs to define the cost of additional proofs needed for any such changes.</p> <p>Cost for additional proofs: _____</p>
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	12. SAMPLES / TESTING
			<p>A. Samples of similar work printed in the bidder's facility, utilizing materials as bid may be required prior to an award. Samples may be included with the bid, and must be provided within 5 business days of a request. Failure to provide samples as specified may void the bid.</p>
			<p>B. Samples of materials bid may be required prior to an award, or at any time during the term of the contract. Samples are to be provided within 5 business days of a request. Failure to provide samples or samples not meeting the specifications may void the bid or may constitute a breach of contract.</p>
			<p>C. Vendor awarded this bid must maintain a product quality equal to the provided sample for the duration of the contract.</p>
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	13. PACKAGING
			A. Packages are to be clearly marked with the purchase order number. Packages must be suitable size and of sufficient strength to protect the contents during shipping, handling and storage.
			B. Each decal panel is to be labeled as to vehicle side and position (i.e. vehicle trunk). Each decal kit shall be thermal sealed in a poly bag. The kits are to be packaged in such a way to ensure no folding, wrinkling and/or prespacing/liners pop off decal. Detailed application instructions are to be provided showing step by step procedures.
NOTES/COMMENTS:			

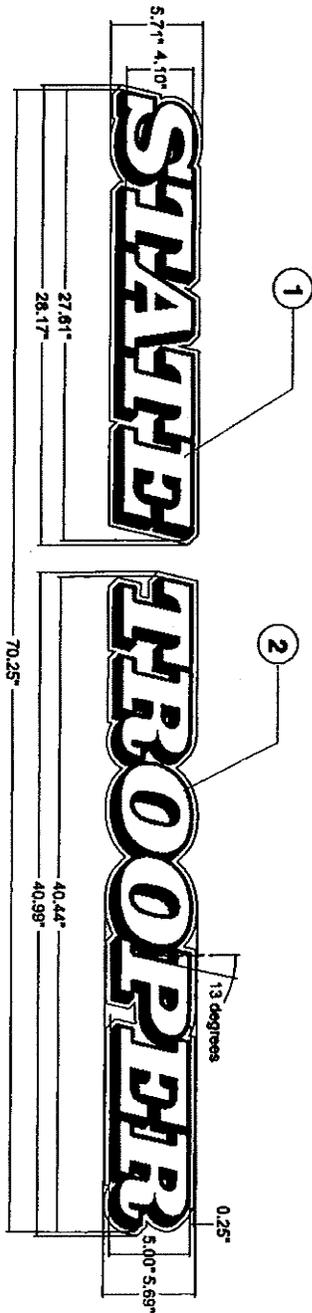
YES	NO	NO & PROVIDE ALTERNATIVE	14. SECRETARY OF STATE REGISTRATION REQUIREMENTS
			*Prior to contract award and/or upon request of SPB, potential award recipient(s) will be asked to certify compliance with Nebraska Secretary of State Registration by providing a true and exact copy of current (dated within 90 days) valid Certificate of Good Standing or Letter of Good Standing.
			A. Bidder is a SOLE PROPRIETORSHIP (in which case, no Letter of Good Standing/Certificate of Good Standing is required; complete the Individual or Sole Proprietor United States Attestation form.)
			B. Bidder is a GENERAL PARTNERSHIP (in which case, no Letter of Good Standing/Certificate of Good Standing is required)
			C. Bidder is a FOREIGN or DOMESTIC CORPORATION or BUSINESS and a copy of current Letter of Good Standing/Certificate of Good Standing from the Nebraska Secretary of State is provided within bid submission documents.
			D. Bidder is a FOREIGN or DOMESTIC CORPORATION or BUSINESS and a copy of current Letter of Good Standing/Certificate of Good Standing from the Nebraska Secretary of State will be provided in a timely manner upon request prior to award.

NOTES/COMMENTS:

YES	NO	NO & PROVIDE ALTERNATIVE	15. BID COMPLIANCE
			A. Specifications have been read and fully understood. Any exceptions have been written on the bid or attached. Bid is signed and unit price is in compliance with the given unit of measure.

