



CITY OF LAWTON

FINANCE DEPARTMENT

March 27, 2024

Interested Vendor:

SUBJECT: **Special Instructions for Submission of Bid Packet**

If you desire to submit a bid for **RFPC24-016 Property Insurance** this letter is provided to clarify problem areas.

The bid packet is composed of the following documents:

- Invitation for Bid and Contract with General Conditions for Submitting Proposals
- Affidavit for Payments in Excess of Twenty-Five Thousand Dollars (\$25,000.00)
- Contractor's Certificate of Compliance with Non-Discrimination Provisions
- RFPC24-016 Property Insurance RFP Agreement
- Department Specifications
- Price Sheet
- W-9 Form

You must include the following items in your bid submission, or your bid shall not be considered:

- Page 1 of the Invitation for Bid/Contract must be returned. It must be the **original, properly signed and notarized.**
- Affidavit For Payments in Excess of Twenty-Five Thousand Dollars (\$25,000.00), **original properly signed and notarized.**
- Contractor's Certificate of Compliance with Non-Discrimination Provisions, **original properly signed.**
- Department Specification and Price Bid Sheet (with vendor's comments, if applicable)
- W-9 Form, **original properly signed.**

Please, submit one (1) copy of any additional documentation such as descriptive literature, samples, material safety data sheets or references. Please, note that in some specifications, the submittal of the additional documents is required. If the documents are required, and are not submitted, your bid may be considered non-responsive.

Bid openings are held at 212 SW 9th Street Lawton, OK 73501 in the 2nd floor Conference Room @ 2:00 pm. Bid results may be obtained by attending the bid opening, making a written request, and enclosing a stamped, self-addressed envelope, or by email. Bid results are not available by telephone. Please, specify if you desire the bid results, or the results of who received the contract. Contract award information will not be available until the City Council awards the contract. Information will be mailed or emailed to the requester.

Examine your bid packet carefully as soon as you receive it. If any of the requested items are missing or if you have questions about the bid packet, please email colbie.garrett@lawtonok.gov.

Sincerely,

Colbie Garrett

Colbie Garrett
Buyer, Financial Services

City Hall | 212 SW 9th Street | Lawton, Oklahoma 73501 | 580-581-3328

WWW.LAWTONOK.GOV

City of Lawton REQUEST FOR PROPOSALS

MAIL SEALED PROPOSALS TO: City Clerk City of Lawton 212 SW 9 th Street Lawton, OK 73501		DIRECT INQUIRIES REGARDING FORMS: colbie.garrett@lawtonok.gov QUESTIONS REGARDING BID: https://prod.bidsync.com/city_of_lawton	
Date Proposal Typed:	Date(s) Advertised:	No Proposals Received After: 2:00 P.M.	
Proposal Number and Title: Requirements-type Proposal: <input checked="" type="checkbox"/> yes <input type="checkbox"/> no		Proposal valid until:	
Bid Openings are held at Lawton City Hall 2nd Floor Conference Room 212 SW 9th Street Lawton, OK 73501 @ 2:00 pm			
Vendor Name and Point of Contact:		Reason for No Proposal:	
Mailing Address:			
City:	State:	Zip:	Delivery:
Area Code and Phone Number:		Email Address:	
Federal Employer Identification Number or Social Security Number			

THIS PROPOSAL INVALID IF NOT SIGNED AND NOTARIZED

AFFIDAVIT:

STATE OF _____ COUNTY OF _____, of lawful age, being first duly sworn, on oath says that:

1. Affiant is the duly authorized agent of the bidder/vendor and/or contractor submitting the competitive bid and executing the contract which is attached to this statement, and that as such agent Affiant has the authority to bind the bidder/vendor, whether an individual, partnership, or corporation, for the purpose of negotiating and entering into said agreement, and for certifying the facts pertaining to the existence of collusion among bidders and between bidders and City officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached; 2. Affiant is fully aware of the facts and circumstances surrounding the making of the bid and/or the procurement of the contract to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bids; 3. Neither the bidder/vendor nor anyone subject to the bidder/vendor's direction or control has been a party: a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding, b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor d. to paying, giving or donating or agreeing to pay, give or donate to any officer or employee of the City of Lawton, any money or other thing of value, either directly or indirectly, in procuring the contract to which his statement is attached. 4. Affiant further agrees to be held personally liable in the event that Affiant has misrepresented the scope or extend of Affiant's authority to bind the bidder herein, and to indemnify and hold harmless the City of Lawton its departments, boards, commissions, agencies, institutions, and all employees of the aforementioned from all damages based upon such misrepresentation, including but not limited to all costs and attorney fees incurred, in addition to any other remedies available by law.

Firm: _____	SIGNATURE OF AUTHORIZED AGENT
Address: _____	PRINT/TYPE NAME/TITLE
(City, State, Zip)	Subscribed & sworn before me this ____ day of _____, 20____.
Phone: _____	Notary Public
	My Commission expires: _____

**GENERAL CONDITIONS FOR SUBMITTING PROPOSALS TO
THE CITY OF LAWTON, OKLAHOMA.**

**VENDOR – TO ENSURE CONSIDERATION OF THE
PROPOSAL, CAREFULLY FOLLOW THESE INSTRUCTIONS.
FAILURE TO DO SO MAY RESULT IN THE REJECTION OF
YOUR PROPOSAL WITHOUT FURTHER CONSIDERATION
OR NOTICE TO YOU.**

SEALED DOCUMENTS: All proposals and this form must be executed and submitted in a sealed envelope or other sealed container. (DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE OR CONTAINER.) The face of the envelope shall contain, in addition to the address on page one (1) of this document, the date and time by which proposals must be submitted in order to be considered and the project number. Proposals not submitted with this form shall be rejected. All proposals are subject to the conditions specified herein. **Those which do not comply with these conditions are subject to rejection.** Proposals will be considered only on first quality products. Copies of specifications, drawings, schedules or special instructions necessary for preparation of a proposal are on file with the City Clerk and may be examined during normal working hours.

1. **EXECUTION OF PROPOSAL SUBMISSION:** Proposal documents must contain an original signature of authorized representative in the space provided. Proposals must be typed or printed in ink. Use of erasable ink is not permitted. ALL CORRECTIONS MADE BY VENDOR TO PROPOSAL MUST BE INITIALIZED. Do not use white out, correction tape or some other method of masking a correction.
2. **NO PROPOSAL:** If not submitting a proposal, respond by returning page one (1), marking it "NO PROPOSAL SUBMITTED," and explain the reason in the space provided. Failure to submit a proposal three (3) times in succession shall be cause or removal of the supplier's name from the information mailing list, without further notice. NOTE: To qualify as having responded, a vendor must submit a "NO PROPOSAL SUBMITTED," and it must be received no later than the stated proposal opening date and hour.
3. **OBJECTIONS/CHALLENGES:** should a vendor have an objection to or challenge the request, the vendor is responsible for making this known in writing so as to reach the City Clerk no later than seven (7) calendar days prior to the deadline for submission of proposals. The envelope shall be marked in such a way to alert the City Clerk of the urgency in order to immediately notify the Purchasing Division. The envelope will be marked indicating that the content is a challenge to a specified Request for Proposal. For all challenges considered valid by the Purchasing Supervisor, all vendors on the original mailing list, or who have submitted proposals prior to the date and time for proposal submission, will be provided an addendum which addresses the challenge. Challenges/Objections not considered valid will be so stated to the objecting party.
4. **PROPOSAL OPENING:** Proposal opening occurs at the time specified on the proposal form. It is the vendor's responsibility to assure that the proposal is delivered at the proper time and place of the proposal opening. Proposals which for any reason are not delivered at the proper time and place will not be considered. Proposals by telegram, facsimile or telephone are not acceptable. NOTE: Proposals may be examined during normal working hours by appointment, after the date and

time of proposal opening. Proposals become the property of the City and are subject to the provisions of the Oklahoma Open Records Act.

