# State of Nebraska - INVITATION TO BID
# CONTRACT

| | | | |
|---|---|---|---|
| **Date** | 1/22/16 | **Page** | 1 of 3 |
| **Solicitation Number** | 5200 OF | | |
| **Opening Date and Time** | 02/09/16 | 2:00 pm | |
| **Buyer** | RITA SCHWABE (AS) | | |

**Return to:**

State Purchasing Bureau
1526 K Street, Suite 130
Lincoln, NE 68508
Telephone: (402) 471-6500
Fax: (402) 471-2089

**DESTINATION OF GOODS**

**DEPT OF ROADS**
**5001 S 14TH ST**
**PO BOX 94759**
**LINCOLN NE 68509-4759**

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 Liquid Asphaltic Materials to the State of Nebraska as per the attached specifications from the date of award through November 30, 2016. The contract is seasonal and has no renewal options. 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.

(ss 1/21/16)

**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.**

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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OR
P.O. Box 94847
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Fax: 402-471-2089

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## INVITATION

| Line | Description | Quantity | Unit of Measure | Unit Price | Extended Price |
|---|---|---|---|---|---|
| 1 | CRS-2P DISTRICT 1 | 3,925.0000 | TN | | |
| 2 | CRS-2P DISTRICT 3 | 8,550.0000 | TN | | |
| 3 | CRS-2P DISTRICT 4 | 7,650.0000 | TN | | |
| 4 | CRS-2P DISTRICT 5 | 225.0000 | TN | | |
| 5 | CRS-2P DISTRICT 6 | 2,475.0000 | TN | | |
| 6 | CRS-2P DISTRICT 7 | 2,175.0000 | TN | | |
| 7 | CRS-2P DISTRICT 8 | 3,500.0000 | TN | | |
| 8 | CRS-2P PLANT PICK UP | 175.0000 | TN | | |
| 9 | CRS-2VHL DISTRICT 5 | 225.0000 | TN | | |
| 10 | CRS-2VHL PLANT PICK UP | 25.0000 | TN | | |
| 11 | CSS-1H 50/50 DISTRICT 3 | 75.0000 | TN | | |
| 12 | CSS-1H 50/50 DISTRICT 5 | 150.0000 | TN | | |
| 13 | CSS-1H 50/50 DISTRICT 6 | 800.0000 | TN | | |
| 14 | CSS-1H 50/50 DISTRICT 7 | 225.0000 | TN | | |
| 15 | CSS-1H 50/50 DISTRICT 8 | 300.0000 | TN | | |
| 16 | CSS-1H 50/50 PLANT PICK UP | 125.0000 | TN | | |
| 17 | CSS-1H 75/25 DISTRICT 2 | 50.0000 | TN | | |
| 18 | CSS-1H 75/25 DISTRICT 8 | 450.0000 | TN | | |
| 19 | CSS-1H 75/25 PLANT PICK UP | 50.0000 | TN | | |
| 20 | CSS-1H STRAIGHT DISTRICT 5 | 150.0000 | TN | | |
| 21 | CSS-1H STRAIGHT DISTRICT 7 | 150.0000 | TN | | |
| 22 | CSS-1H STRAIGHT PLANT PICK UP | 50.0000 | TN | | |
| 23 | HFE-150 DISTRICT 5 | 1,100.0000 | TN | | |

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## INVITATION

| Line | Description | Quantity | Unit of Measure | Unit Price | Extended Price |
|---|---|---|---|---|---|
| 24 | HFE-150 DISTRICT 8 | 25.0000 | TN | _____ | _____ |
| 25 | HFE-150 PLANT PICK UP | 75.0000 | TN | _____ | _____ |
| 26 | HFE-300 DISTRICT 4 | 1,600.0000 | TN | _____ | _____ |
| 27 | HFE-300 DISTRICT 5 | 50.0000 | TN | _____ | _____ |
| 28 | HFE-300 DISTRICT 6 | 1,675.0000 | TN | _____ | _____ |
| 29 | HFE-300 DISTRICT 7 | 700.0000 | TN | _____ | _____ |
| 30 | HFE-300 DISTRICT 8 | 800.0000 | TN | _____ | _____ |
| 31 | HFE-300 PLANT PICK UP | 125.0000 | TN | _____ | _____ |
| 32 | HFE-1000 DISTRICT 4 | 200.0000 | TN | _____ | _____ |
| 33 | HFE-1000 DISTRICT 5 | 25.0000 | TN | _____ | _____ |
| 34 | HFE-1000 DISTRICT 6 | 25.0000 | TN | _____ | _____ |
| 35 | HFE-1000 DISTRICT 8 | 200.0000 | TN | _____ | _____ |
| 36 | HFE-1000 PLANT PICK UP | 100.0000 | TN | _____ | _____ |
| 37 | MC-250 DISTRICT 4 | 100.0000 | TN | _____ | _____ |
| 38 | MC-250 DISTRICT 6 | 100.0000 | TN | _____ | _____ |
| 39 | MC-250 DISTRICT 8 | 100.0000 | TN | _____ | _____ |
| 40 | MC-250 PLANT PICK UP | 75.0000 | TN | _____ | _____ |
| 41 | DEMURRAGE | 1.0000 | HR | _____ | _____ |

**TABLE OF CONTENTS**

**GLOSSARY OF TERMS** ..... **iii**

**I. SCOPE OF THE INVITATION TO BID (ITB)** ..... **1**

A. SCHEDULE OF EVENTS ..... 1

**II. PROCUREMENT PROCEDURES** ..... **2**

A. PROCURING OFFICE AND CONTACT PERSON ..... 2
B. GENERAL INFORMATION ..... 2
C. COMMUNICATION WITH STATE STAFF AND EVALUATORS ..... 2
D. WRITTEN QUESTIONS AND ANSWERS ..... 2
E. SUBMISSION OF BIDS ..... 3
F. IMPORTANT NOTICE LANGUAGE ..... 3
G. DISCOUNTS ..... 3
H. PRICE ADJUSTMENTS DURING CONTRACT TERM ..... 3
I. PAYMENT ..... 3
J. BID EXECUTION ..... 3
K. BID OPENING ..... 3
L. ELECTRONIC DOCUMENTS/FACSMILIE SUBMISSIONS ..... 4
M. VALID BID TIME ..... 4
N. ALTERNATE/EQUIVALENT BIDS ..... 4
O. LATE BIDS ..... 4
P. NO BID ..... 4
Q. LUMP SUM OR ALL OR NONE BIDS ..... 4
R. REJECTION OF BIDS ..... 4
S. EVALUATION OF BIDS ..... 4
T. BID TABULATIONS ..... 5
U. MANDATORY REQUIREMENTS ..... 5
V. REFERENCE CHECKS ..... 5
W. RECYCLING ..... 5
X. SECRETARY OF STATE/TAX COMMISSIONER REGISTRATION REQUIREMENTS ..... 5
Y. RESIDENT BIDDER ..... 5
Z. POLITICAL SUB-DIVISIONS ..... 5
AA. VIOLATION OF TERMS AND CONDITIONS ..... 6

**III. INVITATION TO BID - TERMS AND CONDITIONS** ..... **6**

A. GENERAL ..... 6
B. DEBARMENT ..... 6
C. SPECIFICATIONS ..... 7
D. PERFORMANCE AND DEFAULT ..... 7
E. DRUG POLICY ..... 7
F. NE ACCESS TECHNOLOGY STANDARDS ..... 7
G. COMPLIANCE WITH CIVIL RIGHTS LAWS AND EQUAL OPPORTUNITY EMPLOYMENT / NONDISCRIMINATION ..... 8
H. PERMITS, REGULATIONS, LAWS ..... 8
I. COOPERATION WITH OTHER CONTRACTORS ..... 8
J. CONTRACTOR RESPONSIBILITY ..... 9

K. FUNDING OUT CLAUSE OR LOSS OF APPROPRIATIONS ..... 9
L. RIGHT TO AUDIT ..... 9
M. CONFLICT OF INTEREST ..... 10
N. BID PREPARATION COSTS ..... 10
O. ERRORS AND OMISSIONS ..... 10
P. ASSIGNMENT BY THE STATE ..... 11
Q. ASSIGNMENT BY THE CONTRACTOR ..... 11
R. GOVERNING LAW ..... 11
S. ATTORNEY'S FEES ..... 11
T. ADVERTISING ..... 12
U. NOTIFICATION ..... 12
V. EARLY TERMINATION ..... 13
W. BREACH BY CONTRACTOR ..... 13
X. ASSURANCES BEFORE BREACH ..... 14
Y. ACCEPTANCE AND PAYMENT OF GOODS ..... 14
Z. FORCE MAJEURE ..... 14
AA. PROHIBITION AGAINST ADVANCE PAYMENT ..... 14
BB. PAYMENT ..... 15
CC. INVOICES ..... 15
DD. TAXES ..... 15
EE. SEVERABILITY ..... 16
FF. PROPRIETARY INFORMATION ..... 16
GG. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION/COLLUSIVE BIDDING ..... 17
HH. PRICES ..... 17
II. ETHICS IN PUBLIC CONTRACTING ..... 18
JJ. INDEMNIFICATION ..... 18
KK. ANTITRUST ..... 19
LL. EMPLOYEE WORK ELIGIBILITY STATUS ..... 19

**IV. SCOPE OF WORK ..... 20**

A. SCOPE ..... 20
B. AMENDMENT ..... 20
C. REVISIONS ..... 20
D. DELIVERY ..... 20
E. LATE OR NON-DELIVERY ..... 21
F. BASIS OF PAYMENT ..... 21
G. ONSITE PERSONNEL ..... 23

**V. INVITATION TO BID - TECHNICAL SPECIFICATIONS ..... 28**

**Form A Bidder Contact Sheet ..... 46**

**GLOSSARY OF TERMS**

**Acceptance Test Procedure:** Benchmarks and other performance criteria, developed by the State of Nebraska or other sources of testing standards, for measuring the effectiveness of products or services and the means used for testing such performance.

**Addendum:** Something to be added or deleted to an existing document; a supplement.

**After Receipt of Order (ARO):** After Receipt of Order

**Agency:** Any state agency, board, or commission other than the University of Nebraska, the Nebraska State colleges, the courts, the Legislature, or any other office or agency established by the Constitution of Nebraska.

**Agent/Representative:** A person authorized to act on behalf of another.

**Amend:** To alter or change by adding, subtracting, or substituting.

**Amendment:** A written correction or alteration to a document.

**Appropriation:** Legislative authorization to expend public funds for a specific purpose. Money set apart for a specific use.

**Award:** All purchases, leases, or contracts, which are based on competitive bids, will be awarded according to the provisions in the Invitation to Bid. The State reserves the right to reject any or all bids, wholly or in part, or to award to multiple bidders in whole or in part. The State reserves the right 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/Proposal:** The offer submitted by a vendor in a response to written solicitation.

**Bid Bond:** An insurance agreement, accompanied by a monetary commitment, by which a third party (the surety) accepts liability and guarantees that the vendor will not withdraw the bid.

**Bidder:** A vendor who submits an offer bid in response to a written solicitation.

**Business:** Any corporation, partnership, individual, sole proprietorship, joint-stock company, joint venture, or any other private legal entity.

**Business Day:** Any weekday, except State-recognized holidays.

**Calendar Day:** Every day shown on the calendar including Saturdays, Sundays, and State/Federal holidays.

**Cancellation:** To call off or revoke a purchase order without expectation of conducting or performing it at a later time.

**Central Processing Unit (CPU):** Any computer or computer system that is used by the State to store, process, or retrieve data or perform other functions using Operating Systems and applications software.

**Change Order**: Document that provides amendments to an executed purchase order.

**Collusion:** An agreement or cooperation between two or more persons or entities to accomplish a fraudulent, deceitful, or unlawful purpose.

**Commodities:** Any equipment, material, supply or goods; anything movable or tangible that is provided or sold.

**Commodities Description:** Detailed descriptions of the items to be purchased; may include information necessary to obtain the desired quality, type, color, size, shape, or special characteristics necessary to perform the work intended to produce the desired results.

**Competition:** The effort or action of two or more commercial interests to obtain the same business from third parties.

**Confidential Information:** Unless otherwise defined below, "Confidential Information" shall also mean proprietary trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Nebraska Attorney General Opinions 92068 and 97033, proof that information is proprietary requires identification of specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive.

**Contract:** An agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law; the writing that sets forth such an agreement.

**Contract Administration:** The management of the contract, which includes and is not limited to contract signing, contract amendments and any necessary legal actions.

**Contract Management:** The management of day-to-day activities at the agency, which includes and is not limited to ensuring deliverables are received, specifications are met, handling meetings and making payments to the Contractor.

**Contract Period:** The duration of the contract.

**Contractor:** Any individual or entity having a contract or awarded purchase order to furnish commodities or services.

**Cooperative Purchasing:** The combining of requirements of two or more political entities to obtain advantages of volume purchases, reduction in administrative expenses or other public benefits.

**Copyright:** A property right in an original work of authorship fixed in any tangible medium of expression, giving the holder the exclusive right to reproduce, adapt and distribute the work.

**Critical Program Error:** Any Program Error, whether or not known to the State, which prohibits or significantly impairs use of the Licensed Software as set forth in the documentation and intended in the contract.

**Customer Service:** The process of ensuring customer satisfaction by providing assistance and advice on those products or services provided by a Contractor.