NOTES/COMMENTS:

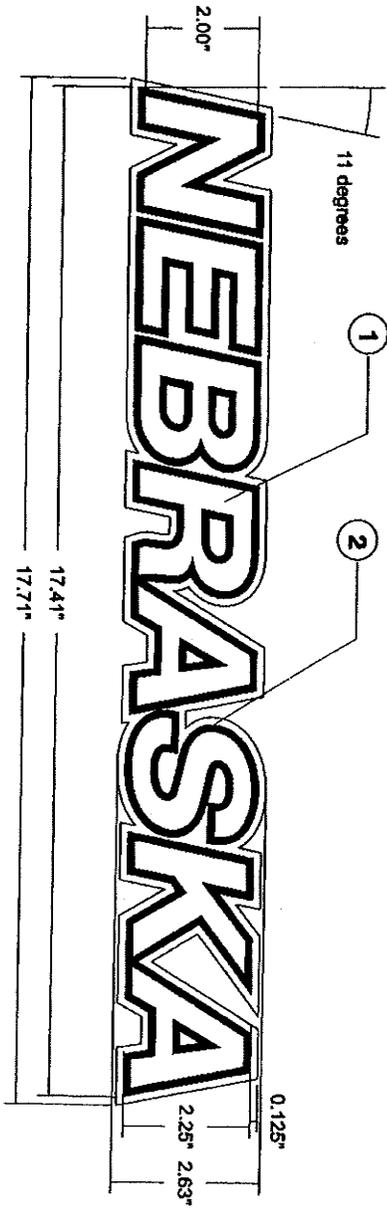
Attachment A



NOTE: Decal to have Vehicle Side and Position stamped on premask

Drawing Revision			
Drawn By	Checked By	Date	Rev
Rev. Description			
Proof Read By:			
Description			
①	WHITE TEXT		
②	BLACK BORDER		
③			
④			
Notes			
<ul style="list-style-type: none"> Material: - 3M 690CR-10 WHITE REFLECTIVE - 8519 LAMINATED Font: CLARENDON BOLD Adhesive: - Premask: SCPM-S Barrier: - 			
Directory:	File Name:	Drawn By:	Checked By:
Creation Date:	Manufacture Date:	Page:	
Customer:			
Product Description: STATE TROOPER (DOORS)			
Part Number:			Rev:

Attachment B



NOTE: Decal to have Vehicle Side and Position stamped on premask

Drawing Revision

Drawn By	Checked By	Date	Rev.

Rev. Description:

Proof Read By:

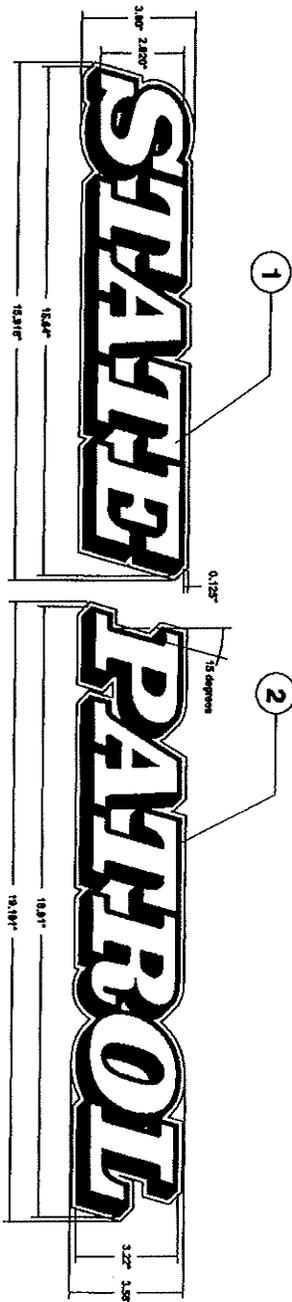
Description
① WHITE TEXT
② BLACK BORDER
③
④

Notes

- Material: - 3M 680CR-10 WHITE REFLECTIVE
- 8519 LAMINATED
- Font: HELVETICA MED.
- Adhesive: -
- Premask: SCPM-3
- Barrier: -