5. **WITHDRAWAL OF PROPOSAL:** Proposals may be withdrawn at any time prior to the proposal opening date and time. After proposals are opened, all proposals will be considered firm and valid until accepted or rejected by the City.
6. **AWARDS:**
 - a. As the best interest of the City may require, the right is reserved to:
 1. Accept any individual item, group of items, all or none, or a combination thereof contained within a proposal.
 2. To modify a suggested project, based upon proposals received.
 3. To reject any and all proposals or waive any minor irregularity or technicality in proposals received.
 - b. Vendors are cautioned to make no assumptions regarding their success on the awarding of any contract. The City reserves the right to excerpt portions of proposals and recombine them in any combination, which may then be submitted to prospective vendors as an Invitation for Bid.
7. **ACCEPTANCE OF PROPOSAL:** This document constitutes only the vendor's proposal until it is accepted by the City Council for the City of Lawton and a contract is executed by the Mayor and City Clerk on behalf of the City of Lawton.
8. **WAIVER:** The City of Lawton reserves the right to waive any General Provisions, Special Provision(s), or minor project guideline deviation(s) when considered to be in the best interest of the City.
9. **CHANGES TO PROJECT GUIDELINES:** Proposals are to be submitted in accordance with the project guidelines provided. Any exceptions to the project guidelines must be indicated in the place provided on the specifications page(s) or by separate letter from the vendor, if place is not provided on the specifications page(s). Changes in project guidelines reducing the quality, versatility or applicability of the product or service may cause the rejection of the proposal. The City shall make the final determination. Failure to put the City on notice of any deviation from the project guidelines may cause the proposal to be rejected at the discretion of the City.
10. **MISTAKES:** Vendors are expected to examine the project guidelines, delivery schedule, proposal prices and all instructions pertaining to supplies and services. Failure to do so will be at vendor's risk. In all cases, the UNIT PRICE WILL GOVERN.
11. **INFORMATION:** The vendor must provide information pertinent to items proposed. Complete catalogs are not necessary. If furnished, however, the vendor must identify the exact location in the catalog and circle or identify clearly the item being proposed.
12. **MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS:** Any manufacturers' names, trade name brand names, information and/or catalog numbers listed in project guidelines are for information and are not intended to limit competition. The vendor may offer any brand, which meets or exceeds the specification(s) for any item(s). If proposals are based on equivalent products, indicate on the proposal form the manufacturers' name and model number. Vendor

shall submit with his proposal sketches, descriptive literature and/or complete specifications. References to literature submitted with a previous proposal will not satisfy this provision. The vendor shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and should not be considered an exception thereto. Proposals which do not comply with these requirements are subject to rejection. Proposals lacking any written indication of intent to quote an alternate brand will be received and considered to be in complete compliance with the specifications as listed on the proposal form.

13. **SAMPLES:** Samples of items, when called for, must be furnished free of charge and at no expense to the City. Each individual sample must be labeled with vendor's name, manufacturer's brand name and number, contract number and item reference, or as specified in the attached special conditions. Samples will not be returned.
14. **TESTING:** When testing is required to determine if a sample meets project guidelines and it is determined that the product fails to meet specifications, the cost of testing shall be borne by the vendor. If the sample satisfies the project guidelines, the cost of testing shall be borne by the City.
15. **NON-CONFORMANCE TO PROJECT GUIDELINES:** Items may be tested for compliance with project guidelines by appropriate testing laboratories or by the City. The data derived from any tests for compliance with specifications are public records and open to examination thereto in accordance with Oklahoma Statutes.
16. **CONDITION AND PACKAGING:** It is understood and agreed that any item proposed as a result of this Request for Proposal shall be new (current model at the time of the proposal). All containers shall be suitable for storage or shipment and all prices shall include standard commercial packaging.
17. **INSPECTION, ACCEPTANCE and TITLE:** Inspection and acceptance will be at destination unless otherwise provided. "Destination" shall mean delivered to the receiving dock, department stockroom, or other point specified. The City accepts no responsibility for goods until accepted at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the vendor until accepted by the ordering agency. The vendor shall be responsible for filing, processing and collecting all damage claims. However, to assist him in the expeditious handling of damage claims, the ordering department will:
 - a. Record any evidence of visible damage on all copies of the delivering carrier's Bill of Landing.
 - b. Report damage (whether visible or concealed) to the carrier and vendor, confirming such reports, in writing, within fifteen (15) days of delivery, requesting that the carrier inspect the damaged merchandise.
 - c. Retain the item and its shipping container, including inner packaging material, until inspection is performed by the carrier and disposition given by the vendor, or for a reasonable time after notification to the vendor, whichever comes first.
 - d. Provide the vendor with a copy of the carrier's Bill of Landing and damage inspection report.
18. **SAFETY STANDARDS:** Unless otherwise stipulated in the proposal, all manufactured items or fabricated assemblies shall comply with applicable requirements of the Occupational Safety and Health Act and any standards

19. **SERVICE AND WARRANTY:** Unless otherwise specified, the vendor shall define any warranty service and replacements that will be provided during and subsequent to this contract. Vendors must explain on an attached sheet to what extent warranty and service facilities are provided. Unless otherwise indicated in this agreement, upon entry into any contract with the City, vendor expressly warrants that all articles, materials, supplies, equipment, and/or services covered in this contract will conform to the project guidelines attached hereto and made a part of any proposal submitted or contract awarded; vendor further warrants that same shall be of good material and workmanship and free from defects.
20. **REMEDIES:** Failure to make delivery or to meet project guidelines authorized the City to seek replacement goods or services elsewhere and to seek legal and equitable remedies against the defaulting vendor. If any of the goods and/or work performed fail to meet the warranties contained herein or in any proposal submitted, vendor, upon notice thereof from the City, shall promptly correct or replace the same at vendor's expense. If vendor shall fail so to do, the City may cancel any agreement entered in whole or in part and pursue all other remedies available. After notice to the vendor, all such goods will be held at vendor's risk. The City may, and at vendor's direction shall, return such goods to vendor at vendor's risk, and all transportation charges, both to and from original destination, shall be paid by vendor. Any payment for such goods shall be refunded by vendor unless vendor promptly corrects or replaces the same at its expense.
21. **AUTHORIZED USERS:** Proposals shall cover requirements during the specified period for all Municipal Departments, Boards, Commissions, Agencies, and Institutions.
22. **LIABILITY:** The vendor shall hold and save the City of Lawton, its Departments, Boards, Commissions, Agencies, Institutions and all employees of the aforementioned harmless against the claims by third parties resulting from the vendor's breach of any agreement entered or the vendor's negligence.
23. **PRICES AND TERMS:** Unless otherwise provided in the project guidelines, firm fixed prices shall be submitted F.O.B. Lawton at the indicated Department's address and shall include packing, handling and shipping charges fully prepaid by the vendor. Proposal prices shall be valid for a minimum of sixty (60) days from the date of proposal opening, and shall thereafter remain firm for the life of any contract awarded by the City to a vendor.
24. **ACCEPTANCE OF PURCHASE ORDERS:** Vendors are to accept only those purchase orders issued by the City of Lawton, its Departments, Boards, Commissions, Agencies, Institutions and all employees of the aforementioned, prepared on Accounting Division Forms, unless instructed otherwise in the Request for Proposal or executed contract agreement.
25. **PRICE ADJUSTMENTS:** Manufacturer's price increases, or other increases in the cost of doing business, MAY NOT be passed on to the City of Lawton, its Departments, Boards, Commissions, Agencies, and Institutions, nor may the vendor withdraw or cancel the proposal, or any resulting agreement, or any part of the proposal or agreement for these reasons. Vendors may only cancel the proposal or resulting agreement pursuant to the cancellation clause, if one is included as a part of the Request for Proposal, and then only if the contractual obligation has been fulfilled by the vendor in accordance with the terms stated. Proposals which reflect

that the price of an item is based upon "market price" or is "subject to increase" based upon some event, or which otherwise indicate that prices reflected are infirm or subject to change, will be deemed non-conforming unless the proposal specifications specifically provide for price escalation. If price variations are allowed, they must be tied to a readily identifiable index which is free from control or influence by the vendor.