**Default:** The omission or failure to perform a contractual duty.

**Deviation:** Any proposed change(s) or alteration(s) to either the terms and conditions or deliverables within the scope of the written solicitation or contract.

**Evaluation:** The process of examining an offer after opening to determine the vendor's responsibility, responsiveness to requirements, and to ascertain other characteristics of the offer that relate to determination of the successful award.

**Evaluation Committee:** Committee(s) appointed by the requesting agency that advises and assists the procuring office in the evaluation of bids/proposals (offers made in response to written solicitations).

**Extension:** Continuance of a contract for a specified duration upon the agreement of the parties beyond the original Contract Period. Not to be confused with "Renewal Period".

**Free on Board (F.O.B.) Destination:** The delivery charges are included in the quoted price and prepaid by the vendor. Vendor is responsible for all claims associated with damages during delivery of product.

**Free on Board (F.O.B.) Point of Origin:** The delivery charges are not included in the quoted price and are the responsibility of the agency. Agency is responsible for all claims associated with damages during delivery of product.

**Foreign Corporation:** A foreign corporation that was organized and chartered under the laws of another state, government, or country.

**Installation Date:** The date when the procedures described in "Installation by Contractor", and "Installation by State", as found in the RFP, ITB (written solicitation) or contract are completed.

**Late Bid/Proposal:** An offer received after the Opening Date and Time.

**Licensed Software Documentation:** The user manuals and any other materials in any form or medium customarily provided by the Contractor to the users of the Licensed Software, which will provide the State with sufficient information to operate, diagnose, and maintain the Licensed Software properly, safely, and efficiently.

**Mandatory/Must:** Required, compulsory, or obligatory.

**May:** Discretionary, permitted; used to express possibility.

**Module (see System):** A collection of routines and data structures that perform a specific function of software.

**Must:** See Shall/Will/Must.

**National Institute for Governmental Purchasing (NIGP):** National Institute of Governmental Purchasing – Source used for assignment of universal commodity codes to goods and services.

**Open Market Purchase:** Authorization may be given to an agency to purchase items above direct purchase authority due to the unique

nature, price, quantity, location of the using agency, or time limitations by the AS Materiel Division, State Purchasing Bureau.

**Opening Date and Time:** Specified date and time for the public opening of received, labeled, and sealed formal bids.

**Operating System:** The control program in a computer that provides the interface to the computer hardware and peripheral devices, and the usage and allocation of memory resources, processor resources, input/output resources, and security resources.

**Outsourcing:** The contracting out of a business process, which an organization may have previously performed internally or has a new need for, to an independent organization from which the process is purchased back.

**Payroll & Financial Center (PFC):** Electronic procurement system of record.

**Performance Bond:** An insurance agreement, accompanied by a monetary commitment, by which a third party (the surety) accepts liability and guarantees that the Contractor fulfills any and all obligations under the contract.

**Platform:** A specific hardware and Operating System combination that is different from other hardware and Operating System combinations to the extent that a different version of the Licensed Software product is required to execute properly in the environment established by such hardware and Operating System combination.

**Pre-Bid/Pre-Proposal Conference:** A meeting scheduled for the purpose of clarifying a written solicitation and related expectations.

**Product:** Something that is distributed commercially for use or consumption and that is usually (1) tangible personal property, (2) the result of fabrication or processing, and (3) an item that has passed through a chain of commercial distribution before ultimate use or consumption.

**Program Error:** Code in Licensed Software which produces unintended results or actions, or which produces results or actions other than those described in the specifications. A program error includes, without limitation, any Critical Program Error.

**Program Set:** The group of programs and products, including the Licensed Software specified in the RFP, plus any additional programs and products licensed by the State under the contract for use by the State.

**Project:** The total scheme, program, or method worked out for the accomplishment of an objective, including all documentation, commodities, and services to be provided under the contract.

**Proposal:** See Bid/Proposal.

**Proprietary Information:** Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, proof that information is proprietary requires identification of specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive.

**Protest/Grievance:** A complaint about a governmental action or decision related to an Invitation to Bid or resultant contract, brought by a vendor who has timely submitted a bid response in connection with the award in question, to AS Materiel Division or another designated agency with the intention of achieving a remedial result.

**Public Proposal/Bid Opening:** The process of opening correctly submitted offers at the time and place specified in the written solicitation and in the presence of anyone who wished to attend.

**Recommended Hardware Configuration:** The data processing hardware (including all terminals, auxiliary storage, communication, and other peripheral devices) to the extent utilized by the State as recommended by the Contractor.

**Release Date:** The date of public release of the written solicitation to seek offers

**Renewal Period:** Optional contract periods subsequent to the original Contract Period for a specified duration with previously agreed to terms and conditions. Not to be confused with Extension.

**Request for Information (RFI):** A general invitation to vendors requesting information for a potential future solicitation. The RFI is typically used as a research and information gathering tool for preparation of a solicitation.

**Request for Proposal (RFP):** A written solicitation utilized for obtaining competitive offers.

**Responsible Bidder:** A bidder who has the capability in all respects to perform fully and lawfully all requirements with integrity and reliability to assure good faith performance.

**Responsive Bidder:** A bidder who has submitted a bid, which conforms to all requirements of the solicitation document.

**Shall/Will/Must:** An order/command; mandatory.

**Should:** Expected; suggested, but not necessarily mandatory.

**Software License:** Legal instrument with or without printed material that governs the use or redistribution of licensed software.

**Sole Source – Commodity:** When an item is available from only one source due to the unique nature of the requirement, its supplier, or market conditions.

**Sole Source – Services:** A service of such a unique nature that the vendor selected is clearly and justifiably the only practical source to provide the service. Determination that the vendor selected us justifiably the sole source is based on either the uniqueness of the service or sole availability at the location required.

**Specifications:** The detailed statement, especially of the measurements, quality, materials, and functional characteristics, or other items to be provided under a contract.

**System (see Module):** Any collection or aggregation of two (2) or more Modules that is designed to function, or is represented by the Contractor as functioning or being capable of functioning, as an entity.

**Termination:** Occurs when either party, pursuant to a power created by agreement or law, puts an end to the contract prior to the stated expiration date. All obligations, which are still executory on both sides, are discharged but any right based on prior breach or performance survives.

**Trade Secret:** Information, including, but not limited to, a drawing, formula, pattern, compilation, program, device, method, technique, code, or process that (a) derives independent economic value, actual or potential, from not being known to, and not being ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (b) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (see Neb. Rev. Stat. § 87-502(4)).

**Trademark:** A word, phrase, logo, or other graphic symbol used by a manufacturer or vendor to distinguish its product from those of others, registered with the U.S. Patent and Trademark Office.

**Upgrade:** Any change that improves or alters the basic function of a product of service.

**Vendor:** An individual or entity lawfully conducting business in the State of Nebraska, or licensed to do so, who seeks to provide goods or services under the terms of a written solicitation.

**Vendor Performance Report:** A report issued to the Contractor by State Purchasing Bureau when products or services delivered or performed fail to meet the terms of the purchase order, contract, and/or specifications, as reported to State Purchasing Bureau by the agency. The State Purchasing Bureau shall contact the Contractor regarding any such report. The vendor performance report will become a part of the permanent record for the Contractor. The State may require vendor to cure. Two such reports may be cause for immediate termination.

**Will:** See Shall/Will/Must

**Work Day:** See Business Day.

## I. SCOPE OF THE INVITATION TO BID (ITB)

The State of Nebraska, Administrative Services (AS), Materiel Division, State Purchasing Bureau (hereafter known as State Purchasing Bureau or SPB), is issuing this Invitation To Bid, Number 5200 OF for the purpose of selecting a qualified Contractor to provide Liquid Asphaltic Materials..

A contract resulting from this Invitation To Bid will be issued effective the date of award through November 30, 2016. The contract is seasonal and has no renewal options.

**ALL INFORMATION PERTINENT TO THIS INVITATION TO BID CAN BE FOUND ON THE INTERNET AT:** http://das.nebraska.gov/materiel/purchasing.html/

### A. 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 | January 22, 2016 |
| 2. | Last day to submit written questions | January 27, 2016 |
| 3. | State responds to written questions through Invitation To Bid "Addendum" and/or "Amendment" to be posted to the Internet at: http://das.nebraska.gov/materiel/purchasing.html/ | February 2, 2016 |
| 4. | Bid opening<br>Location: State Purchasing Bureau<br>1526 K Street, Suite 130<br>Lincoln, NE 68508 | February 9, 2016<br>2:00 PM<br>Central Time |
| 5. | Review for conformance of mandatory requirements | February 9, 2016 |
| 6. | Review period | February 9-16, 2016 |
| 7. | Post "Letter of Intent to Award" to Internet at: http://das.nebraska.gov/materiel/purchasing.html/ | February 16-19, 2016 |
| 8. | Contract finalization period | **February 19-26, 2016** |
| 9. | Contract award | February 29, 2016 |
| 10. | Contract start date (if different than Contract Award date) | March 1, 2016 |

## II. PROCUREMENT PROCEDURES

### A. PROCURING OFFICE AND CONTACT PERSON

Procurement responsibilities related to this Invitation To Bid reside with the State Purchasing Bureau. The point of contact for the procurement is as follows:

Name: Rita Schwabe
Agency: State Purchasing Bureau
Address: 1526 K Street, Suite 130
Lincoln, NE 68508

### B. GENERAL INFORMATION

The Invitation To Bid (ITB) is designed to solicit bids from qualified vendors who will be responsible for providing Liquid Asphalt at a competitive and reasonable cost. Bids that do not conform to the mandatory items as indicated in the Invitation To Bid will not be considered.

Bids shall conform to all instructions, conditions, and requirements included in the Invitation To Bid. Prospective Bidders are expected to carefully examine all documentation, schedules, and requirements stipulated in this Invitation To Bid, and respond to each requirement in the format prescribed.

In addition to the provisions of this Invitation To Bid and the awarded bid, which shall be incorporated by reference in the contract, any additional clauses or provisions required by the terms and conditions will be included as an amendment to the contract.

A fixed-price contract will be awarded as a result of this Invitation to Bid.

### C. COMMUNICATION WITH STATE STAFF AND EVALUATORS

From the date the Invitation To Bid is issued until a determination is announced regarding the contract award, contact regarding this project between potential Contractors and individuals employed by the State is restricted to only written communication with the staff designated above as the point of contact for this Invitation To Bid. Bidders shall not have any communication with, or attempt to communicate with or influence in any way, any evaluator involved in this ITB.

Once a Contractor is preliminarily selected, as documented in the intent to award, that Contractor is restricted from communicating with State staff until a contract is signed. The following exceptions to these restrictions are permitted:

**1.** Written communication with the person(s) designated as the point(s) of contact for this Invitation To Bid or procurement;
**2.** Contacts made pursuant to any pre-existing contracts or obligations; and
**3.** State-requested presentations, key personnel interviews, clarification sessions or discussions to finalize a contract.

Violations of these conditions may be considered sufficient cause to reject a Bidders' bid and/or selection irrespective of any other condition. No individual member of the State or employee of the State is empowered to make binding statements regarding this Invitation To Bid. The Buyer will issue any clarifications or opinions regarding this Invitation To Bid in writing.

### D. 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 5200OF; Liquid Asphaltic Materials Questions". It is preferred that questions be sent via e-mail to as.materielpurchasing@nebraska.gov Questions may also be sent by facsimile to 402-471-2089, and must include a cover sheet clearly indicating that the transmission is to the attention of Rita Schwabe, showing the total number of pages transmitted, and clearly marked "ITB Number 5200 OF Liquid Asphaltic Questions".

It is recommended that Bidders submit questions sequentially numbered and include the Invitation To Bid reference and page number.

Written answers will be provided through an addendum to be posted on the Internet at http://das.nebraska.gov/materiel/purchasing/ on or before the date shown in the Schedule of Events.

| Question Number | ITB Section References | ITB Page Number | Question |
|---|---|---|---|
| | | | |

E. **SUBMISSION OF BIDS**

The following describes the requirements related to bid submission, bid handling, and review by the State.

To facilitate the evaluation process, one (1) original of the entire bid should be submitted. Bids must be submitted by the bid due date and time. **A separate sheet must be provided that clearly states, which sections, if applicable, have been submitted as proprietary or have copyrighted materials**. All proprietary information the Bidder wishes the State to withhold must be submitted in accordance with the instructions outlined in Section III, Proprietary Information. If a recipient phone number is required for delivery purposes, 402-471-6500 should be used. The Invitation To Bid number must be included in all correspondence.

F. **IMPORTANT NOTICE LANGUAGE**

Bid responses should include the completed Form A and Bidder Contact Sheet. Bids must reference the Invitation To Bid number and be sent to the specified address. Please note that the address label should appear as specified in Section II part A on the page of the calendar or Bidders' bid response packet. Rejected late bids will return to the bidder unopened.

**IMPORTANT NOTICE:** Pursuant to Neb. Rev. Stat. § 84-602.02, all State contracts in effect as of January 1, 2014 will be posted to a public website beginning July 1, 2014. All non-proprietary or confidential information as defined by State Law **WILL BE POSTED FOR PUBLIC VIEWING.**

G. **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.

H. **PRICE ADJUSTMENTS DURING CONTRACT TERM**

Any request for a price adjustment must be submitted in writing to the State Purchasing Bureau, a minimum of thirty (30) days prior to proposed effective date of increase, and must show cause with 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.