Directory:	File Name:	Drawn By:	Checked By:
Creation Date:	Modification Date:	Page:	
Customer:			
Product Description: NEBRASKA (FRONT DOOR)			
Part Number:			Rev.:

Attachment C



NOTE: Decal to have Vehicle Side and Position stamped on premask

Drawing Revision

Drawn By	Chkd By	Date:	Rev.:

Rev. Description:

Description
① WHITE TEXT
② BLACK BORDER
③
④

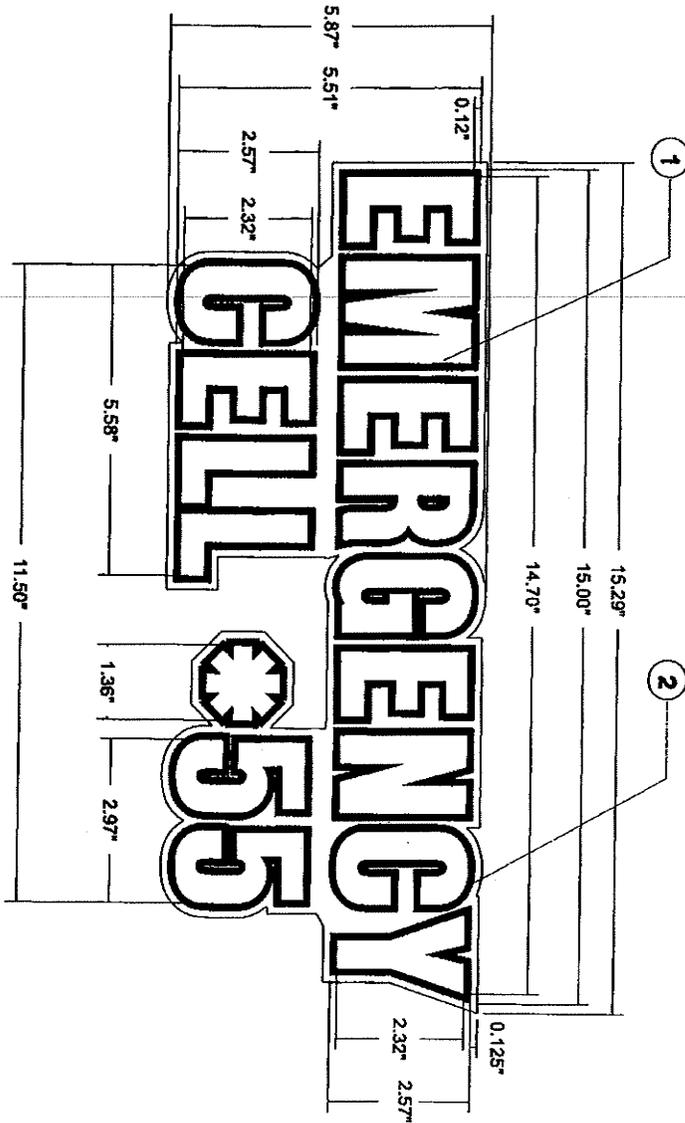
Notes
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Directory:	File Name:	Drawn By:	Chkd By:
Creation Date:	Modification Date:	Page:	
Customer:			

Product Description: STATE PATROL (TRUNK)

Part Number	Rev.

Attachment D



NOTE: Decal to have Vehicle Side and Position stamped on premask

Drawing Revision

Drawn By	Checked By	Date	Rev.:
			NR

Rev. Description:

Prod. Read By:

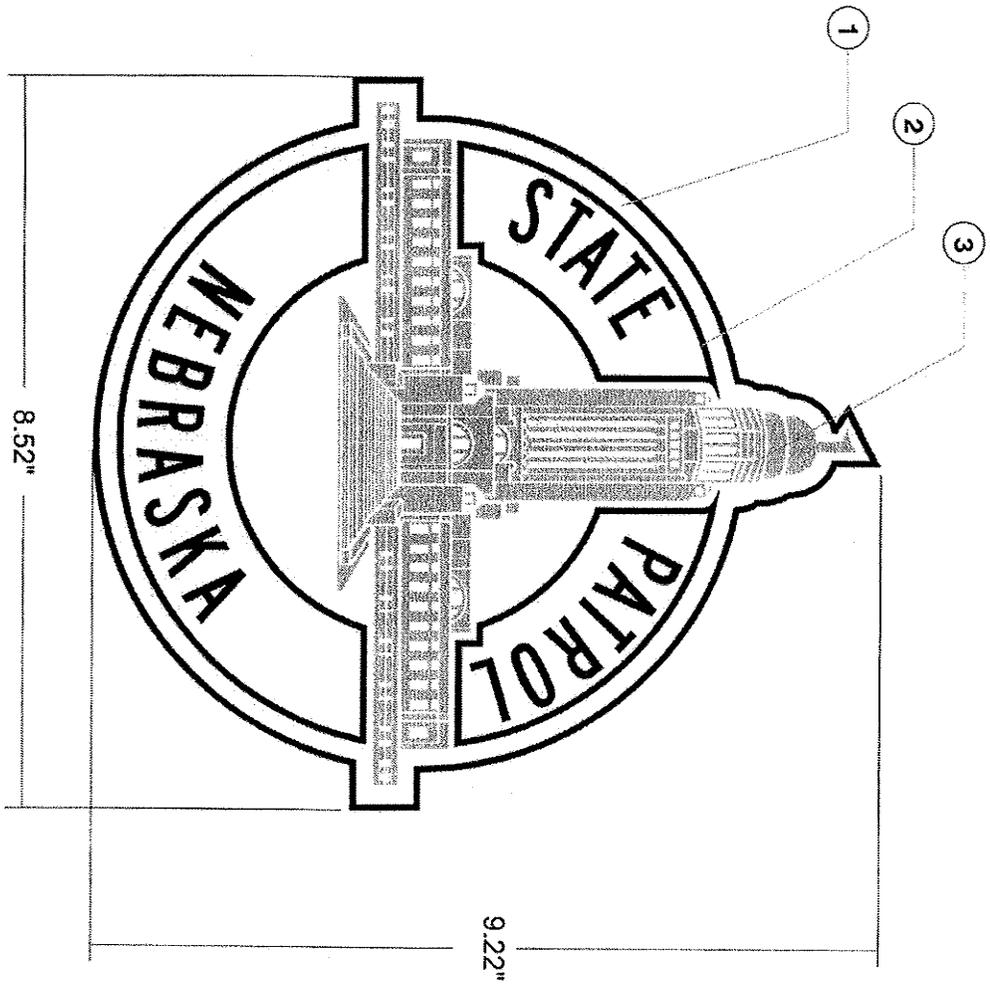
Description
① WHITE TEXT
② BLACK BORDER
③ -
④ -

Notes

- Material: - 3M 880CR-10 WHITE REFLECTIVE
-8519 OVERLAMINATED
- Font: HELVETICA COND. BLACK
- Adhesive: -
- Premask: SCPM-3
- Barrier: -

Directory:	File Name:	Drawn By:	Check By:
Creation Date:	Modification Date:	Page:	
Customer:			
Product Description: EMERGENCY CELL *55 (REAR QUARTER PANEL)			
Part Number:			

Attachment E



NOTE: Decal to have Vehicle Side and Position stamped on premask

Drawing Revision

Drawn By	Chkd By	Date:	Rev:
			NR

Rev. Describe:

Description
① WHITE BACKGROUND
② BLACK BORDER AND TEXT
③ 3M GOLD METALLIC (61115) IMAGE
④

Proof Read By:

Notes

- Material: 3M 690CR-10 WHITE REFLECTIVE -8519 OVERLAMINATED
- Adhesive: -
- Premask: SCPM-3
- Barrier: -

Directory:	File Name:	Drawn By:	Chkd By:

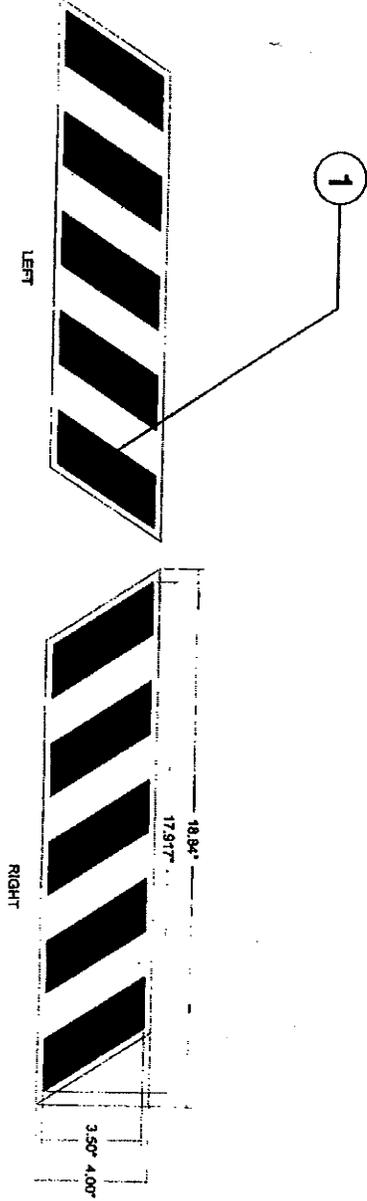
Creation Date:	Modification Date:	Page:

Customer:

Product Description:
LOGO (FRONT QUARTER PANEL)

Part Number	Rev:

Attachment F



Drawing Revision

Drawn By:

Check By:

Date:

Rev.:

Rev. Description:

Proof Read By:

Description

- ① BLACK REFLECTIVE
- ②
- ③
- ④

Notes

- Material: 3M 880C-R-88 BLACK REFLECTIVE
- Adhesive:
- Premask: SCPS-53X
- Barter:

Directory:

File Name:

Drawn By:

Check By:

Creation Date:

Modification Date:

Page:

Customer:

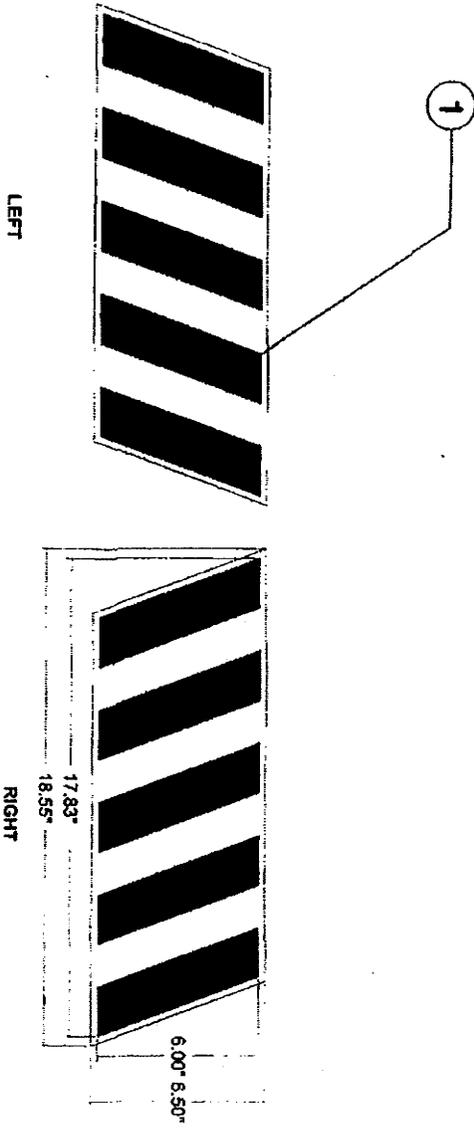
Product Description:

FRONT CHEVRONS

Part Number:

Rev.

Attachment G



Drawing Revision

Drawn By: _____ Check By: _____ Desk: _____ Rev: _____

Rev. Description:

Proof Read By:

Description

- ① BLACK REFLECTIVE
- ②
- ③
- ④

Notes

- Material: 3M 690CH-95 BLACK REFLECTIVE
- Adhesive:
- Premask: SCPS-53X
- Barrier:

Director: _____ File Name: _____ Drawn By: _____ Check By: _____

Creation Date: _____ Modification Date: _____ Paper: _____

Customer:

Product Description:
FRONT/BACK BUMPER TRAFFIC ADVISOR SLASHES

Part Number: _____ Rev: _____