26. **SUMMARY OF TOTAL SALES:** If any agreement is entered into as the result of the acceptance of a Request for Proposal or any proposal submitted, the vendor agrees to furnish City of Lawton a summary of sales, including total dollar amount, made under the contract at the end of each quarter, or as stipulated in the attached project guidelines.

27. **PAYMENT:**

a. **INVOICING:** The vendor shall be paid within a reasonable time after submission of proper certified invoices to the City at the prices stipulated in any agreement entered into as the result of the submission of a Request for Proposal. Invoices shall contain the project number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment. The Company or Corporation submitting the Request for Proposal shall be the only office authorized to receive orders, do the billing and invoicing and receive payment. If the vendor wishes to ship or service from a point other than the home office, he will furnish a written list of these locations to the City. **HOWEVER, NO ORDERS WILL BE PRESENTD TO, BILLING WILL NOT BE DONE FROM, NOR WILL PAYMENT BE MADE TO THESE LOCATIONS.**

b. **REQUIREMENTS ONLY PURCHASES:** Any contract resulting from the submission of a Request for Proposal shall be for the quantities actually ordered during the life of the agreement only. Billing shall be made in accordance with instructions by the Department or Division issuing the purchase order, and only for quantities actually ordered and delivered. The City reserves the right to purchase none of the product or more than the quantity indicated in the proposal.

c. **TAXES:** Purchases by the City of Lawton are not subject to any Sales Tax or Federal Excise Tax. Exemption Certificates will be furnished upon request.

d. **DISCOUNTS:** Vendors may offer a cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for proposal evaluation purposes. Vendors are encouraged to reflect cash discounts in the unit prices quoted. Discount time will be computed from the date of satisfactory delivery at place of acceptance or from receipt of correct invoice at the office specified, whichever is later.

e. All provisions of the Uniform Commercial Code shall be adhered to.

28. **EXTENSION:** At the end of the contract period for any contract awarded, or upon the conclusion of a maximum of one (1) extension thereof, the contract may be extended for a period not to exceed twelve (12) months at the same price and conditions as in the original contract, by mutual agreement between the City and the vendor. The extended contract shall, upon the signing by both parties, become a binding agreement and shall remain in force and effect until terminated by either party, provided that either party to the contract shall have the option to terminate said

extended contract upon thirty days' prior written notice of termination by one party to the other.

29. **CONFLICT OF INTEREST:** The Request for Proposal hereunder is subject to the provisions of City of Lawton Charter and City Code and the laws of the State of Oklahoma. All vendors must disclose with the proposal the name of any Officer, Director or Agent who is also an employee of the City of Lawton or any of its Agencies or Subdivisions. Further, all vendors must disclose the name of any City employee who owns, directly or indirectly, an interest of five percent (5%) or more in the vendor's firm or any of its branches.
30. **PATENTS AND ROYALTIES:** The vendor, without exception, shall indemnify and save harmless the City of Lawton, its Departments, Boards, Commissions, Agencies, Institutions and all employees of the aforementioned from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of any contract resulting from the submission of this Request for Proposal, including its use by the City of Lawton. If the vendor uses any design, device or materials covered by letters, patent copyright, it is mutually agreed and understood without exception that the proposal prices shall include all royalties or cost rising from the use of such design, device, or materials in any way involved in the work.
31. **FACILITIES:** The City reserves the right to inspect the vendor's facilities at any time with reasonable prior notice.
32. **BANKRUPTCY:** If the vendor becomes bankrupt or insolvent, or if a petition in bankruptcy is filed against the vendor, or if a receiver is appointed for the vendor, the City shall have the right to terminate any agreement resulting from the submission of this Request for Proposal upon written notice to the vendor without prejudice to any claim for damages or any other right of the City under any agreement resulting from the submission of this Request for Proposal to the time of such termination.
33. **ASSIGNMENT:** No agreement resulting from the submission of this Request for Proposal shall be assigned by the vendor without written consent of the City.
34. **INSURANCE:** If insurance is required in the project guidelines, unless otherwise specifically stated, proof of the following types and amounts shall be furnished to the City, showing the City as an additional insured thereunder without cost to the City of Lawton, prior to the entry into any agreement:
 - a. **General Liability:** The vendor shall procure and maintain in full force and effect, for the term of the Contract, a policy or policies under a comprehensive form as required by State law. In addition, the vendor shall have, during the term of the Contract, insurance in the minimum amount of twenty-five thousand dollars (\$25,000) property damages, arising from a single occurrence, one hundred twenty-five thousand dollars (\$125,000) for personal injuries arising from a single occurrence, and one million dollars (\$1,000,000) for any number of claims arising out of a single occurrence or accident. This policy or policies shall hold harmless and indemnify the City of Lawton, its Departments, Boards, Commissions, Agencies, Institutions and all employees of the aforementioned. A current certificate, submitted as a part of the proposal and showing that the vendor has in force and effect such insurance, shall be maintained on file with the City Clerk of the City.
 - b. **Automobile Liability:** The vendor shall procure and maintain in full force and effect, for the term of the project, vehicle liability coverage in the

amounts specified in subparagraph A of this section. In addition, the vendor shall have, during the term of the project, vehicle liability coverage as outlined in the attached project guidelines. If higher coverage is required by any regulatory entity with oversight of the vendor's business, the City Code, or other authority, then proof of the higher coverage must be provided. This policy or policies shall hold harmless and indemnify the City of Lawton, its Departments, Boards, Commissions, Agencies, Institutions, and all employees of the aforementioned. A current certificate, submitted as a part of the proposal and showing that the vendor has in force and effect such insurance, shall be maintained on file with the City Clerk of the City.

- c. **Workers' Compensation:** The vendor shall procure and maintain in full force and effect for the period of the project, full Workers' Compensation insurance in accordance with the laws of the State of Oklahoma to protect the vendor and the City against liability under the Workers' Compensation and occupational disease statutes of the State of Oklahoma. A current certificate showing that the vendor has in force and effect the aforesaid insurance or a current certificate showing exemption from the requirement shall be submitted as a part of the proposal and maintained on file with the City Clerk of the City.
35. **BONDS:** Neither Bidder's Bonds nor Performance Bonds are required unless specifically set forth in the project guidelines attached hereto. If Bonds are required, the same shall be held under the following requirements and specifications unless otherwise indicated:
- a. **Bidder's Bonds:** If required as a part of the project guidelines, proposals filed with the Municipal Clerk must be accompanied by a Bidder's Bond, certified check or cashier's check in the amount stated and made payable to the City of Lawton. This amount will be retained by the City as damages in the event the successful vendor fails to comply with the terms of any agreement entered into as a result of this Request for Proposal, but shall in no way pursue any and all other remedies available either in equity or at law. All deposits and bonds will be returned to the unsuccessful vendors within a reasonable time after the acceptance of a proposal, and to the successful vendor upon full performance of the contract. Bonds or funds deposited do not accrue interest while held.
 - b. **Performance Bonds:** If a Performance Bond is required under the project guidelines, the successful vendor must, prior to the entry into any agreement, post the bond, certified check or cashier's check in the amount stated and made payable to the City of Lawton. The Bidder's Bond posted will be returned to the successful vendor upon posting of the Performance Bond and completion of any additional requirements for execution of any agreement by the vendor. The Performance Bond will be released or returned to the vendor, as appropriate after satisfactory completion of the contract and the performance period as stated in the project guidelines attached or any amendments thereto.
36. **TIME OF ESSENCE:** Unless otherwise stated, time shall be considered of the essence to this agreement.
- a. Vendor specifically agrees that it shall not be grounds to alter the terms of any proposal submitted and that it shall be liable for failure to deliver or delay in delivery occasioned by and including, without limitations, strikes, lock-outs, inability of obtaining material or shipping space, breakdowns, delays of

carrier's or suppliers and pre-existing governmental regulations of the federal and state government or any subdivisions thereof, unless governmental acts and regulations affecting delivery could not be found, recognized, or discovered by due diligence on the part of the vendor prior to submission of the proposal and the City Council's acceptance thereof.