I. **PAYMENT**

Payment will be made by the responsible agency in accordance with the State of Nebraska Prompt Payment Act, Neb. Rev. Stat. §§ 81-2401 through 81-2408. The State may request that payment be made electronically instead of by state warrant.

J. **BID EXECUTION**

Bids must be signed in ink by the Bidder on the State of Nebraska's Invitation To Bid form. All bids must typewritten or in ink on the State of Nebraska's Invitation To Bid form. Erasures and alternations 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.

K. **BID OPENING**

The sealed bids will be publicly opened and the bidding entities announced on the date, time, and location shown in the Schedule of Events. Bids will be available for viewing by those present at the bid opening. Vendors may also contact the State to schedule an appointment for viewing bids after the Intent to Award has been posted to the website.

L. **ELECTRONIC DOCUMENTS/FACSMILIE SUBMISSIONS**

The State Purchasing Bureau will not accept electronic responses to an Invitation To Bid for a commodity contract at any dollar amount. However, an exception applies to one-time purchase bids under $25,000. These one-time purchase bids may be submitted by electronic means, but cannot exceed ten (10) pages.

Sealed responses to an Invitation To Bid that contain a two party bid, may include electronic pages transmitted between the two parties, but these documents cannot be submitted to the State Purchasing Bureau by electronic means. No direct electronic solicitation responses will be accepted for a commodity contract of any estimated value.

M. **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.

N. **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 judgment of the State Procurement Manager, 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 specification, and the Bidder shall be held liable therefore.

O. **LATE BIDS**

Bids received after the time and date of the bid opening will be considered late bids. Rejected late bids will be returned to the Bidder unopened. The State is not responsible for bids that are late or lost due to mail service inadequacies, traffic, or any other reason(s).

P. **NO BID**

If not submitting a bid, respond by returning the Invitation To Bid form explaining the reason in the space provided. 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.

Q. **LUMP SUM OR ALL OR NONE BIDS**

The State reserves the right to purchase item-by-item, by groups or as 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.

R. **REJECTION OF BIDS**

The State reserves the right to reject any or all bids, wholly or in part, or to award to multiple Bidders in whole or in part. The State reserves the right 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. The State reserves the right to reject any or all bids and re-advertise for bids; and further reserves the right to waive any informality or irregularity.

S. **EVALUATION OF BIDS**

All responses to this Invitation To Bid, which fulfill all mandatory requirements, will be evaluated for conformance to requested specifications. Elements that may also be considered include but are not limited to:

- **a.** The ability, capacity, and skill of the Bidder to deliver and implement the system or project, or provide the requested goods, that meet the requirements of the Invitation to Bid;
- **b.** The character, integrity, reputation, judgment, experience, and efficiency of the Bidder;
- **c.** Whether the Bidder can perform the contract within the specified time frame;
- **d.** The quality of Bidder performance on prior contracts; and
- **e.** Such other information that may be secured and that has a bearing on the decision to award the contract.

T. **BID TABULATIONS**

Bid tabulations are available on the website at: http://www.das.state.ne.us/materiel/purchasing/bidtabs.htm.
Bid tabulations will not be provided by telephone or facsimile. Bid files may be examined, after the evaluation period is over, during normal business hours by appointment.

U. **MANDATORY REQUIREMENTS**

The bids will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Bids not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

**1.** Invitation To Bid for Commodity Contract form, signed in ink; and
**2.** The completed Invitation To Bid document.

V. **REFERENCE CHECKS**

The State reserves the right to check any reference(s), regardless of the source of the reference information, including but not limited to, those that may be identified by the company in the bid, those indicated through the explicitly specified contacts, those that are identified during the review of the bid, or those that result from communication with other entities involved with similar projects. The State may use a third party to conduct reference checks.

W. **RECYCLING**

As outlined in Neb. Rev. Stat. § 81-15,159, a preference shall be given to those Bidders that provide products, materials, or supplies which are manufactured or produced from recycled material or that can be readily reused or recycled after its normal use. Preference will also be given to purchases of corn-based biodegradable plastics and road deicers. No preference shall be given if such preference would result in the purchase of products, materials, or supplies that are of inadequate quality or of substantially higher cost.

X. **SECRETARY OF STATE/TAX COMMISSIONER REGISTRATION REQUIREMENTS**

All Bidders should be authorized to transact business in the State of Nebraska. All 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 recipient of an Intent to Award will be required to certify that it has complied and produce a true and exact copy of its current (within ninety (90) calendar days), valid Certificate of Good Standing or Letter of Good Standing; or in the case of a sole proprietorship, provide written documentation of sole proprietorship. This must be accomplished prior to the award of the contract. Construction Contractors are expected to meet all applicable requirements of the Nebraska Contractor Registration Act and provide a current, valid certification of registration. Further, all Bidders shall comply with any and all other applicable Nebraska statutes regarding transacting business in the State of Nebraska. Bidders should submit the above certification(s) with their bid.

Y. **RESIDENT BIDDER**

Pursuant to Neb. Rev. Stat. §§ 73-101.01-73-101.02, a Resident Bidder shall be allowed a preference against a Nonresident Bidder 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. The provision of this preference shall not apply to any contract for any project upon which federal funds would be withheld because of the provisions of this preference.

Z. **POLITICAL SUB-DIVISIONS**

The Contractor may extend the contract to political sub-divisions conditioned upon the honoring of the prices charged to the State. Terms and conditions of the Contract must be met by political sub-divisions. Under no circumstances shall the State be contractually obligated or liable for any purchases by political sub-divisions or other public entities not authorized by Neb. Rev. Stat. § 81-145, listed as “all officers of the state, departments, bureaus, boards, commissions, councils, and institutions receiving legislative appropriations.” A listing of Nebraska political subdivisions may be found at the website of the Nebraska Auditor of Public Accounts.

AA. **VIOLATION OF TERMS AND CONDITIONS**

Violation of the terms and conditions contained in this Invitation To Bid or any resultant contract, at any time before or after the award, shall be grounds for action by the State, which may include, but is not limited to, the following:

**1.** Rejection of a Bidders' bid; and
**2.** Suspension of the Bidder from further bidding with the State for the period of time relative to the seriousness of the violation, such period to be within the sole discretion of the State, and
**3.** Legal Action

## III. INVITATION TO BID - TERMS AND CONDITIONS

By signing the "Invitation To Bid" form, the Bidder guarantees compliance with the provisions stated in this Invitation To Bid, agrees to the Terms and Conditions unless otherwise agreed to, and certifies Bidder maintains a drug free work place environment.

Bidders are expected to closely read the Terms and Conditions and provide a binding signature of intent to comply with the Terms and Conditions; provided, however, a Bidder may indicate any exceptions to the Terms and Conditions by (1) clearly identifying the term or condition by subsection, and (2) including an explanation for the Bidders' inability to comply with such term or condition which includes a statement recommending terms and conditions the Bidder would find acceptable. Rejection in whole or in part of the Terms and Conditions may be cause for rejection of a Bidders' bid. Bidders must include completed Section III with their ITB response.

A. **GENERAL**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

The contract resulting from this 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 Invitation To Bid form and the Contractor's Bid Response signed in ink
**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 bids are opened, they become the property of the State of Nebraska and will not be returned.

B. **DEBARMENT**

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 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 notices if contractor becomes debarred during the term of this contract.

C. **SPECIFICATIONS**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

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 Procurement Manger will be the sole judge of equivalency. The Bidder may offer any brands, 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.

D. **PERFORMANCE AND DEFAULT**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

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.

E. **DRUG POLICY**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

Bidder certifies that it maintains a drug free workplace 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.

F. **NE ACCESS TECHNOLOGY STANDARDS**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

Contractor shall review the Nebraska Technology Access Standards, found at http://nitc.nebraska.gov/standards/2-201.html and ensure that products and/or services provided under the contract are in compliance or will comply with the applicable standards. In the event such standards change during the Contractor's performance, the State may create an amendment to the contract to request that contract comply with the changed standard at a cost mutually acceptable to the parties.

G. **COMPLIANCE WITH CIVIL RIGHTS LAWS AND EQUAL OPPORTUNITY EMPLOYMENT / NONDISCRIMINATION**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

The Contractor shall comply with all applicable local, state, and federal statutes and regulations regarding civil rights laws and equal opportunity employment. 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, with respect to hire, tenure, terms, conditions, compensation, or privileges of employment because of race, color, religion, sex, disability, marital status, or national origin (Neb. Rev. Stat. §§ 48-1101 to 48-1125). The Contractor 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.

H. **PERMITS, REGULATIONS, LAWS**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

The Contractor shall procure and pay for all permits, licenses, and approvals necessary for the execution of the contract. The Contractor shall comply with all applicable local, state, and federal laws, ordinances, rules, orders, and regulations.

I. **COOPERATION WITH OTHER CONTRACTORS**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

The State may already have in place or choose to award supplemental contracts related to this Invitation To Bid or any portion thereof.

**1.** The State reserves the right to award the contract jointly between two or more potential Contractors, if such an arrangement is in the best interest of the State.
**2.** The Contractor shall agree to cooperate with such other Contractors, and shall not commit or permit any act, which may interfere with the performance of work by any other Contractor.
**3.** The State reserves the right to award multiple contracts or to award line by line contract.

J. **CONTRACTOR RESPONSIBILITY**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

The Contractor is solely responsible for fulfilling the contract, with responsibility for all services offered and products to be delivered as stated in the Invitation To Bid, the Contractor's bid, and the resulting contract. The Contractor shall be the sole point of contact regarding all contractual matters.

K. **FUNDING OUT CLAUSE OR LOSS OF APPROPRIATIONS**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

The State may terminate the contract, in whole or in part, in the event funding is no longer available. The State's obligation to pay amounts due for fiscal years following the current fiscal year is contingent upon legislative appropriation of funds for the contract. Should said funds not be appropriated, the State may terminate the contract with respect to those payments for the fiscal years for which such funds are not appropriated. The State will give the Contractor written notice thirty (30) calendar days prior to the effective date of any termination, and advise the Contractor of the location (address and room number) of any related equipment. All obligations of the State to make payments after the termination date will cease and all interest of the State in any related equipment will terminate In no event shall the Contractor be paid for a loss of anticipated profit.

L. **RIGHT TO AUDIT**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

Contractor shall establish and maintain a reasonable accounting system that enables the State to readily audit contract. The State and its authorized representatives shall have the right to audit, to examine, and to make copies of or extracts from all financial and related records (in whatever form they may be kept, whether written, electronic, or other) relating to or pertaining to this contract kept by or under the control of the Contractor, including, but not limited to those kept by the Contractor, its employees, agents, assigns, successors, and Subcontractors. Such records shall include, but not be limited to, accounting records, written policies and procedures; all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices; ledgers; cancelled checks; deposit slips; bank statements; journals; original estimates; estimating work sheets; contract amendments and change order files; backcharge logs and supporting documentation; insurance documents; payroll documents; timesheets; memoranda; and correspondence.

Contractor shall, at all times during the term of this contract and for a period of five (5) years after the completion of this contract, maintain such records, together with such supporting or underlying documents and materials. The Contractor shall at any time requested by the State, whether during or after completion of this contract and at Contractor's own expense make such records available for inspection and audit (including copies and extracts of records as required) by the State. Such records shall be made available to the State during normal business hours at the Contractor's office or place of business. In the event that no such location is available, then the financial records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location that is convenient for the State. Contractor shall ensure the State has these rights with Contractor's assigns, successors, and Subcontractors, and the obligations of these rights shall be explicitly included

in any subcontracts or agreements formed between the Contractor and any Subcontractors to the extent that those subcontracts or agreements relate to fulfillment of the Contractor's obligations to the State.

Costs of any audits conducted under the authority of this right to audit and not addressed elsewhere will be borne by the State unless certain exemption criteria are met. If the audit identifies overpricing or overcharges (of any nature) by the Contractor to the State in excess of one-half of one percent (.5%) of the total contract billings, the Contractor shall reimburse the State for the total costs of the audit. If the audit discovers substantive findings related to fraud, misrepresentation, or non-performance, the Contractor shall reimburse the State for total costs of audit. Any adjustments and/or payments that must be made as a result of any such audit or inspection of the Contractor's invoices and/or records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of the State's findings to Contractor.

M. **CONFLICT OF INTEREST**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

By submitting a bid, Bidder certifies that there does not now exist any relationship between the Bidder and any person or entity, which is or gives the appearance of a conflict of interest related to this Invitation To Bid or project.

The Bidder certifies that it shall not take any action or acquire any interest, either directly or indirectly, which will conflict in any manner or degree with the performance of its services hereunder or which creates an actual or appearance of conflict of interest.

The Bidder certifies that it will not employ any individual known by Bidder to have a conflict of interest.

N. **BID PREPARATION COSTS**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

The State shall not incur any liability for any costs incurred by Bidders in replying to this Invitation To Bid, including any activity related to bidding on this Invitation To Bid.

O. **ERRORS AND OMISSIONS**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

The Bidder shall not take advantage of any errors and/or omissions in this Invitation To Bid or resulting contract. The Bidder must promptly notify the State of any errors and/or omissions that are discovered.

P. **ASSIGNMENT BY THE STATE**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

The State shall have the right to assign or transfer the contract or any of its interests herein to any agency, board, commission, or political subdivision of the State of Nebraska. There shall be no charge to the State for any assignment hereunder.