- b. When time is not of the essence, this contract shall be inoperative during such period of time that aforesaid delivery or acceptance may be rendered impossible by reason of fire, strike, Acts of God, or government regulation. Provided, however, to the extent that the vendor has any commercially reasonable alternative method of performing his contract by purchase on the market or otherwise, he shall not be freed of his obligation hereunder by this clause.

37. **DISCRIMINATION:** Vendor agrees, in connection with the performance of work under any agreement entered as a result of this Request for Proposal, as follows:

- a. Vendor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry, or physical or mental impairment. The vendor shall take affirmative action to ensure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry, or physical or mental impairment. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruiting or recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The vendor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth provisions of this section.
- b. The vendor agrees to include this non-discrimination clause in any subcontract connected with the performance under any agreement entered into as a result of this Request for Proposal.
- c. In the event of the vendor's non-compliance with the above non-discrimination clause, any agreement entered into as a result of this Request for Proposal may be terminated by the City. The vendor may be declared by the City until satisfactory proof of intent to comply is made by the vendor.

38. **DISTRIBUTION OF CONTRACT:** One (1) copy of any agreement entered into as a result of this Request for Proposal or award letter shall be furnished to each successful vendor as a result of this Request for Proposal. It shall be the vendor's responsibility to reproduce and distribute copies of any agreement entered into as a result of this Request for Proposal to all distribution points listed in this Request for Proposal who will accept orders and complete deliveries. No additions, deletions or changes of any kind shall be made to any agreement entered into as a result of this Request for Proposal by the vendor.

39. **ADVERTISING:** In submitting this proposal, vendor agrees not to use the results therefrom as a part of any commercial advertising.

40. **TERMINATION FOR CONVENIENCE OF THE CITY:**

- a. The performance of work and/or delivery of ordered materials, supplies, equipment, and/or services under any agreement entered into as a result of this Request for Proposal may be terminated by the City, in whole or in part, whenever it is determined to be in the best interest of the City.

- b. Any such termination shall be effected by the delivery to the vendor of a notice of termination specifying the extent to which performance of work and/or delivery of ordered materials, supplies, equipment, and/or services are terminated, and the date upon which such termination becomes effective.
 - c. After receipt of a notice of termination, the vendor shall stop work and/or place no further orders under any agreement entered into as a result of this Request for Proposal on the date and to the extent specified in the notice of termination.
- 41. **VENUE:** Any agreement entered into as a result of this Request for Proposals shall be governed by the laws of the State of Oklahoma.
 - 42. **OKLAHOMA STATE CONTRACT:** Some items for which the City solicits bids or proposals are on the Oklahoma State Contract. The City is eligible to purchase from the State contract and will check the prices on the State contract and may elect to purchase under that contract without termination of this agreement.
 - 43. **INTEGRATED AGREEMENT:** This writing, with the attachments hereto, and any associated purchase orders constitute the entire agreement of the parties. No separate promises or agreements have been made other than those contained herein. No agreement entered into as a result of this Request for Proposals may be modified except in writing and signed by both parties.
 - 44. **SURVIVAL OF TERMS:** All terms, conditions, specifications, and requirements set forth in this Request for Proposals shall survive the execution of and become a part of any agreement entered into unless specifically deleted in writing and signed by both parties to the agreement.
 - 45. **ENERGY SAVINGS:** Oklahoma is an energy conservation State, and we welcome any comments on your proposal that would indicate energy savings. Energy savings will be considered on all proposals where project guidelines call for Life Cycle Cost Analysis.

AFFIDAVIT FOR PAYMENTS IN EXCESS OF \$25,000.00
CITY OF LAWTON, STATE OF OKLAHOMA

STATE OF _____

SS

COUNTY OF _____

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath says that this contract is true and correct. Affiant further states that the (work, services or materials) will be (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the affiant. Affiant further states that (s) he has made no payment directly or indirectly to any elected official, officer or employee of the City of Lawton, any county or local subdivision of the state, of money or any other thing of value to obtain or procure the contract or purchase order.

[AFFIX SEAL]

Business Name / Contractor Name

Signed
Print : _____

Attested to before me this _____ day of _____ 20____.

Notary Public

My Commission Expires _____ 20____.

NOTE: Copy of this Affidavit must be attached to any invoice submitted by an architect, contractor, or engineer or supplier for work, services, or materials completed or supplied under the terms of the contract or contracts in excess of \$25,000.00.



CITY OF LAWTON
212 SW 9th Street
Lawton, Oklahoma 73501
(580) 581-3500

CONTRACTOR'S CERTIFICATE OF COMPLIANCE
WITH NON-DISCRIMINATION PROVISIONS OF THE CONTRACT

In accordance with the provisions of this Contract relating to non-discrimination, it is hereby certified that I/we have complied with the provisions of Section 10-1-112 of the Code of Ordinances of the City of Lawton in the performance of any work in connection with this Contract.

Contract Number

Name of Contractor (Print)

Date

Signature, Member of Firm or Officer of Corporation

Title

RFPCCL24-016 Property Insurance
Agreement
Between the City of Lawton
and



THIS IS AN AGREEMENT by and between the CITY of Lawton, A Municipal Corporation in the State of Oklahoma (hereinafter called CITY), and _____ (hereinafter called VENDOR). CITY intends for VENDOR to provide _____ for the City of Lawton.

The CITY and VENDOR in consideration of their mutual covenants herein agree in respect to the performance of services by VENDOR and the payment for those services by CITY, as set forth below.

1. **INSPECTION, ACCEPTANCE and TITLE:** Inspection and acceptance will be at destination unless otherwise provided. "Destination" shall imply being delivered to the receiving dock, department stockroom, or other point specified. The CITY accepts no responsibility for goods until accepted at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the VENDOR until accepted by the CITY. The VENDOR shall be responsible for filing, processing, and collecting all damage claims. However, to assist in the expeditious handling of damage claims, the ordering department will:
 - a. Record any evidence of visible damage on all copies of the delivering carrier's Bill of Landing.
 - b. Report damage (whether visible or concealed) to the carrier and VENDOR, confirming such reports, in writing, within fifteen (15) days of delivery, requesting that the carrier inspect the damaged merchandise.
 - c. Retain the item and its shipping container, including inner packaging material, until inspection is performed by the carrier and disposition given by the VENDOR, or for a reasonable time after notification to the VENDOR, whichever comes first.
 - d. Provide the VENDOR with a copy of the carrier's Bill of Landing and damage inspection report.
 2. **SAFETY STANDARDS:** Unless otherwise agreed to in writing by the CITY and VENDOR, all manufactured items or fabricated assemblies shall comply with applicable requirements of the Occupational Safety and Health Act and any standards related to safety.
 3. **SERVICE AND WARRANTY:** Unless otherwise indicated in this agreement, VENDOR expressly warrants that all articles, materials, supplies, equipment, and/or services covered in this contract will conform to project guidelines stipulated in Attachment 'A'; VENDOR further warrants that same shall
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be of good material and workmanship and free from defects. Any additional warranties that will be provided during the term of this agreement are included in Attachment 'A'.

4. **REMEDIES:** Failure to make delivery or to meet project guidelines authorizes the CITY to seek replacement goods or services elsewhere and to seek legal and equitable remedies against the defaulting VENDOR. If any of the goods and/or work performed fail to meet the warranties contained herein or in any proposal submitted, VENDOR, upon notice thereof from the CITY, shall promptly correct or replace the same at VENDOR'S expense. If VENDOR shall fail so to do, the CITY may cancel any agreement entered in whole or in part and pursue all other remedies available. After notice to the VENDOR, all such goods will be held at VENDOR'S risk. The CITY may, and at VENDOR'S direction shall, return such goods to VENDOR at VENDOR'S risk, and all transportation charges, both to and from original destination, shall be paid by VENDOR. Any payment for such goods shall be refunded by VENDOR unless VENDOR promptly corrects or replaces the same at its expense.

5. **LIABILITY:** The VENDOR shall hold and save the City of Lawton, its Departments, Boards, Commissions, Agencies, Institutions, and all employees of the CITY harmless against the claims by third parties resulting from the VENDOR'S breach of this agreement or the VENDOR'S negligence.

6. **PRICES AND TERMS:** Prices and terms shall be as reflected in the VENDOR'S response to the RFP (Attachment A).

7. **ACCEPTANCE OF PURCHASE ORDERS:** VENDORS are to accept only those purchase orders issued by the City of Lawton, its Departments, Boards, Commissions, Agencies, Institutions, and employees of the CITY, prepared on Accounting Division Forms, unless instructed otherwise in the Request for Proposal (Attachment A) or this agreement.

8. **PRICE ADJUSTMENTS:** Manufacturer's price increases, or other increases in the cost of doing business, MAY NOT be passed on to the City of Lawton, its Departments, Boards, Commissions, Agencies, and Institutions. If price variations are allowed, they must be tied to a readily identifiable index which is free from control or influence by the VENDOR.

9. **SUMMARY OF TOTAL SALES:** VENDOR agrees to furnish City of Lawton a summary of sales, including total dollar amount, made under the contract at the end of each quarter, or as mutually agreed in by the parties.

10. **PAYMENT:**

- a. **INVOICING:** The VENDOR shall be paid within a reasonable time after submission of proper certified invoices to the CITY at the prices stipulated in this Agreement, including Attachment 'A'. Invoices shall contain the project number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment. The VENDOR shall be the only office authorized to receive orders, do the billing and invoicing, and receive payment. If the VENDOR wishes to ship or service from a point other than the home office, the VENDOR will furnish a written list of these locations to the CITY. **HOWEVER, NO ORDERS WILL BE PRESENTED TO, BILLING WILL NOT BE DONE FROM, NOR WILL PAYMENT BE MADE TO THESE LOCATIONS.**
- b. **REQUIREMENTS ONLY PURCHASES:** Billing shall be made in accordance with instructions by the Department or Division issuing the purchase order, and only for quantities ordered and delivered. The CITY reserves the right to purchase none of the product and/or services or more than the quantity indicated in Attachment 'A'.
- c. **TAXES:** Purchases by the City of Lawton are not subject to any Sales Tax or Federal Excise Tax. Exemption Certificates will be furnished upon request.
- d. **DISCOUNTS:** VENDORS may offer a cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for proposal evaluation purposes. VENDORS are encouraged to reflect cash discounts in the unit prices quoted. Discount time will be computed from the date of satisfactory delivery at place of acceptance or from receipt of correct Invoice at the office specified, whichever is later.

11. **EXTENSION:** At the end of the contract period, or upon the conclusion of a maximum of one (1) extension thereof, the contract may be extended for a period not to exceed twelve (12) months at the same price and conditions as in the original contract, by mutual agreement between the CITY and the VENDOR. The extended contract shall, upon the signing by both parties, become a binding agreement and shall remain in force and effect until terminated by either party, provided that either party to the contract shall have the option to terminate said extended contract upon thirty days' prior written notice of termination by one party to the other.

12. **CONFLICT OF INTEREST:** This Contract Request is subject to the provisions of City of Lawton Charter and City Code and the laws of the State of Oklahoma. All VENDORS must disclose the name of any Officer, Director or Agent who is also an employee of the City of Lawton or any of its Agencies or Subdivisions. Further, VENDOR must disclose the name of any CITY employee who owns, directly or indirectly, an interest of five percent (5%) or more in the VENDOR'S firm or any of its branches.

13. **PATENTS AND ROYALTIES:** The VENDOR, without exception, shall indemnify and save harmless the CITY of Lawton, Its Departments, Boards, Commissions, Agencies, Institutions and all employees of the aforementioned from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of this contract, including its use by the City of Lawton. If the VENDOR uses any design, device or materials covered by trademark, patent, or copyright, it is mutually agreed and understood without exception that the prices of goods and services shall include all royalties or cost rising from the use of such design, device, or materials in any way involved in the work.

14. **FACILITIES:** The CITY reserves the right to inspect the VENDOR'S facilities at any time with reasonable prior notice.

15. **BANKRUPTCY:** If the VENDOR becomes bankrupt or insolvent, or if a petition in bankruptcy is filed against the VENDOR, or if a receiver is appointed for the VENDOR, the CITY shall have the right to terminate this agreement upon written notice to the VENDOR without prejudice to any claim for damages or any other right of the CITY under this agreement.

16. **ASSIGNMENT:** This agreement shall not be assigned by the VENDOR without written consent of the CITY.

17. **INSURANCE:** Unless otherwise specifically stated, proof of the following types and amounts shall be furnished to the CITY, showing the CITY as an additional insured thereunder without cost to the City of Lawton:

- a. General Liability: The VENDOR shall procure and maintain in full force and effect, for the term of the Contract, a policy or policies under a comprehensive form as required by State law. In addition, the VENDOR shall have, during the term of the Contract, insurance in the minimum amount of twenty-five thousand dollars (\$25,000) property damages, arising from a single occurrence, one hundred twenty-five thousand
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dollars (\$125,000) for personal injuries arising from a single occurrence, and one million dollars (\$ 1,000,000) for any number of claims arising out of a single occurrence or accident. This policy or policies shall hold harmless and indemnify the City of Lawton, its Departments, Boards, Commissions, Agencies, Institutions, and all employees of the CITY. A current certificate, showing that the VENDOR has in force and effect such insurance, shall be maintained on file with the City Clerk of the CITY.

- b. Automobile Liability: The VENDOR shall procure and maintain in full force and effect, for the term of the project, vehicle liability coverage in the amounts specified in subparagraph A of this section. In addition, the VENDOR shall have, during the term of the project, vehicle liability coverage as outlined in the attached project guidelines. If higher coverage is required by any regulatory entity with oversight of the VENDOR'S business, the City Code, or other authority, then proof of the higher coverage must be provided. This policy or policies shall hold harmless and indemnify the City of Lawton, its Departments, Boards, Commissions, Agencies, Institutions, and all employees of the aforementioned. A current certificate showing that the VENDOR has in force and effect such insurance, shall be maintained on file with the City Clerk of the CITY.
- c. Workers' Compensation: The VENDOR shall procure and maintain in full force and effect for the period of the project, full Workers' Compensation insurance in accordance with the laws of the State of Oklahoma to protect the VENDOR and the CITY against liability under the Workers' Compensation and occupational disease statutes of the State of Oklahoma. A current certificate showing that the VENDOR has in force and effect the aforesaid insurance or a current certificate showing exemption from the requirement shall be maintained on file with the City Clerk of the CITY.

18. **TIME OF ESSENCE:** Unless otherwise stated, time shall be considered of the essence to this agreement.

- a. VENDOR specifically agrees that it shall not be grounds to alter the terms of any proposal submitted and that it shall be liable for failure to deliver or delay in delivery occasioned by and including, without limitations, strikes, lockouts, inability of obtaining material or shipping space, breakdowns, delays of carrier's or suppliers and pre-existing governmental regulations of the federal and state government or any subdivisions hereof.

b. When time is not of the essence, this contract shall be inoperative during such period that aforesaid delivery or acceptance may be rendered impossible by reason of fire, strike, Acts of God, or government regulation. Provided, however, to the extent that the VENDOR has any commercially reasonable alternative method of performing his contract by purchase on the market or otherwise, he shall not be freed of his obligation hereunder by this clause.

19. **DISCRIMINATION:** VENDOR agrees, in connection with the performance of work under this agreement:

a. VENDOR will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry, or physical or mental Impairment. The VENDOR shall take affirmative action to ensure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry, or physical or mental impairment. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruiting or recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The VENDOR agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth provisions of this section.

b. The VENDOR agrees to include this non-discrimination clause in any subcontract connected with the performance of this agreement.

c. In the event of the VENDOR'S non-compliance with the above nondiscrimination clause, this agreement may be terminated by the CITY. The VENDOR may be declared terminated by the CITY until satisfactory proof of intent to comply is made by the VENDOR.