Q. **ASSIGNMENT BY THE CONTRACTOR**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

The Contractor may not assign, voluntarily or involuntarily, the contract or any of its rights or obligations hereunder (including without limitation rights and duties of performance) to any third party, without the prior written consent of the State, which will not be unreasonably withheld.

R. **GOVERNING LAW**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

The contract shall be governed in all respects by the laws and statutes of the State of Nebraska. Any legal proceedings against the State of Nebraska regarding this Invitation To Bid or any resultant contract shall be brought in the State of Nebraska administrative or judicial forums as defined by State law. The Contractor must be in compliance with all Nebraska statutory and regulatory law.

S. **ATTORNEY'S FEES**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

In the event of any litigation, appeal, or other legal action to enforce any provision of the contract, the Contractor agrees to pay all expenses of such action, as permitted by law, including attorney's fees and costs, if the State is the prevailing party.

T. **ADVERTISING**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

The Contractor agrees not to refer to the contract award in advertising in such a manner as to state or imply that the company or its services are endorsed or preferred by the State. News releases pertaining to the project shall not be issued without prior written approval from the State.

U. **NOTIFICATION**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

During the bid process, all communication between the State and a Bidder shall be between the Bidders' representative clearly noted in its bid and the buyer noted in Section II.A., Procuring Office and Contact Person, of this ITB. Bidder is at all times to keep its point of contact updated with the most current information. After the award of the contract, all notices under the contract shall be deemed duly given upon delivery to the staff designated as the point of contact for this ITB, in person, or upon delivery by U.S. Mail, facsimile, or e-mail. Each Bidder should provide in its bid the name, title, and complete address of its designee to receive notices.

**1.** Except as otherwise expressly specified herein, all notices, requests, or other communications shall be in writing and shall be deemed to have been given if delivered personally or mailed, by U.S. Mail, postage prepaid, return receipt requested, to the parties at their respective addresses set forth above, or at such other addresses as may be specified in writing by either of the parties. All notices, requests, or communications shall be deemed effective upon personal delivery or three (3) calendar days following deposit in the mail.

**2.** Whenever the Contractor encounters any difficulty, which is delaying or threatens to delay its timely performance under the contract, the Contractor shall immediately give notice thereof in writing to the State reciting all relevant information with respect thereto. Such notice shall not in any way constitute a basis for an extension of the delivery schedule or be construed as a waiver by the State of any of its rights or remedies to which it is entitled by law or equity or pursuant to the provisions of the contract. Failure to give such notice, however, may be grounds for denial of any request for an extension of the delivery schedule because of such delay.

Either party may change its address for notification purposes by giving notice of the change, and setting forth the new address and an effective date.

For the duration of the contract, all communication between Contractor and the State regarding the contract shall take place between the Contractor and individuals specified by the State in writing. Communication about the contract between Contractor and individuals not designated as points of contact by the State is strictly forbidden.

V. **EARLY TERMINATION**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

The contract may be terminated as follows:

**1.** The State and the Contractor, by mutual written agreement, may terminate the contract at any time.

**2.** The State, in its sole discretion, may terminate the contract for any reason upon thirty (30) calendar days written notice to the Contractor. Such termination shall not relieve the Contractor of warranty or other obligations incurred under the terms of the contract. In the event of cancellation, the Contractor shall be entitled to payment for those products received and accepted by the State.

**3.** The State may terminate the contract immediately for the following reasons:

**a.** if directed to do so by statute;
**b.** Contractor has made an assignment for the benefit of creditors, has admitted in writing its inability to pay debts as they mature, or has ceased operating in the normal course of business;
**c.** a trustee or receiver of the Contractor or of any substantial part of the Contractor's assets has been appointed by a court;
**d.** fraud, misappropriation, embezzlement, malfeasance, misfeasance, or illegal conduct pertaining to performance under the contract by its Contractor, its employees, officers, directors, or shareholders;
**e.** an involuntary proceeding has been commenced by any party against the Contractor under any one of the chapters of Title 11 of the United States Code and (i) the proceeding has been pending for at least sixty (60) calendar days; or (ii) the Contractor has consented, either expressly or by operation of law, to the entry of an order for relief; or (iii) the Contractor has been decreed or adjudged a debtor;
**f.** a voluntary petition has been filed by the Contractor under any of the chapters of Title 11 of the United States Code;
**g.** Contractor intentionally discloses confidential information;
**h.** Contractor has or announces it will discontinue support or provision of the deliverable;
**i.** second or subsequent documented "vendor performance report" form deemed acceptable by the State Purchasing Bureau; or
**j.** Contractor engaged in collusion or ones' actions, which could have provided Contractor an unfair advantage in obtaining this contract.

W. **BREACH BY CONTRACTOR**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

The State may terminate the contract, in whole or in part, if the Contractor fails to perform its obligations under the contract in a timely and proper manner. The State may, by providing a written notice of default to the Contractor, allow the Contractor to cure a failure or breach of contract within a period of thirty (30) calendar days (or longer at State's discretion considering the gravity and nature of the default). Said notice shall be delivered by Certified Mail, Return Receipt Requested, or in person with proof of delivery. Allowing the Contractor time to cure a failure or breach of contract does not waive the State's right to immediately terminate the contract for the same or different contract breach, which may occur at a different time. In case of default of the Contractor, the State may contract the goods from other sources and hold the Contractor responsible for any excess cost occasioned thereby.

X. **ASSURANCES BEFORE BREACH**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
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If any document or deliverable required pursuant to the contract does not fulfill the requirements of the Intent To Bid/resulting contract, upon written notice from the State, the Contractor shall deliver assurances in the form of additional Contractor resources at no additional cost to the project in order to complete the deliverable, and to ensure that other project schedules will not be adversely affected.

Y. **ACCEPTANCE AND PAYMENT OF GOODS**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
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In the event that the Contractor fails to provide the goods requested by the State, the State will not pay for such products until the same has been received and accepted by the State.

Z. **FORCE MAJEURE**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
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Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under the contract due to a natural disaster, or other similar event outside the control and not the fault of the affected party ("Force Majeure Event"). A Force Majeure Event shall not constitute a breach of the contract. The party so affected shall immediately give notice to the other party of the Force Majeure Event. The State may grant relief from performance of the contract if the Contractor is prevented from performance by a Force Majeure Event. The burden of proof for the need for such relief shall rest upon the Contractor. To obtain release based on a Force Majeure Event, the Contractor shall file a written request for relief with the State Purchasing Bureau. Labor disputes with the impacted party's own employees will not be considered a Force Majeure Event and will not suspend performance requirements under the contract.

AA. **PROHIBITION AGAINST ADVANCE PAYMENT**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
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Payments shall not be made until contractual deliverable(s) are received and accepted by the State.

BB. **PAYMENT**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
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State will render payment to Contractor when the terms and conditions of the contract and specifications have been satisfactorily completed on the part of the Contractor as solely determined by the State. 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 goods provided by the Contractor prior to the Effective Date, and the Contractor hereby waives any claim or cause of action for any such claims.

CC. **INVOICES**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
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Invoices for payments must be submitted by the Contractor to the agency requesting the goods with sufficient detail to support payment.
Contractors should forward all invoices and supporting documentation to the Nebraska Department of Roads (NDOR), Operations Division, P.O. Box 94759, Lincoln, NE 68509.
Invoices must show Vendor's Federal Identification Number (F.I.D.) and reference the purchase order number and include the DEMURRAGE Charge for each Purchase Order delivered.
The terms and conditions included in the Contractor's invoice shall be deemed to be solely for the convenience of the parties. No terms or conditions of any such invoice shall be binding upon the State, and no action by the State, including without limitation the payment of any such invoice in whole or in part, shall be construed as binding or estopping the State with respect to any such term or condition, unless the invoice term or condition has been previously agreed to by the State as an amendment to the contract.

DD. **TAXES**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
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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.

EE. **SEVERABILITY**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
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If any term or condition of the contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular provision held to be invalid.

FF. **PROPRIETARY INFORMATION**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
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Data contained in the bid and all documentation provided therein, become the property of the State of Nebraska and the data becomes public information upon opening the bid. If the Bidder wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska's public record statutes. **All proprietary information the Bidder wishes the State to withhold must be submitted in a sealed package, which is separate from the remainder of the bid, and provide supporting documents showing why such documents should be marked proprietary.** The separate package must be clearly marked PROPRIETARY on the outside of the package. **Bidders may not mark their entire Invitation To Bid as proprietary.** Pricing submitted in Bidders' ITB may not be marked as proprietary information. Failure of the Bidder to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other Bidders and the public. Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. § 84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, Bidders submitting information as proprietary may be required to prove specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive. Although every effort will be made to withhold information that is properly submitted as proprietary and meets the State's definition of proprietary information, the State is under no obligation to maintain the confidentiality of proprietary information and accepts no liability for the release of such information.

GG. **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION/COLLUSIVE BIDDING**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

By submission of this bid, the bidder certifies, that it is the party making the foregoing bid and that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further that the bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

HH. **PRICES**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
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| | | | |

All prices, costs, and terms and conditions outlined in the bid shall remain fixed and valid commencing on the opening date of the bid until an award is made (and for Bidder receiving award unless otherwise so stated in the contract) or the Invitation To Bid is cancelled.

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.

Contractor represents and warrants that all prices, now or subsequently specified, are as low as and no higher than prices which the Contractor has charged or intends to charge customers other than the State for the same or similar products and services of the same or equivalent quantity and quality for delivery or performance during the same periods of time. If, during the term of the contract, the Contractor shall reduce any and/or all prices charged to any customers other than the State for the same or similar products or services specified herein, the Contractor shall make an equal or equivalent reduction in corresponding prices for said specified products or services.

Contractor also represents and warrants that all prices set forth in the contract and all prices in addition, which the Contractor may charge under the terms of the contract, do not and will not violate any existing federal, state, or municipal law or regulations concerning price discrimination and/or price fixing. Contractor agrees to hold the State harmless from any such violation. Prices quoted shall not be subject to increase throughout the contract period unless specifically allowed by these specifications.

II. **ETHICS IN PUBLIC CONTRACTING**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
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| | | | |

No Bidder shall pay or offer to pay, either directly or indirectly, any fee, commission compensation, gift, gratuity, or anything of value to any State officer, legislator, employee or evaluator based on the understanding that the receiving person's vote, actions, or judgment will be influenced thereby. No Bidder shall give any item of value to any employee of the State Purchasing Bureau or any evaluator.

Bidders shall be prohibited from utilizing the services of lobbyists, attorneys, political activists, or consultants to secure the contract. It is the intent of this provision to assure that the prohibition of state contact during the procurement process is not subverted through the use of lobbyists, attorneys, political activists, or consultants. It is the intent of the State that the process of evaluation of bids and award of the contract be completed without external influence. It is not the intent of this section to prohibit Bidders from seeking professional advice, for example consulting legal counsel, regarding terms and conditions of this Invitation To Bid or the format or content of their bid.

If the Bidder is found to be in non-compliance with this section of the Invitation To Bid, they may forfeit the contract if awarded to them or be disqualified from the selection process.

JJ. **INDEMNIFICATION**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

**1. GENERAL**

The Contractor agrees to defend, indemnify, hold, and save harmless the State and its employees, volunteers, agents, and its elected and appointed officials ("the indemnified parties") from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses ("the claims"), sustained or asserted against the State, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the Contractor, its employees, Subcontractors, consultants, representatives, and agents, except to the extent such Contractor liability is attenuated by any action of the State which directly and proximately contributed to the claims.

**2. INTELLECTUAL PROPERTY**

The Contractor agrees it will, at its sole cost and expense, defend, indemnify, and hold harmless the indemnified parties from and against any and all claims, to the extent such claims arise out of, result from, or are attributable to, the actual or alleged infringement or misappropriation of any patent, copyright, trade secret, trademark, or confidential information of any third party by the Contractor or its employees, Subcontractors, consultants, representatives, and agents; provided, however, the State gives the Contractor prompt notice in writing of the claim. The Contractor may not settle any infringement claim that will affect the State's use of the Licensed Software without the State's prior written consent, which consent may be withheld for any reason.

If a judgment or settlement is obtained or reasonably anticipated against the State's use of any intellectual property for which the Contractor has indemnified the State, the Contractor shall, at the Contractor's sole cost and expense, promptly modify the item or items which were determined to be infringing, acquire a license or licenses on the State's behalf to provide the necessary rights to the State to eliminate the infringement, or provide the State with a non-infringing substitute that provides the State the same

functionality. At the State's election, the actual or anticipated judgment may be treated as a breach of warranty by the Contractor, and the State may receive the remedies provided under this ITB.

KK. **ANTITRUST**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
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| | | | |

The Contractor hereby assigns to the State any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations, which arise under antitrust laws of the United States and the antitrust laws of the State.

LL. **EMPLOYEE WORK ELIGIBILITY STATUS**

| Accept (Initial) | Reject (Initial) | Reject & Provide Alternative within ITB Response (Initial) | NOTES/COMMENTS: |
|---|---|---|---|
| | | | |

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 means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of an employee.

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/materiel/purchasing.html

The completed United States Attestation Form should be submitted with the Invitation To Bid response.

**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 required 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.

## IV. SCOPE OF WORK

The Bidder must provide the following information in response to this Invitation To Bid.