20. **TERMINATION FOR CONVENIENCE OF THE CITY:**

a. The performance of work and/or delivery of ordered materials, supplies, equipment, and/or services under this agreement may be terminated by the CITY, in whole or in part, whenever it is determined to be in the best interest of the CITY.

b. Any such termination shall be accomplished by the delivery to the VENDOR of a notice of termination specifying the extent to which

performance of work and/or delivery of ordered materials, supplies, equipment, and/or services are terminated, and the date upon which such termination becomes effective.

- c. After receipt of a notice of termination, the VENDOR shall stop work and/or place no further orders under this agreement on the date and to the extent specified in the notice of termination.

21. **DISPUTES:**

- a. **Governing Law:** This agreement shall be governed by the laws of the State of Oklahoma.
 - b. **Negotiation:** Either Party may initiate the Dispute resolution procedures by sending a notice of Dispute ("Notice of Dispute"). The Parties will attempt to resolve the Dispute promptly through good faith negotiations including 1) timely escalation of the Dispute to executives who have authority to settle the Dispute and who are at a higher level of management than the persons with direct responsibility for the matter and 2) direct communication between the executives. If the Dispute has not been resolved within thirty (30) days from the Notice of Dispute, either Party may request mediation.
 - c. **Non-binding Mediation:** If mediation is requested the parties will select an independent mediator within thirty (30) days of a notice to mediate from either Party ("Notice of Mediation"). Neither Party may unreasonably withhold consent to the selection of a mediator. If the Parties are unable to agree upon a mediator, either Party may request that American Arbitration Association nominate a mediator. Each Party will bear its own costs of mediation, but the Parties will share the cost of the mediator equally. Each Party will participate in the mediation in good faith and will be represented at the mediation by a business executive with authority to settle the Dispute. Unless mutually agreed otherwise by the parties, any mediation brought under this section will be held in Lawton, Oklahoma.
 - d. **Litigation, Venue, and Jurisdiction:** If a Dispute remains unresolved for sixty (60) days after receipt of the Notice of Mediation or if mediation is not requested within forty-five (45) days of receipt of the Notice of Dispute, either Party may then submit the Dispute to a court of competent jurisdiction in the State of Oklahoma. Each Party irrevocably agrees to submit to the exclusive jurisdiction of the courts in such state over any claim or matter arising under or in connection with this Agreement. Venue
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of any such action will be the Oklahoma District Court of Comanche County, Oklahoma, or the Federal Court for the Western District of Oklahoma, whichever is appropriate. Nothing herein shall prevent either party from proceeding to court earlier, if necessary to protect the public health and safety.

22. BUILDING INFORMATION MODELING (BIM) DELIVERABLES:

- a. The VENDOR shall furnish design data with computations for all improvements involved in this contract.
- b. VENDOR will provide the CITY with Instruments of Service in electronic readable format. These Instruments of Service will be in addition to any other deliverables expressed in any part of this agreement, its exhibits, and attachments. The Instruments of Service consists of any and all project data to include, but not limited to, building information modeling (BIM) data; all partial, intermediate, and final versions of BIM models, AutoCad renderings, or similar 2-D or 3-D computer-aided designs or drafts; any and all AutoCad data and the like; all files, drawings, specifications, models, sketches, digital representations, and design documents.
- c. All aforementioned files, renderings, and data remain the CITY's property to be delivered at the completion of each task and phase of the project, and at any time upon the CITY'S request. The Instruments of Service will be provided to the CITY in dgn format, or with the approval of the CITY, in a similar format translatable to .dxf and .dwg formats.
- d. The VENDOR also grants the CITY an unlimited license to use this data for the operations, maintenance, marketing, and any other purpose related to the effective implementation of the project, but not to be used for any other future projects.
- e. The CITY retains ownership of all copyrights relating to all drawings, models, and data.
- f. The CITY'S rights as described herein to the Instruments of Service supersedes all prior or contemporaneous negotiations, commitments, agreements, and writings with respect to the subject matter, and all such other negotiations, commitments, agreements, exhibits, attachments, and writings will have no further force or effect.

g. The VENDOR will be held responsible for any mistakes or omissions in the work of the VENDOR, which appear during the final review by the CITY or during construction and will be required to do any work necessary to correct the mistakes or omissions in his work, without additional compensation.

23. **INTEGRATED AGREEMENT:** The General Conditions, terms, and requirements set forth in Attachment 'A' Request for Proposal and Response, including Pricing and Product Specifications (including references to the VENDOR'S "catalog", if any), are incorporated into this Contract. This writing, with any attachments hereto, constitutes the entire agreement of the parties. No separate promises or agreements have been made other than those contained herein. If there is any conflict or disagreement between the conditions and terms in this Agreement and the conditions and terms in the incorporated Attachment 'A' the conditions and terms in this Agreement shall supersede the conflicting language in Attachment 'A'.

24. **MODIFICATION:** This Contract may not be modified except in writing and signed by both parties.

- Signature Page Follows -

SIGNATURE PAGE

CITY OF LAWTON, OKLAHOMA
A Municipal Corporation

STAN BOOKER, MAYOR

ATTEST:

DONNALYNN BLAZEK-SCHERLER , CITY CLERK

APPROVED as to form and legality on behalf of the CITY of Lawton, Oklahoma,
this _____ day of _____, 20 ____.

TIM WILSON, INTERIM CITY ATTORNEY

VENDOR: _____

Printed Name

Title

ATTACHMENT 'A'
REQUEST FOR PROPOSAL AND RESPONSE,
INCLUDING REQUIREMENTS AND
QUALIFICATIONS

CITY OF LAWTON
REQUEST FOR PROPOSALS
PROPERTY INSURANCE

SECTION I

INFORMATION AND GENERAL CONDITIONS

Qualifications and Requirements of Bidders

A. Insurers:

1. Shall have current Best's Policyholders rating A or A+ and Best's financial rating must be indicated.
2. Shall comply as to admissibility, size, resources, capacity, and facilities with the general laws and duly constituted authorities of the State of Oklahoma.
3. All non-stock companies must be non-assessable.

B. Agents:

1. Shall be qualified and licensed as an agent under the laws of the State of Oklahoma.
2. If successful, "independent agents" who are not employees or exclusive representatives of the Insurers they represent shall furnish Certificate of Errors and Omissions Insurance with minimum limits of \$500,000 per occurrence/\$2,000,000 aggregate.

C. General:

1. The successful bidder will execute a contract with the City of Lawton to provide the required coverage at a guaranteed rate, preferably for a period of three years, with the exception that rates may be adjusted if the Loss Ratio for any previous year exceeds forty percent (40%). The policy will be renewed annually, and premiums paid on an annual basis. Renewal will be at the option of the insured and no penalty will be imposed on the insured in case of non-renewal. Bids will be accepted where rates are guaranteed for only one or two policy years.
2. The successful bidder shall furnish evidence of coverage (binder) prior to effective date and deliver final policies either before said date or within a reasonable time thereafter. Effective date of desired coverage is 12:01 a.m. July 1, 2021.
3. The successful bidder shall deliver an itemization of premiums as may be required and shall render a detailed report of losses on an annual basis.

4. Bidder shall give the address of the nearest insurer service office and list the following specialist services available and how they would function to best serve the City of Lawton.

Account Executive
Underwriters
Loss Prevention Personnel
Claims Personnel

5. Bids shall include rates used for each coverage quoted.

SECTION II

RIGHTS AND OBLIGATIONS

Rights and Obligations of the City of Lawton

A. Acceptance or Rejection:

The City of Lawton has as its objective the transfer of certain insurable risks to provide maximum protection at the lowest cost possible. Realizing that when all factors are considered, lowest net premium and lowest true cost may or may not be the same, the City reserves the right to decide which plan or combination of plans best meets its needs from the standpoint of coverage and cost. While there can be no guarantee of subsequent renewals, the city has a long-range interest in maintaining continuity of services provided by agents and insurers.