A. **SCOPE**

It is the intent of this bid invitation to establish a contract to supply Liquid Asphaltic Materials The State reserves the right to extend the period of this contract beyond the end date 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 Liquid Asphaltic Materials whether or not they may be specifically mentioned below.

The materials shall conform to the 2007 Nebraska Department of Roads Standard Specifications for Highway Construction and Special Provisions as amended in these bid documents and accessed at the following link: http://www.transportation.nebraska.gov/ref-man/specbook-2007.pdf

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.

B. **AMENDMENT**

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

C. **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.

D. **DELIVERY**

Liquid Asphalt Materials shall be delivered by truck transports in quantities such that legal load limits will not be exceeded, approximately 5800 to 6000 gallons, and shall be hauled by truck transport in fully insulated tanks capable of maintaining required temperatures.

The Contractor shall furnish a delivery receipt to receiving personnel with each load showing type and grade of material, net tons of material, the Contractor, and Supplier's name, source of material, destination of material, consignee, and purchase order number. In addition to the above information, the receiving personnel shall note on the delivery receipt the specified delivery time, actual arrival time, time unloading started, time unloading was completed; and whether the unloading pump was ordered or used. A copy of the completed delivery receipt will be sent or faxed to the Contractor.

Supplier must supply a Material Safety Data Sheet (MSDS). The MSDS will be provided with the first load at the delivery point.

The Contractor will be required to make delivery to roadway destinations or supply tanks Monday through Friday. The time of delivery will be specified when the order is placed. If the Contractor notifies the Department of Roads of their inability to deliver the order as specified, or if the Contractor fails to deliver the order as specified, the State may procure the material from other sources and hold the Contractor responsible for any excess cost.

In the event that the NDOR Materials and Research Division test results indicate a material consistently fails to meet specifications and referee testing confirms our test results or the Contractor fails to satisfactorily meet the delivery schedules for material, the state may cancel all or any part of the contract and obtain the required material elsewhere.

The Contractor may expect at least an eighteen (18) hour notice prior to the specified hour the material is to be delivered, with the understanding that the State of Nebraska may cancel the order, with reasonable notice. The

Contractor agrees that the applicable receiving personnel will be notified of any breakdown or other happenings, which will delay delivery.

Truck transport tanks and transfer lines shall be clean and free of residual build-ups, foreign materials, and other forms of contaminants that affect product performance, testing, or application in the field.

Truck transport tanks shall have a sample valve attached that is in accordance with AASHTO Designation T40 (ASTM D 140), section 10, para. 10.1, or other NDOR-approved means for sampling as outlined in the Supplier's Quality Control program.

Expected unloading time is defined as 3 hours. In cases where there are unloading delays beyond 3 hours and demurrage is to be charged, the Contractor shall furnish the Nebraska Department of Roads with signed documents showing purchase order number, arrival and departure times, date, and charges for same. The receiving personnel shall sign documents.

E. **LATE OR NON-DELIVERY**

Crews and equipment are mobilized to the worksite in advance of the project start time in order to be ready when the road oil arrives. Delays in the arrival of material are costly in terms of lost production. Liquidated damages will be applied and deducted from the invoice at the rate of $400.00/hour, calculated to the nearest half hour. Deliveries less than 15 minutes late will not be assessed liquidated damages. Failure to deliver product within two (2) hours of scheduled start time will be considered non-delivery and will be assessed $1200.00 liquidated damages. Repeated failure to deliver product according to schedule will be grounds for immediate cancellation of the contract.

**All documents must be filled out completely and plainly show arrival and departure times.**

**Charges for demurrage must be included on the invoice for the Liquid Asphalt Material. Arrival and departure times shown must be for appropriate time zones.**

When the Contractor ships material prior to the completion of their testing, and subsequently learns that the material is out of specification while the material is still in transit, the **DEPARTMENT MUST BE NOTIFIED IMMEDIATELY BY CONTACTING THE MATERIAL AND RESEARCH DIVISION @ (402) 479-4774 or (402) 479-3839 and the Field Representative's office expecting the delivery.**

Any out of specification material which has been incorporated into the work, sections (b), (c) and (d) of the Basis of Payment will apply. The cost of shipping a load of out of specification material, which is returned to the Contractor, will be the responsibility of the Contractor.

Purchase orders will be issued by Nebraska Department of Roads, Operations Division, Procurement Unit, PO Box 94759, Lincoln, Nebraska, 68509-4759.

F. **BASIS OF PAYMENT**

Liquid Asphalt Materials, which comply with specifications and are furnished in accordance with the instructions herein shall be paid for at the contract unit price per ton.

Samples shall pass specifications when tested after being stored at room temperature (~75°F) for periods of up to 14 days after sampling. When test results of on-site asphalt materials are outside of the specified property ranges, the material shall be paid for at the contract unit price multiplied by the Pay Factors in Table 503.01A.

**Table 503.01A**

**Asphalt Materials – Pay Factors**

**Test of Residue Percentage pre-diluted CSS/SS-1H and all straight emulsions**
1.00 for a deviation of minus less than or equal to 1.0%
0.85 for deviation of minus greater than 1.0% to less than or equal to 3.0%
0.70 for deviation of minus greater than 3.0% to less than or equal to 5.0%
0.40 or Reject for deviation of minus greater than 5.0%

**Test of Residue Percentage post-diluted 75/25 CSS/SS-1H emulsion**
1.00 for a deviation of minus less than or equal to 0.8%
0.85 for deviation of minus greater than 0.8% to less than or equal to 2.3%
0.70 for deviation of minus greater than 2.3% to less than or equal to 3.8%
0.40 or Reject for deviation of minus greater than 3.8%

**Test of Residue Percentage post-diluted 50/50 CSS/SS-1H emulsion**
1.00 for a deviation of minus less than or equal to 0.5%
0.85 for deviation of minus greater than 0.5% to less than or equal to 1.5%
0.70 for deviation of minus greater than 1.5% to less than or equal to 2.5%
0.40 or Reject for deviation of minus greater than 2.5%

**Elastic Recovery**
1.00 for a deviation of minus less than or equal to 5.5%
0.75 for deviation of minus greater than 5.5% to less than or equal to 11%
0.40 or Reject for deviation of minus greater than 11%

**Softening Point**
1.00 for a deviation of minus less than or equal to 3.5ºF
0.75 or Reject for deviation of minus greater than 3.5ºF

**Test of Penetration, CRS-2L and CRS-2VHL**
1.00 for test result of 65 – 130 dmm
0.75 for test result of 55 – 64 or 131 – 140 dmm
0.40 or Reject for test result of <55 dmm or >140 dmm

**Tests for ALL other Properties Specified* (Unless otherwise noted)**
1.00 for a deviation of +/- less than or equal to 10%
0.75 for a deviation of +/- greater than 10% to less than or equal to 25%
0.40 or Reject for deviation of +/- greater than 25%

* When the specification requirement is stated as a percentage, the test result deviation from the specification will be divided by the specification value. The resulting deviation percentage is then applied to the listed criteria.

(**Note 1**: Material not meeting a Pass/Fail requirement falls under the Pay Factor of 0.40 or Reject)
(**Note 2**: When more than one specified property exceeds specification tolerances, the single largest Pay Factor Reduction will be the one applied.)

When, on the basis of departmental testing and/or unacceptable workability in the field, it is determined that the asphalt material does not comply with the material or performance specifications of this contract, such material will be accepted or rejected in accordance with paragraphs a, b, c, d, and e below:

**1.** If the out of specification material is found to have a resultant pay factor of less than 1.0, it shall be rejected if not already used.

**2.** If the material is found to be out of specification, and the material has been used and it is determined by the receiving personnel that the resultant material can be used in some manner beneficial to the State, the pay factor for the material shall be determined on NDOR Quality Assurance Testing.

**3.** If 1) the material has been used and is found to be out of specification or 2) material that meets specifications but results in an unacceptable material after mixing or spraying, and it is determined by the receiving personnel that the resultant material cannot be used in a manner beneficial to the state, the supplied material will be rejected, the Contractor will not be paid for the supplied material. The Contractor will be responsible to the Department of Roads for the cost of any state owned material that is determined unusable. This cost will be established by purchase order invoice amounts. The Contractor will be notified in writing within 21 working days of all such costs.

**4.** In addition to the material specifications, any mixing grade emulsion used in blade mixed windrow cold patching material must be formulated from a base asphalt that will result in a material suitable for patching. A "full load" test strip will be mixed and if following mixing it results in an unacceptable patching material the emulsion used will be rejected and paragraph (c) above will apply. (See the paragraph on COLD MIX WINDROWS – MIX DESIGN below.)

**5.** On-site field samples received within 14 days of sampling, that demonstrate residue, water, and/or polymer separation prior to testing, not caused by freezing during transport, that cannot be made homogenous by the applicable AASHTO conditioning test procedure, cannot be tested. The material represented by the sample will be subject to a pay factor of 0.75 or rejection, dependent upon the degree of success of the field application.

The analysis of Liquid Asphalt Material by the Material and Research Division, Nebraska Department of Roads, including NDOR referee testing policies, shall govern the rate of payment.

When an on-site sample from a transport demonstrates test results that incur a reduced pay factor, the process of resolving the degree of sample failure will include the following actions, as applicable:

**1.** The Bituminous Lab will confirm sampling, handling, and custody of the sample.

**2.** If the Contractor wishes to dispute any test results, the Contractor can request referee testing. It is the sole responsibility of the Contractor to request referee testing. The request must be made to the Bituminous Lab within 96 hours of awareness of the test results. If a request is received within the time allotted, the Bituminous Lab will select an independent laboratory, which will perform testing on the remainder of the sample. The identity of the independent laboratory will be revealed after referee testing is completed. Due to scheduling, logistics, workloads, etc., the request for referee testing is also affirmation and agreement that the testing may occur beyond the 14 day testing timeframe of the asphaltic emulsion specifications.

**3.** If the independent lab's tests indicate failing results and pay deductions equal to or greater than the NDOR's, the Contractor will reimburse the NDOR for the cost of testing. If the independent lab's tests indicate that, the material meets specification, or is at a pay deduction less than the NDOR's, the NDOR will assume the cost of testing. When the independent lab's tests indicate a pay deduction, the lesser of the NDOR's and the independent lab's deductions will be applied.

The referee test methods of the asphaltic material shall follow AASHTO procedures. Where AASHTO procedures are not applicable, ASTM and other listed applicable test procedures shall be used.

G. **ONSITE PERSONNEL**

The supplier shall furnish on-site personnel within any given 24 hour workday, at no additional cost to the State, to assist in the resolution of material problems, should they develop.

**STATE OF NEBRASKA**
**DEPARTMENT OF ROADS**

**NOTICE TO BIDDERS AND SPECIAL PROVISIONS**
**FOR LIQUID ASPHALT MATERIALS**

**QUALITY CONTROL (QC) PROGRAM CERTIFICATION BY NDOR**

**All Quality Control Programs must be approved/certified by NDOR prior to contract award.**

**Suppliers who do not have a current 2016 approval/certification from NDOR may submit a response to the Invitation to Bid, but must complete certification prior to contract award.**

**If a Supplier's Quality Control Program has not been approved/certified by NDOR for 2016, the Supplier may submit their Quality Control Program documentation with the ITB response.**

**If the Supplier does not submit the Quality Control Program Documentation with the bid response, they will provide all documentation within ten days of a written request. Time is of the essence for Supplier provision of documentation. Dale Byre, (402) 479-4774 or dale.byre@nebraska.gov will be the contact for Supplier certification, after the Invitation to Bid has opened.**

Suppliers making shipments of Liquid Asphalt Material to be used in Nebraska Highway Maintenance shall furnish their Quality Control (QC) Program to NDOR, Materials and Research Division, for annual approval, as a requirement for Supplier Certification. This QC program will include the types and frequency of sampling and testing for all products supplied. The QC program must state that all products supplied were tested in accordance with the QC program, and conform to the State of Nebraska specifications. All terminals and locations covered by the QC program shall be listed. The QC program will include the names of supplier representatives authorized to sign the Certificates of Compliance, as well as the name and telephone number of the person responsible for quality control at the facility. The QC program shall provide an outline of the procedure to be followed for checking transport vehicles before loading to prevent contamination of shipments. The outline shall include a statement that the transport vehicle inspection report, signed by the responsible inspector, shall be maintained in the Supplier's records and will be made available to the Department on request. The QC program will list alternative sampling methods from transports when sample valves as per AASHTO T40 (ASTM D 140), paragraph 10.1 are either not present, or are found to be non-functional.

Supplier shall state specific plans for notification to the Department when non-compliant material is discovered during or after shipment. The supplier shall not knowingly ship material that does not meet contract specifications.

State all other program requirements the Supplier deems necessary for their QC program, including but not limited to, what is required in this document. A recommendation is to follow AASHTO R26, Section 9, where applicable.

**SUPPLIER CERTIFICATION**
Division 1000 is amended to include the following:

Only Certified Suppliers will be allowed to supply materials outlined in this contract. For questions or information on Supplier Certifications, contact Dale Byre at (402) 479-4774.

A Certified Supplier must agree to on-site inspection of their laboratory by the Department at any time. Inspection of calibration of equipment, review of records, and technicians' demonstration of procedures may be required and reviewed during inspection.

To maintain certified status, a Supplier must furnish, by 8:30 a.m. CDT each day that contractual products are supplied, an e-mail with a standardized digital spreadsheet workbook attachment that preferably contains all requested information, but at a minimum contains the following information:

1) Purchase Orders intending to be filled that day.
2) The Supplier's product batch numbers from which these materials will be furnished.

Contractual products shipped after 8:30 a.m. CDT will be entered and submitted in the spreadsheet workbook by Noon CDT. Any remaining incomplete entries past Noon CDT are to be fully completed and the digital workbook re-submitted within 24 hours.

The NDOR Bituminous Laboratory will furnish the standardized digital workbook to be used to each successfully bidding certified Supplier.

The above e-mail shall be sent to dor.mrbitlab@nebraska.gov with the subject line "Shipment Workbook."

Send an e-mail to dor.mrbitlab@nebraska.gov when any new batch of emulsion or cutback is produced and ready for shipment for this contract. The NDOR Bituminous Lab will provide a standardized Batch Certificate form to be used for supplying the following information: type of material, the production date, the supplier-designated batch number, and the approximate number of gallons. The Supplier will include the Batch Certificate as an attachment in the e-mail. Also in the e-mail, along with this form, supplier will attach their Statement of Certification for that batch, declaring that the material meets specifications. This shall be provided before any material is shipped from that batch for NDOR contractual purposes. Another attachment to be included will be any or all test results (Certificate of Analysis, C.O.A.) obtained before shipment. If supplier elects to ship the product before all QC (Quality Control) testing is completed, the test result(s) in this e-mail attachment can be marked as "Pending". The Statement of Certification and C.O.A. can be combined to one attached form that accompanies the Batch Certificate, if the Supplier desires. The subject line of this e-mail with all included attachments above in this paragraph shall be "Batch Certification."

Send a 1 quart/liter QC sample of any new batch of emulsion or cutback of which any portion is delivered for NDOR contractual purposes to the NDOR Bituminous Lab to arrive within 3 business days of first delivery. Another QC sample will be sent any time an existing batch supplied for contract purposes is altered, changed or modified in any way. A C.O.A. showing test results, specifications, and batch number represented, will accompany each sample.

Obtain a duplicate sample at any time a QC Department sample is taken. [Three Samples: 1) Supplier, 2) Department, 3) Duplicate/Backup]. If desired, a one-gallon sample split divided to these purposes is sufficient. The duplicate/backup (split) may be used for Supplier Quality Control purposes, and/or as a backup for samples lost or damaged during shipping, and/or to be sent to the NDOR Lab, upon request, for additional testing. Duplicates should be stored for an adequate amount of time as to allow Department testing and usage of product represented by the sample.

In cases of In-Line mixing intended for a single transport shipment of emulsion or cutback, a batch will be defined either as an initial formulation of the Contract product, or as well any subsequent formulation change(s) from the initial formulation, and not necessarily each individual transport. For each initial formulation, and any subsequent formulation changes, the "Batch Certificate" e-mail and Terminal QC Department batch sample referenced above, still apply. Also, individual transport shipment records will still be required as per the "Shipment Workbook" e-mail referenced above.

The NDOR, for purposes of Quality Assurance, acceptance and pay factor determination, will be basing such on samples tested on transport delivered materials. Material shall be identified by Batches submitted and tested as stated below.

For each batch produced, the Department will attempt to obtain a random field sample. Field samples will represent the transport they are taken from. If a field sample fails any test specification, additional field samples may be taken. Field samples are subject to the "Basis of Payment" section of this contract. At the department's discretion, failing field samples may also cause loss of Supplier Certification.

Random field samples shall be obtained by Department personnel trained and certified to do so. Failing test results from field samples taken by uncertified personnel will not be used in determining pay factors, nor in determining Supplier Certification status.

Samples that have frozen during transport to the NDOR Bituminous Laboratory will have the testing requirements waived.

If a supplier's submitted batch Quality Control sample fails any parameter of Department testing, additional representative field samples may be taken. The supplier's Quality Control sample itself, does not subject the batch represented to reduced pay factors.

If Supplier de-certification occurs, a notification will be provided in writing. If the Supplier desires re-certification, documentation must be submitted to the Department explaining why decertification occurred, and what actions the Supplier has taken to correct the problems identified. Decisions regarding the future qualification for re-certification of a Supplier shall be at the Department's discretion.

**CERTIFICATE OF COMPLIANCE TO ACCOMPANY SHIPMENTS**
Suppliers making shipments of Liquid Asphalt Material to be used for purposes of this contract shall furnish a Certificate of Compliance to the Nebraska Department of Roads for each truck loads shipped.

The Certificate of Compliance shall contain the following information:

- A statement by the supplier that the material shipped complies with the requirements of the contract specifications for the type and grade specified.
- Gallon data for truck shipments based on the net weight. The gallons "@60ºF" and/or Wt./Gal. "@60ºF" will be displayed. Gallon data will be used for reference only.
- Gross, tare and net weight.
- An authorized supplier employee shall sign the Certificate of Compliance.
- One copy of the Certificate of Compliance shall be sent with the shipment to the designated representative of the Nebraska Department of Roads, as shown on the shipping order. A Bill of Lading may serve as a Certificate of Compliance provided it contains all the information requested above.

**COLD MIX WINDROWS – MIX DESIGN**
When requested by the District Operations and Maintenance Manager or Maintenance Superintendent, the vendor will perform the following experimental mix design to determine the percent asphalt emulsion by dry weight of aggregate to be added to the windrow. Sample(s) of aggregate being proposed for use in the windrow will be supplied by the NDOR well in advance of delivery of the required mixing grade emulsion.

Dry all of the aggregate samples and determine the emulsion that the customer would like to use.

Determine gradations of the aggregate and filler samples.

Determine the aggregate blend to use, which shall be a dense graded sample with no greater than 15% passing the #200 sieve.

Prepare 8 samples of the aggregate blend determined in the previous step.

Add water to the aggregate blend samples to approximately 2% water content.

Determine the emulsion contents to use. Typically use 5% to 7% based on the weight of dry aggregate before the water was added, or use a previously used percentage and 1% above and below this percentage.

Mix up 2 samples for the emulsion contents determined in the previous step.

Compact the samples with the Marshall Hammer using 50 blows per side. Extract the samples from the molds immediately.

Dry the samples in an oven at approximately 130 degrees "F" – 140 degrees "F" for approximately 48 hours.

Test the Marshall stability on the samples.

Based on the Marshall stability values and the visual appearance of the samples, determine the target emulsion content.

Every effort to communicate mix design requirements between the supplier and NDOR will be used to help insure that the proper materials and combined aggregate gradations are designed into all Cold Mix Windrow materials.

Mix design test results will be provided by the supplier to the District Operations and Maintenance Manager.

**SPRAY APPLIED EMULSIONS FOR FOG SEALS**

Type CSS/SS-1H spray applied emulsions for use as fog seals will be formulated and/or diluted in such a manner as to expect the time to break to be 1 hour or less, at 60 degrees “F” and 40% humidity, following the spray application. The expected (reasonable) time to break will vary with changes in temperature and humidity.

Type CFS-1/FS-1 (fast set) spray applied emulsion shall be formulated for an accelerated breaking time as compared to the breaking time definition above.

Material upon arrival shall not exhibit signs of excessive foaming to the degree that transfer and/or application of the product is hampered.

When the supplier’s material routinely fails to meet these requirements, it may be cause to suspend the use of the supplier’s material until such time that the supplier can demonstrate compliance.

No Supplier terminal QC samples of post-diluted emulsions are required. Refer to “Supplier Certification” section of contract for sample requirements of pre-diluted emulsions.
For fog seals produced by In-Line single transport mixing, refer to the “Supplier Certification” section of the Contract dedicated to Terminal In-Line mixing.

## V. INVITATION TO BID - TECHNICAL SPECIFICATIONS

**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.

"YES" response means the Bidder guarantees they can meet this condition.

"NO" response means the Bidder cannot meet this condition and will not be considered.

"NO & PROVIDE ALTERNATIVE" responses should be used only with a narrative response in the NOTES/COMMENTS section explaining in detail any deviation from the Bidders' 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 Bidders' alternative is an acceptable alternative.

| YES | NO | NO & PROVIDE ALTERNATIVE | 1. NON-COMPLIANCE STATEMENT |
|---|---|---|---|
| | | | A. Read these specifications carefully. Any and all exceptions to these specifications must be written on or attached to quotation request. Any noncompliance may void your quotation. Non-compliance to any single specification can void your bid. |
| | | | B. 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. |
| | | | C. 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 Invitation To 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). |
| **NOTES/COMMENTS:** | | | |

| YES | NO | NO & PROVIDE ALTERNATIVE | 2. . ANNUAL USAGE, ESTIMATED |
|---|---|---|---|
| | | | A. 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. |
| | | | A. **DISTRICT - 1**<br>**1. CRS-2P**<br>a. Beatrice 575 Tn<br>b. Brownville 25 Tn<br>c. David City 325 Tn<br>d. Dorchester 475 Tn<br>e. Fairbury 875 Tn<br>f. Greenwood 200 Tn<br>g. Lincoln Salt Valley 225 Tn |

| | | | |
|---|---|---|---|
| | | | h. Lincoln Superior St 125 Tn<br>i. Pawnee City 500 Tn<br>j. Seward 50 Tn<br>k. Wahoo 550 Tn<br>l. Plant Pick Up 25 Tn<br>m. **TOTAL** **3950 Tn** |
| | | | B. **DISTRICT - 2**<br>**1. CSS-1H 75/25**<br>a. Fremont 25 Tn<br>b. Omaha 25 Tn<br>c. Plant Pick Up 25 Tn<br>d. **TOTAL** **75 Tn** |
| | | | C. **DISTRICT - 3**<br>**1. CRS-2P**<br>a. Clarkson 375 Tn<br>b. Columbus 675 Tn<br>c. Creighton 500 Tn<br>d. Elgin 325 Tn<br>e. Hartington 400 Tn<br>f. Jackson 75 Tn<br>g. Laurel 775 Tn<br>h. Lyons 150 Tn<br>i. Macy 250 Tn<br>j. Madison 25 Tn<br>k. Monroe 300 Tn<br>l. New Castle 75 Tn<br>m. Niobrara 125 Tn<br>n. Norfolk 750 Tn<br>o. Orchard 1050 Tn<br>p. Pender 300 Tn<br>q. Petersburg 250 Tn<br>r. Pilger 275 Tn<br>s. Richland 150 Tn<br>t. St. Edward 100 Tn<br>u. Tilden 200 Tn<br>v. Wausa 175 Tn<br>w. Wayne 900 Tn<br>x. West Point 150 Tn<br>y. Winnebago 200 Tn<br>z. Plant Pick Up 25 Tn<br>aa. **TOTAL** **8575 Tn**<br><br>**2. CSS-1H 50/50**<br>a. Norfolk 75 Tn<br>b. Plant Pick Up 25 Tn<br>c. **TOTAL** **100 Tn**<br><br>**3. HFE-150**<br>a. Plant Pick Up 25 Tn<br>b. **TOTAL** **25 Tn** |

D. **DISTRICT - 4**

**1. CRS-2P**

| | |
|---|---|
| a. Aurora | 425 Tn |
| b. Carleton | 250 Tn |
| c. Central City | 1075 Tn |
| d. Chester | 250 Tn |
| e. Deshler | 200 Tn |
| f. Fairmont | 100 Tn |
| g. Fullerton | 425 Tn |
| h. Grand Island | 250 Tn |
| i. Greeley | 525 Tn |
| j. Gresham | 225 Tn |
| k. Hastings | 375 Tn |
| l. Henderson | 150 Tn |
| m. Kearney | 900 Tn |
| n. Loup City | 150 Tn |
| o. Ord | 625 Tn |
| p. Polk | 150 Tn |
| q. Ravenna | 50 Tn |
| r. Red Cloud | 375 Tn |
| s. Silver Creek | 150 Tn |
| t. St. Paul | 525 Tn |
| u. Superior | 475 Tn |
| v. Plant Pick Up | 25 Tn |
| w. **TOTAL** | **7675 Tn** |

**2. HFE-300**

| | |
|---|---|
| a. Central City | 50 Tn |
| b. Fullerton | 100 Tn |
| c. Greeley | 300 Tn |
| d. Loup City | 300 Tn |
| e. Ord | 300 Tn |
| f. Ravenna | 50 Tn |
| g. Red Cloud | 150 Tn |
| h. St. Paul | 250 Tn |
| i. Superior | 100 Tn |
| j. Plant Pick Up | 25 Tn |
| k. **TOTAL** | **1625 Tn** |

**3. HFE-1000**

| | |
|---|---|
| a. Hebron | 200 Tn |
| b. Plant Pick Up | 25 Tn |
| c. **TOTAL** | **225 Tn** |

**4. MC-250**

| | |
|---|---|
| a. Kearney | 25 Tn |
| b. Loup City | 25 Tn |
| c. Red Cloud | 25 Tn |
| d. St. Paul | 25 Tn |
| e. Plant Pick Up | 25 Tn |
| f. **TOTAL** | **125 Tn** |

E. **DISTRICT - 5**

**1. CRS-2P**

| | |
|---|---|
| a. Alliance | 25 Tn |
| b. Chadron | 50 Tn |
| c. Gering | 50 Tn |
| d. Mitchell | 50 Tn |
| e. Sidney | 50 Tn |
| f. Plant Pick Up | 25 Tn |
| g. **TOTAL** | **250 Tn** |