The City of Lawton further reserves the right to reject any and all proposals or parts thereof and to permit informalities, irregularities and errors in the proposals, provided that such differences are technical only and not material and that there is substantial compliance with these specifications. In the event of rejection of an entire proposal or proposals, the city will release the Bidder(s) involved from any obligations.

B. Underwriting and Loss Data:

Underwriting and loss data are provided for the purpose of establishing a fair basis for comparing proposals and, although thought to be accurate, neither is guaranteed; Loss information is based on data received from the current and previous carriers. Underwriting data on physical assets is based on updating of appraised values via construction cost indices and current market condition. It is the responsibility of prospective Bidders to inspect the premises and evaluate information supplied.

All policies are to be written in the name of the City of Lawton. All policies are to contain a cancellation clause indicating that the Insured will be given a 60-day notice of cancellation, non-renewal or material change.

C. Property Conservation-Loss Prevention:

An important ingredient in the City's Property Insurance program is Property Conservation-Loss Prevention. Bidders are required to outline in detail the services they will provide including depth and frequency of services provided.

SECTION III

SPECIFICATIONS

A. Property Covered:

All property of an insurable nature, including but not limited to building, furniture and fixtures, machinery and equipment, personal property, signs (whether or not attached to buildings), fences, docks, piers, exterior lighting fixtures and light poles, building service equipment, air conditioners, data processing equipment, communications equipment, floor covering, glass, contractor's equipment, books, manuscripts, and any other property. A list of buildings and insurable property with an estimate of their value and the value of their contents is attached to these specifications. However, this is provided to establish the basis for the insured value. Blanket coverage is specified up to the limit of the total insured value. Exhibits are included providing property descriptions for selected properties, dates of construction and major renovation for selected properties and a list of the buildings containing kitchen facilities. All Bidders may inspect the property before the opening of bids.

B. Property Not Covered:

1. Cost of excavations, grading, or filling.
2. Money.

C. Perils Insured Against

All risks of direct physical loss, including theft and acts of terrorism, except as noted in exclusions.

D. Exclusions:

1. Flood or surface water
2. Earthquake or other earth movement
3. Dishonesty of insured
4. Electrical injury or disturbance caused by arcing
5. Aircraft
6. War
7. Nuclear explosion
8. Wear, tear, gradual deterioration or inherent vice
9. Damages due to dryness or dampness of atmospheres, extremes of temperature
10. Delay or loss of market

E. Extensions of Coverage:

1. Extra expense-\$500,000 for the extra expense necessarily incurred by the insured to continue normal services and operations that are interrupted as the result of a loss covered under this policy.

2. Replacement Cost Coverage is provided for all property repaired or replaced. There is no requirement on the part of the insured to rebuild on the same site, nor with materials of like kind or quality.
3. Replacement Cost extends to the additional cost for rebuilding to meet local or state ordinance requirements.
4. Cost of Demolishing portions of buildings that are required to be removed, because of damages by an insured hazard, is covered.
5. Valuable papers and records coverage (City-wide, except Library) is included for the following, subject to a deductible: \$500,000.
6. Coverage for valuable papers and records including all books, records, and papers contained in the public library, subject to a deductible, in the following amount: \$1,400,000, if not covered by the contents. Included are collections of publications owned by the "Daughters of the American Revolution" and "US Daughters of The War of 1812" valued at \$50,000 and \$15,000, respectively, maintained at the library (these are genealogy documents and books).
7. Automatic coverage for newly acquired real property, with no reporting required, unless value exceeds loss limit. Notification is needed if value exceeds loss limit so that necessary reinsurance be secured. \$200,000 coverage subject to a \$5,000 deductible is to be included for "Housing Assistance Program" H.U.D. type properties temporarily in possession of the insured pending rehabilitation and disposition of the properties. Such properties to be insured for at least 120 days while vacant. If additional premium is required for this coverage, please so indicate and bill separately.
8. Coverage for art on loan, exhibited in City buildings, to be provided at sub-limit of \$10,000 and a deductible of \$1000.
9. Sixty-day prior written notice of cancellation, non-renewal or reduction in coverage required, except for non-payment of premium.
10. Property of Others-to the extent that the named insured shall be liable by law for loss thereto or shall, prior to loss, have specifically assumed liability for, any item of the policy coverage on Personal Property shall also cover property of the kind and nature described in such item, held in trust, or on consignment or commission, or on joint account with others, or left for storage or repairs.
11. Boiler and machinery coverage with limit of \$2,000,000. May be a separate policy. (List of boilers and locations available on request.)
12. Coverage to include EDP software and hardware located throughout the City facilities and listed as personal property (contents) in the property schedule.
13. Coverage to include damages caused by acts of terrorism.

SECTION IV
INSTRUCTIONS
PROPOSAL AND QUOTATION FORM

All bids must be submitted on the attached proposal and quotations form. Each quotation must be accompanied by specimen policies. Additional copies of the form may be made to quote alternative bid options, such as for higher deductible amounts or lower blanket limits. Completed proposals are to be returned to:

City Clerk
City of Lawton
212 S.W. Ninth Street
Lawton, OK 73501

Proposers may arrange for their own underwriting inspections prior to making their proposal. Loss and experience data is believed correct but is not warranted.

Request for any inspections or other data should be made directly to the point of contact for this proposal, Candy Brown. She can be reached at (580) 581-3392.

Copies of existing insurance policies and appraisals, as well as files on exposure, experience, and other underwriting data are available for inspection. Please contact Candy Brown regarding inspection of this information.

Inspections of premises should be arranged to provide sufficient notice to departmental personnel to not be disruptive of normal working routines. Appointments should be made through Candy Brown at least two days in advance.

Proposals will be opened in City Hall, Third Floor located at 212 SW 9th Street, Lawton, OK, at 2:00 p.m., **May 29, 2024**. All proposals must be received by the City Clerk prior to that time.

	LOCATION	BUILDING	CONTENTS	Business Income	Equipment	Date Constructed	Construction	Total Area
1	City Hall Annex 102 S. 5th Street Purchasing Offices Computer Services Communication (E-911) Equipment City Attorney Municipal Court Accounting Offices	\$3,140,578	\$ 28,139.00 \$64,933 \$422,067 \$216,445 \$10,826 \$ 34,629.00 \$ 34,629.00			1960 - Renovated 1980	Brick & Concrete block; Steel Beam Roof	27,244 Sq. Ft.
2	Town Hall (old Carnegie Library) 427 B Avenue	\$1,153,190				1930 - Renovated 1981	Brick & Limestone	11,048 Sq. Ft.
3	Police Station & Jail, (Including 4 each repeaters and 7 antennas) 10 SE 4th St, Lawton, OK	\$3,373,046	\$333,326			1966	Brick & Concrete block; Steel beam & Concrete beam roof	27,102 Sq. Ft.
4	McMahon Auditorium & Parking Area Lights 801 NW Ferris HVAC/Boiler a. Auditorium Sign House (Marquee) b. (1) 12' x 4' McMahon sign c. (2) 5' x 8' Curved routed & backed with acrylic signs d. (2) 8' x 14' cabinets with cutouts for Electronic Message Center & LED strips e. (1) Daktronics GT6-180x288-10-RGB-2V digital sign	\$ 4,577,548.00 \$1,737,430 \$3,579 \$7,500 \$12,400 \$13,440 \$67,228	\$303,023			1956	Steel reinforced concrete block & brick; Roof, built up metal deck w/ steel truss	28,370 Sq. Ft.
5	Community Theatre 1308 NW Bell, Avenue	\$718,138				1949		8,511 Sq. Ft.
6	Handicapped Children Center 110 East B Avenue	\$477,213						
7	Handicapped Children Center Annex 110 East B Avenue (Frame)	\$29,826						
8	Museum of the Great Plains 601 NW Ferris Fine Arts Sculpture - "General Lawton" statue	\$6,569,338 \$131,234				1959 Expanded 1997 from 18,000 to 45,000sqft	Concrete block & brick, Steel beam roof ***Electronic security & fire protective syst installed	39,834 Sq. Ft.
9	Museum of the Great Plains Machine Shed 601 Ferris	\$39,371						
10	Airport Administration Building and Waiting Room 3500 S.W. 11th	\$13,230,000	\$530,450			Core building built 1949; extensively renovated and expanded (1995-1996) Renovated 2010	Masonry, Non-Cumbustible	31,919 Sq. Ft.
11	Airport Hangar #1 3500 S.W. 11th, Lawton, Oklahoma	\$337,630						
12	Airport Hangar #2 3500 S.W. 11th	\$248,151						
13	Airport Hangar #3 3500 S.W. 11th Street	\$235,028						
14	Maintenance & SRE Building (formerly Sentry Bldg) 3500 S.W. 11th Street	\$1,655,075				1971 Renovation/Addition completed Oct 1, 2017	Prior value before renovation \$541,000	9,858 Sq. Ft.
15	Airport Hangar A 3500 S.W. 11th Street	\$158,674						
16	Airport Hangar D 3500 S.W. 11th Street	\$158,674						
17	Airport Hangar #4 3500 S.W. 11th Street	\$300,645						
18	Steel T Hangar G 3500 S.W. 11th Street	\$348,367						
19	Steel T Hangar H 3500 S.W. 11th Street	\$348,367						
20	Oversize T Hangar I 3500 S.W. 11th Street	\$237,413						
21	Hertz Rent-A-Car Service 3500 S.W. 11th Street	\$96,637						
22	Fire Station #2 1614 SW Bishop Rd	\$5,622,750	\$166,941			2020		10,675 Sq. Ft.
23	Fire Station #1 623 D Avenue	\$1,745,884	\$311,031			1930	Brick, concrete & plaster; Built-up roof, hot mopped over steel.	12,217 Sq. Ft.
24	Fire Station #4 2409 Cache Road	\$540,446	\$13,116			1956	Concrete block, roof is hot mopped concrete	4,952 Sq. Ft.