**2. CRS-2VHL**

| | |
|---|---|
| a. Alliance | 25 Tn |
| b. Chadron | 50 Tn |
| c. Gering | 50 Tn |
| d. Mitchell | 50 Tn |
| e. Sidney | 50 Tn |
| f. Plant Pick Up | 25 Tn |
| g. **TOTAL** | **250 Tn** |

**3. CSS-1H 50/50**

| | |
|---|---|
| a. Chadron | 75 Tn |
| b. Gering | 75 Tn |
| c. Plant Pick Up | 25 Tn |
| d. **TOTAL** | **175 Tn** |

**4. CSS-1H STRAIGHT**

| | |
|---|---|
| a. Chadron | 50 Tn |
| b. Gering | 50 Tn |
| c. Sidney | 50 Tn |
| d. Plant Pick Up | 25 Tn |
| e. **TOTAL** | **175 Tn** |

**5. HFE-150**

| | |
|---|---|
| a. Alliance | 150 Tn |
| b. Chadron | 150 Tn |
| c. Crawford | 150 Tn |
| d. Gering | 50 Tn |
| e. Harrisburg | 50 Tn |
| f. Lodgepole | 100 Tn |
| g. Mitchell | 150 Tn |
| h. Scottsbluff | 150 Tn |
| i. Sidney | 150 Tn |
| j. Plant Pick Up | 25 Tn |
| k. **TOTAL** | **1125 Tn** |

**6. HFE-300**

| | |
|---|---|
| a. Chadron | 25 Tn |
| b. Gordon | 25 Tn |
| c. Plant Pick Up | 25 Tn |
| d. **TOTAL** | **75 Tn** |

**7. HFE-1000**

| | |
|---|---|
| a. Gordon | 25 Tn |
| b. Plant Pick Up | 25 Tn |
| c. **TOTAL** | **50 Tn** |

F. **DISTRICT - 6**

**1. CRS-2P**

| | |
|---|---|
| a. Anselmo | 250 Tn |
| b. Ansley | 75 Tn |
| c. Arthur | 100 Tn |
| d. Comstock | 150 Tn |
| e. Gothenburg | 100 Tn |
| f. Lexington | 275 Tn |
| g. Mullen | 125 Tn |
| h. Oconto | 100 Tn |
| i. Ogallala | 700 Tn |
| j. Stapleton | 200 Tn |
| k. Thedford | 75 Tn |
| l. Wellfleet | 325 Tn |
| m. Plant Pick Up | 25 Tn |
| n . **TOTAL** | **2500 Tn** |

**2. CSS-1H 50/50**

| | |
|---|---|
| a. Anselmo | 50 Tn |
| b. Gothenburg | 50 Tn |
| c. Hyannis | 50 Tn |
| d. Lexington | 100 Tn |
| e. North Platte | 75 Tn |
| f. Ogallala | 275 Tn |
| g. Thedford | 75 Tn |
| h Wellfleet | 125 Tn |
| i. Plant Pick Up | 25 Tn |
| j. **TOTAL** | **825 Tn** |

**3. HFE-300**

| | |
|---|---|
| a. Anselmo | 50 Tn |
| b. Ansley | 50 Tn |
| c. Arthur | 200 Tn |
| d. Broken Bow | 50 Tn |
| e. Dickens | 150 Tn |
| f. Dunning | 75 Tn |
| g. Gothenburg | 50 Tn |
| h. Hyannis | 100 Tn |
| i. Lexington | 150 Tn |
| j. Mullen | 250 Tn |
| k. Oconto | 50 Tn |
| l. Rosco | 175 Tn |
| m. Stapleton | 200 Tn |
| n. Sutherland | 75 Tn |
| o. Tryon | 50 Tn |
| p. Plant Pick Up | 25 Tn |
| q. **TOTAL** | **1700 Tn** |

**4. HFE-1000**

| | |
|---|---|
| a. Stapleton | 25 Tn |
| b. Plant Pick Up | 25 Tn |
| c. **TOTAL** | **50 Tn** |

**5. MC-250**

| | |
|---|---|
| a. Broken Bow | 25 Tn |
| b. Mullen | 50 Tn |
| c. Ogallala | 25 Tn |
| d. Plant Pick Up | 25 Tn |
| e. **TOTAL** | **125 Tn** |

G. **DISTRICT - 7**

**1. CRS-2P**

| | |
|---|---|
| a. Alma | 400 Tn |
| b. Beaver City | 75 Tn |
| c. Curtis | 175 Tn |
| d. Haigler | 150 Tn |
| e. Hayes Center | 175 Tn |
| f. Holdrege | 450 Tn |
| g. Imperial | 275 Tn |
| h. Minden | 100 Tn |
| i. Oxford | 200 Tn |
| j. Stockville | 175 Tn |
| k. Plant Pick Up | 25 Tn |
| l. **TOTAL** | **2200 Tn** |

**2. CSS-1H 50/50**

| | |
|---|---|
| a. Haigler | 100 Tn |
| b. Imperial | 125 Tn |
| c. Plant Pick Up | 25 Tn |
| d. **TOTAL** | **250 Tn** |

**3. CSS-1H STRAIGHT**

| | |
|---|---|
| a. Holdrege | 50 Tn |
| b. Imperial | 50 Tn |
| c. McCook | 50 Tn |
| d. Plant Pick Up | 25 Tn |
| e. **TOTAL** | **175 Tn** |

**4. HFE-300**

| | |
|---|---|
| a. Alma | 100 Tn |
| b. Benkelman | 100 Tn |
| c. Enders | 50 Tn |
| d. Grant | 100 Tn |
| e. Haigler | 50 Tn |
| f. Holdrege | 100 Tn |
| g. Minden | 100 Tn |
| h. Palisade | 100 Tn |
| i. Plant Pick Up | 25 Tn |
| j. **TOTAL** | **725 Tn** |

H. **DISTRICT - 8**

**1. CRS-2P**

| | |
|---|---|
| a. Atkinson | 125 Tn |
| b. Bassett | 225 Tn |
| c. Brewster | 200 Tn |
| d. Burwell | 400 Tn |
| e. Butte | 125 Tn |
| f. Ericson | 175 Tn |
| g. Merriman | 425 Tn |
| h. Merritt | 100 Tn |
| i. Naper | 175 Tn |
| j. Newport | 800 Tn |
| k. Rose | 400 Tn |
| l. Springview | 150 Tn |
| m. Taylor | 125 Tn |
| n. Valentine | 75 Tn |
| o. Plant Pick Up | 25 Tn |
| p. **TOTAL** | **3525 Tn** |

**2. CSS-1H 50/50**

| | |
|---|---|
| a. Butte | 75 Tn |
| b. Merriman | 100 Tn |

| | | | |
|---|---|---|---|
| | | | Ec. Naper 100 Tn<br>d. Woodlake 25 Tn<br>e. Plant Pick Up 25 Tn<br>f. **TOTAL** **325 Tn**<br><br>**3. CSS-1H 75/25**<br>a. Bassett 175 Tn<br>b. Brewster 100 Tn<br>c. Rose 175 Tn<br>d. Plant Pick Up 25 Tn<br>e. **TOTAL** **475 Tn**<br><br>**4. HFE-150**<br>a. Ainsworth 25 Tn<br>b. Plant Pick Up 25 Tn<br>c. **TOTAL** **50 Tn**<br><br>**5. HF-300**<br>a. Atkinson 350 Tn<br>b. Burwell 100 Tn<br>c. Merriman 75 Tn<br>d. Newport 50 Tn<br>e. Springview 50 Tn<br>f. Taylor 100 Tn<br>g. Valentine 75 Tn<br>h. Plant Pick Up 25 Tn<br>i. **TOTAL** **825 Tn**<br><br>**6. HFE-1000**<br>a. Bassett 50 Tn<br>b. Emmet 50 Tn<br>c. Merriman 25 Tn<br>d. Springview 50 Tn<br>e. Valentine 25 Tn<br>f. Plant Pick Up 25 Tn<br>g. **TOTAL** **225 Tn**<br><br>**7. MC-250**<br>a. Ainsworth 25 Tn<br>b. O'Neill 50 Tn<br>c. Valentine 25 Tn<br>d. Plant Pick Up 25 Tn<br>e. **TOTAL** **125 Tn** |
| **NOTES/COMMENTS:** | | | |

| YES | NO | NO & PROVIDE ALTERNATIVE | 3. USAGE REPORT |
|---|---|---|---|
| | | | A. The vendor shall, upon request by the State of Nebraska, provide an annual usage report of this contract by state agencies. Information will include agency name, item, and dollar amount. Information may be requested at any time by the State Purchasing Bureau, but may typically be requested at the end of the contract period or upon renewal of the contract, or at other intervals (monthly, quarterly, etc.) as determined by the State. |
| | | | |

**NOTES/COMMENTS:**

| YES | NO | NO & PROVIDE ALTERNATIVE | 4. ORDERS |
|---|---|---|---|
| | | | A. 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. |

**NOTES/COMMENTS:**

| YES | NO | NO & PROVIDE ALTERNATIVE | 5. QUALITY |
|---|---|---|---|
| | | | A. 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. |

**NOTES/COMMENTS:**

| YES | NO | NO & PROVIDE ALTERNATIVE | 6. PRICES |
|---|---|---|---|
| | | | A. Price quoted shall be unit price and shall be firm for the duration of the contract and are to be net; including transportation and delivery charges fully prepaid by the Bidder F.O.B. Destination as specified. No additional charges will be allowed for packing, handling, fuel surcharge, or partial delivery costs. Any Invitation To 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. |
| **NOTES/COMMENTS:** | | | |

| YES | NO | NO & PROVIDE ALTERNATIVE | 7. SUBSTITUTIONS |
|---|---|---|---|
| | | | A. Vendor will not substitute any item that has been awarded without prior written approval of State Purchasing Bureau. |
| **NOTES/COMMENTS:** | | | |

| YES | NO | NO & PROVIDE ALTERNATIVE | 8. QUALITY CONTROL PROGRAM CERTIFICATION STATUS |
|---|---|---|---|
| | | | A. Vendor **has** current 2016 NDOR certification/approval for Quality Control Program |
| | | | B. Vendor **does not** have current 2016 NDOR certification/approval and has submitted Quality Control Plan with bid response. |
| | | | C. Vendor **has not submitted** Quality Control Plan with bid response, but will submit upon written request to be considered for contract award |
| **NOTES/COMMENTS:** | | | |

| YES | NO | NO & PROVIDE ALTERNATIVE | 9. SECRETARY OF STATE REGISTRATION REQUIREMENTS<br>*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. |
|---|---|---|---|
| | | | Bidder is a SOLE PROPRIETORSHIP (in which case, no Letter of Good Standing/Certificate of Good Standing is required) If the Bidder is an Individual or Sole Proprietorship, the following applies:<br>The Bidder must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at http://das.nebraska.gov/materiel/purchasing.html<br><br>The completed United States Attestation Form should be submitted with the Invitation to Bid response.<br>The Bidder 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 required to verify the Contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.<br>Bidder 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. |
| | | | Bidder is a GENERAL PARTNERSHIP (in which case, no Letter of Good Standing/Certificate of Good Standing is required) |
| | | | 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. |
| | | | 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:** | | | |

**The Standard Specifications for Highway Construction can be found on the NDOR web site listed as** http://www.transportation.nebraska.gov/ref-man/specbook-2007.pdf

| YES | NO | NO & PROVIDE ALTERNATIVE | 10. Material Specification |
|---|---|---|---|
| | | | A. Materials shall conform to Division 1000 of the Nebraska Department of Roads Standard Specifications For Highway Construction 2007 Edition and their Special Provisions as amended in this specification for the following materials: CRS-2L, CRS-2P, CRS-2VHL, CSS-1H, CSS-1H 75/25, CSS-1H 50/50, SS-1H, SS-1H 75/25, SS-1H 50/50, CFS/FS-1, CMS-1, CMS-1W, MC-250, HFE-150, HFE-300, HFE-500, HFE-1000, HFMS-2L and HFMS-2P. |
| | | | B. Due to field samples being approximately one quart in volume, the AASHTO T 59 Sieve test, when tested by NDOR, will be run on a sample portion of less than the specified 1000 grams. |
| NOTES/COMMENTS: | | | |

**Sections 504, 513, 515, 1030, 1031, and 1032 are amended as follows:**

| YES | NO | NO & PROVIDE ALTERNATIVE | 11. Sections 504 and 513 are amended to include the following: |
|---|---|---|---|
| | | | A. The Supplier at their option may supply either CSS-1H OR SS-1H when either CSS-1H or SS-1H is requested. |
| | | | B. The Supplier at their option may supply either CFS-1 or FS-1 when either CFS-1 or FS-1 is requested. |
| | | | C. The 50/50 rate of terminal-dilution of CSS-1H/SS-1H emulsified asphalt will be 1 part emulsified asphalt to 1 part additional water. The percentage residue by distillation of the diluted emulsified asphalt is specified as 28.5% min. The Bill of Lading shall state the dilution rate. |
| | | | D. The 75/25 rate of terminal dilution of CSS-1H/SS-1H emulsified asphalt will be 75% emulsified asphalt and 25% additional water. The percentage residue by distillation of the diluted emulsified asphalt is specified as 42.7% min. The Bill of Lading shall state the dilution rate. |
| | | | E. Field samples of diluted CSS-1H/SS-1H shall meet the requirements of Subsections 1031.01 and 1032.01 with the exceptions of Saybolt Furol Viscosity, Storage Stability, and Cement Mixing. |
| | | | F. Emulsion grade CFS/FS-1 is added to paragraph 504.02 and paragraph 513.02. Specifications for CFS/FS-1 are specified as additional as well as amended to Sections 1031 and 1032 in this Contract. |
| NOTES/COMMENTS: | | | |

| YES | NO | NO & PROVIDE ALTERNATIVE | 12. Section 515 is amended to include the following: |
|---|---|---|---|
| | | | **A.** The temperature for all grades of emulsified asphalt used for Armor Coats being unloaded from truck transports shall be at a minimum of 160 degrees "F" upon arrival at the delivery site. |
| | | | **B.** NDOR random field samples of emulsion grades, which have a softening point specification, will set in a standard laboratory ambient environment (73 +/- 4º F) for a minimum of 1 day before being conditioned as per AASHTO T 59, paragraph 3.1. prior to testing. The softening point test will not be run until on at least the fourth day after sampling. |
| **NOTES/COMMENTS:** | | | |

| YES | NO | NO & PROVIDE ALTERNATIVE | 13. Emulsified Asphalt (CRS-2P) |
|---|---|---|---|
| | | | **A.** CRS-2P shall meet the specifications of AASHTO M-316 with the following changes:<br><br>Penetration, 25°C (77°F), 100g, 5 sec — 100-150 dmm<br>Ductility, 25°C (77°F), 5 cm/min — Min. 40cm<br>Elastic Recovery (77°F), 5 cm/min — Min. 55%<br>Storage Stability — See note "b" of AASHTO M 208<br>Sieve Test — See note "b" of AASHTO M 208<br>Force Ratio Test — Not Required<br>Evaporation residue:<br>Distillation will be used for residue percentage determination and all residue testing. The distillation will be taken to 350± 5°F, and held for 20 minutes and otherwise in accordance with AASHTO T 59. |
| | | | **B.** Paragraph 3.1 of AASHTO M-316 is void and superseded by the following:<br><br>3.1 CRS-2P - A cationic emulsion made with base asphalt binder modified with styrene butadiene or styrene-butadiene styrene block copolymers. All base stock asphalt used must be modified before emulsification. CRS-2P shall contain no latex polymer. |
| **NOTES/COMMENTS:** | | | |

| YES | NO | NO & PROVIDE ALTERNATIVE | 14. Emulsified Asphalt (CRS-2L) |
|---|---|---|---|
| | | | **A. CRS-2L shall meet the specifications of AASHTO M-316 with the following changes:**<br><br>**Penetration, 25°C (77°F), 100g, 5 sec — 65-130 dmm**<br>**Ductility, 25°C (77°F), 5 cm/min — Min. 40cm**<br>**Softening Point — Min. 130ºF**<br>**Storage Stability — See note "b" of AASHTO M208**<br>**Sieve Test — See note "b" of AASHTO M 208**<br>**Evaporation residue:**<br>**Distillation will be used for residue percentage determination and all residue testing. The distillation will be taken to 350± 5°F, and held for 20 minutes and otherwise in accordance with AASHTO T 59.** |
| | | | **B. Paragraph 3.2 of AASHTO M-316 is void and superseded by the following:**<br><br>**3.2 CRS-2L - A cationic emulsion made with base asphalt binder modified with styrene butadiene rubber latex or polychloroprene latex. All base stock asphalt used must be modified during a co-milling emulsification process exclusively, and through the use of the latex polymers listed above only.** |
| | | | **C. The test of Solubility in trichloroethylene of the residue is waived, but as stated in M-316, the Solubility of the base asphalt binder shall be greater than 99.0 percent.** |
| **NOTES/COMMENTS:** | | | |

| YES | NO | NO & PROVIDE ALTERNATIVE | 15. Emulsified Asphalt (CRS-2VHL) |
|---|---|---|---|
| | | | **A. CRS-2VHL shall meet the following specifications:**<br><br>**Tests on Emulsion:**<br>**Viscosity, Saybolt-Furol, 50ºC (122ºF), sec. 75 – 300**<br>**Residue by Distillation, % min., note 1 65**<br>**Oil Distillate, % by Volume, max. 3**<br>**Storage Stability, %, max. 1.0**<br>**Demulsibility, 35 ml of 0.8% $C_{20}H_{37}NaO_7S$, % min. 40**<br>**Sieve Test, % Retained, max., note 2 0.10**<br>**Particle Charge Positive**<br><br>**Tests on Distillation Residue:**<br>**Penetration, dmm, 25ºC (77ºF), 100 g., 5 sec. 65 – 130**<br>**Ductility, 25ºC (77ºF), cm., minimum 40**<br>**Softening Point, ºF, min. 130**<br><br>**Note 1: The distillation shall be taken to 350 +/- 5ºF, and held for 20 minutes, and otherwise in accordance with AASHTO T 59.**<br><br>**Note 2: Test requirement is waived if successful application of the material has been achieved in the field.** |
| | | | **B. The solubility of the base asphalt binder shall be greater than 99.0%.** |
| | | | **C. All polymer shall be added as either SBR or polychloroprene latex only, and only during a co-milling emulsification process. The latex polymer solids content shall be 3.0% minimum by weight of the base stock asphalt binder.** |
| **NOTES/COMMENTS:** | | | |

| YES | NO | NO & PROVIDE ALTERNATIVE | 16. Emulsified Asphalt (HFMS-2P) |
|---|---|---|---|
| | | | **A. HFMS-2P shall meet the following specifications:**<br><br>**Tests on Emulsion:**<br>**Viscosity, Saybolt-Furol, 50ºC — 50 – 400**<br>**Residue by Distillation, % min., note 1 — 65**<br>**Oil Distillate, % by Volume, max. — 3**<br>**Storage Stability, 24h, % max., note 2 — 1.0**<br>**Demulsibility, 50 ml 0.1N CaCl2, % min. — 40**<br>**Sieve Test, %Retained, max., note 2 — 0.10**<br><br>**Tests on Distillation Residue:**<br>**Penetration, 25ºC, 77ºF, 100 g., 5 sec., dmm — 100 – 200**<br>**Ductility, 25ºC (77ºF), cm., minimum — 45**<br>**Float Test, 60ºC (140ºF),sec., minimum — 1200**<br>**Elastic Recovery, 25ºC, 77ºF, % min. — 55**<br><br>**Note 1: The distillation shall be taken to 350 +/- 5ºF, and held for 20 minutes, and otherwise in accordance with AASHTO T 59.**<br><br>**Note 2: See note "A" of AASHTO M 140** |
| | | | **B. The solubility of the base stock asphalt binder shall be greater than 99.0%.** |
| | | | **C. All base stock asphalt binder used must be modified prior to emulsification with styrene butadiene or styrene-butadiene styrene block copolymers. HFMS-2P shall contain no latex polymer.** |
| **NOTES/COMMENTS:** | | | |

| YES | NO | NO & PROVIDE ALTERNATIVE | 17. Emulsified Asphalt (HFMS-2L) |
|---|---|---|---|
| | | | **A. HFMS-2L shall meet all specifications of HFMS-2P with the following exceptions:**<br><br>**The test of Elastic Recovery is omitted.**<br><br>**The base stock asphalt binder shall be polymerized with a total minimum of 3.0% polymer solids by weight of the base stock asphalt binder. The polymers can be exclusively latex, or any combination of styrene-butadiene rubber latex, SB, SBS, SBR, or polychloroprene latex. The polymerization process shall be at least partly latex, and the latex is only allowed to be added during a co-milling emulsification process.** |
| **NOTES/COMMENTS:** | | | |

| YES | NO | NO & PROVIDE ALTERNATIVE | 18. Section 1030 |
|---|---|---|---|
| | | | **A. Section 1030 is amended to remove all references to Subsection 1029.03.** |
| | | | **B. Subsection 1030.01 is amended to read "Medium-Curing" in place of "Rapid-Curing".** |
| | | | **C. Section 1030.02 is void and superseded by the following:**<br><br>**Cut-back asphalt shall comply with the requirements of the following specifications:**<br><br>**Medium Curing Type AASHTO M 82**<br><br>**AASHTO M 82, Table 1, Note a, is void.**<br><br>**AASHTO M 82, Table 1, Note b, shall be amended to read as: The Department of Roads will specify penetration @ 100g; 5s @ 25°C (77 °F) of 120 – 250 dmm for Grades MC-30, MC-70, MC-250, MC-800 and MC-3000; in lieu of viscosity of residue.**<br><br>**Due to the advent of low-sulfur petroleum formulations, some of which are used as diluent in the fluxing of Cutback materials production, the test requirements of Flash Point (Tag, open cup), and Distillation, % by volume of total distillate at the temperatures of 437ºF and 500ºF, are disregarded. All other AASHTO M 82 specifications are still applicable.** |
| **NOTES/COMMENTS:** | | | |

| YES | NO | NO & PROVIDE ALTERNATIVE | 19. Sections 1031 and 1032 are amended to include the following: |
|---|---|---|---|
| | | | **A.** The minimum temperature for all grades of emulsified asphalt used in mixing windrows at the delivery site shall be 140 degrees "F". |
| | | | **B.** Types CFS-1, FS-1 shall meet the following requirements:<br><br>Tests on Emulsion:<br>Viscosity, Saybolt-Furol, T59, 25ºC, sec. 20 – 100<br>Residue by Distillation, % min. 57.0<br>Storage Stability, % max., note 1 1.0<br>Sieve Test, %Retained, max., note 1 0.10<br><br>Tests on Distillation Residue:<br>Penetration, 25ºC, 100 g., 5 sec., dmm 40 – 175<br>Ductility, 25ºC, cm., minimum 40<br>Solubility in Trichloroethylene, %, minimum 97.5<br><br>Note 1: See note "b" of AASHTO M 208<br><br>Shall be formulated as either a cationic or anionic, fast-setting emulsion with accelerated breaking time. |
| | | | **C.** Section 1031 is amended to include the following:<br><br>An anti-strip agent shall be added to HFE-300, HFE-500, and HFE-1000 Emulsions at the rate of a minimum of 0.25% by total weight of emulsion. |
| | | | **D.** Subsection 1031.02 is amended to include the following:<br><br>Type HFE-500 shall be added to Table 1031.01. HFE-500 shall meet the requirements of HFE-1000 with the following exception:<br><br>Viscosity by Vacuum Capillary Viscometer at 60 degrees "C", Poise, shall be 100 – 300.<br><br>For the test of Viscosity by Vacuum Capillary Viscometer of HFE-500 and HFE-1000, a Cannon-Manning type will be used. The size selection will be determined by a flow time of closest to 60+ seconds. |
| | | | **E.** Section 1032 is amended as follows:<br><br>All references to Grade CM-4 are replaced as Grade CMS-1.<br><br>Subsection 1032.02 is amended to include the following:<br>Emulsified Asphalt (CMS-1W)<br><br>CMS-1W shall follow the requirements of Table 1032.01 with the following exception:<br><br>Residue from distillation, Viscosity, Saybolt Furol, 82ºC (180ºF), sec., shall be min. 200 to max. 400.<br><br>For CMS-1 and CMS-1W, the Table 1032.01 test of Residue Viscosity, Saybolt Furol at 82ºC, converting Kinematic Viscosity to Saybolt Furol Viscosity shall be allowed using the conversion shown in ASTM D-2161. The formula of Kinematic Viscosity in centistokes @ 82ºC (180ºF), multiplied by 0.477 = Saybolt Furol Seconds is applied, and shall be reported as such. |

| NOTES/COMMENTS: |
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| |

| YES | NO | NO & PROVIDE ALTERNATIVE | 20. Identification of Truck Shipments |
|---|---|---|---|
| | | | **A. Supplier, from which truck shipments originate, shall identify each truck shipment by a number that shall apply only to that shipment. This number shall be shown on each copy of the certificate for the shipment.**<br><br>**License numbers of the trucks or truck numbers are not acceptable identification in themselves, since the same truck may make two or more trips during one day.**<br><br>**Numbering system may be either a consecutive numbering system used by some suppliers for all truck shipments originating from their plant, regardless of destination, or a system or identification by weight ticket serial numbers.**<br><br>**Regardless of the system used, it will be necessary to provide positive identification of each shipment on the applicable Certificate of Compliance or Bill of Lading.** |
| **NOTES/COMMENTS:** | | | |

**Form A**
**Bidder Contact Sheet**
**Invitation To Bid Number 5200 OF**

Form A should be completed and submitted with each response to this Invitation to Bid. This is intended to provide the State with information on the Bidders' name and address, and the specific person(s) who are responsible for preparation of the Bidders' response.

| Preparation of ITB Contact Information | |
|---|---|
| Bidder Name: | |
| Bidder Address: | |
| Contact Person & Title: | |
| E-mail Address: | |
| Telephone Number (Office): | |
| Telephone Number (Cellular): | |
| Fax Number: | |

Each Bidder shall also designate a specific contact person who will be responsible for responding to the State if any clarifications of the Bidders' response should become necessary.

| Communication with the State Contact Information | |
|---|---|
| Bidder Name: | |
| Bidder Address: | |
| Contact Person & Title: | |
| E-mail Address: | |
| Telephone Number (Office): | |
| Telephone Number (Cellular): | |
| Fax Number: | |