City of Lawton
15-16 Property Schedule

	LOCATION	BUILDING	CONTENTS	Business Income	Equipment	Date Constructed	Construction	Total Area
25	Fire Station #3 901 NE Rogers Lane, Lawton, OK	\$533,286	\$12,023					
26	Fire Station #5 #1 N.W. 53rd	\$2,015,534	\$273,803			1964	Concrete block & brick; concrete hot mop roof	4,320 Sq. Ft.

City of Lawton
15-16 Property Schedule

	LOCATION	BUILDING	CONTENTS	Business Income	Equipment	Date Constructed	Construction	Total Area
27	Fire Station #6 312 N.E. 45th Street	\$533,286	\$12,023			1969	Brick & Concrete Block w/ wood truss roof with composition shingles	5,292 Sq. Ft
28	Fire Station #7 801 N.W. 82nd Street	\$590,553	\$10,930			1981		
29	Fire Department Training Station 1701 W. Lee Blvd.	\$528,515	\$15,303					
30	Fire Department Drill Tower Rear - 1701 W. Lee Blvd.	\$39,371						
31	Old Fire Station #3 (Arts Council) 1701 Ferris	\$158,674						
32	Patterson Center 4 NE Arlington Avenuu	\$1,449,132	\$53,030			1940 major renovation in 1982, major renovation 1987	Wood Frame with wood truss roof	14,000 Sq. Ft.
33	Multi-Purpose Building (Owens Center) 1405 S. 11th Street	\$2,097,193	\$47,618			1971	Brick & Concrete Block w/ Steel Beam Roof	18,050 Sq. Ft.
34	Highland Park Cemetery Office 2205 1/2 Fort Sill Blvd.	\$59,652						
35	Garage & Tool Shed, Cemetery 2205 1/2 Fort Sill Blvd.	\$29,826	\$5,466					
36	Picnic Shelter Elmer Thomas Park 1 Mile North of City Hall	\$29,826	\$5,466					
37	Bath House at Swimming Pool 916 South 11th	\$83,512						
38	Elevated Water Tank (Industrial) 8800 W. Cache Road	\$3,072,066				1978	\$75,000 in contents included in building limit Steel; *One Million Gallon Capacity	60 Ft. in Diameter
39	Pump Station #1 (Pumps & Piping Included) 6705 Cache Road	\$1,010,241						
40	Water Tank on Ground 6705 NW Cache Road	\$4,772,141				1967	Steel; Seven Million Gallon Capacity	172 Ft. in Diameter
41	Pump Station #3 6705 NW Cache Rd Generator	\$767,083 \$102,624						
42	Pump Station #2 4700 Cache Road Generator	\$493,475 \$191,580						
43	Elevated Water Tank (East High Zone) 4700 East Cache Road	\$3,012,413				1977	\$25,000 in contents included in building limit Steel; *One Million Gallon Capacity	60 Ft. in Diameter
44	Elevated Water Tank S.W. 82nd Street	\$2,415,896					\$25,000 in contents included in building limit Steel	
45	Elevated Water Tank (North High Zone) Rogers Lane at N.W. 34th Street	\$3,030,309					\$40,000 in contents included in building limit Steel	

City of Lawton
15-16 Property Schedule

	LOCATION	BUILDING	CONTENTS	Business Income	Equipment	Date Constructed	Construction	Total Area
46	Old Tire Storage Building 2100 SW 6th	\$29,826	\$5,466					
47	Wastewater Collection/Maint. Offices and Garage 2100 SW 6th	\$976,204	\$101,187			Shop built in 1940; renovated 1976		
48	Street Division/Solid Waste Offices 2100 SW 6th	\$298,260	\$49,188			1974		
49	Street Equipment Storage 2100 SW 6th	\$34,598						
50	Street Department Garage and Electronics/Metal Maintenance Building 2100 SW 6th	\$138,391	\$52,467					
51	Sewer Rehab Storage (Concrete Block Bldg) 2100 SW 6th	\$23,860	\$10,930					
52	Vehicle Washing Facility 2100 SW 6th	\$477,213	\$109,305					
53	Building Maintenance and Park Services' Offices/Shop Areas 2100 SW 6th	\$71,582	\$3,280					
54	Building Maintenance and Park Services' Storage 2100 SW 6th	\$26,247						
55	Water Distribution Warehouse/Shop/Office 2100 SW 6th	\$89,478	\$174,887					
56	Water Distribution New Storage/Maint area 2100 SW 6th	\$23,860						
57	Sewer Construction Maintenance Shop 2100 SW 6th	\$89,478	\$109,305					
58	Drainage Maintenance Building 2100 SW 6th Street	\$30,000						1,000 sq. ft.
59	Animal Shelter, Kennel Building/Office 2104 SW 6th	\$357,910	\$5,466			2014		
60	Lake Patrol Headquarters Lake Lawtonka 23510 State Hwy 58, N.W. of Lawton	\$89,478	\$16,397					
61	Maintenance Building, Lake Lawtonka 12 Miles N.W. of Lawton	\$47,721	\$5,466					

City of Lawton
15-16 Property Schedule

	LOCATION	BUILDING	CONTENTS	Business Income	Equipment	Date Constructed	Construction	Total Area
62	Restrooms, Schoolhouse Slough 12 Miles N.W. of Lawton	\$58,459						
63	Boathouse, Lake Lawtonka 12 Miles N.W. of Lawton	\$29,826	\$5,466					
64	Water Filter Plant - All structures and appurtenances in and on the confines of, and which constitute, the Water Filter Plant. These include, but are not limited to: the main building, chlorine storage building, both clearwells, all valves, all pumps, transmeter building and transmeter, standby power auxiliary generator, security fence, motor fuel tanks, and three propane tanks. 82 Lake Drive, Medicine Park, OK 73557 Property in the Open (Lighting & Fencing) Sludge clarifier Backwash Basin Finished Water Pump Station Underdrain Pump Station Clearwell Lift Station Generator Raw Water Vault	\$43,624,424 \$96,717 \$1,329,640 \$1,400,088 \$1,673,358 \$56,927 \$1,990,939 \$187,823 \$711,999 \$138,737	\$137,984			1965-1967	Brick, Concrete Blocks, bolted steel;	141,662 Sq. Ft.
65	Restrooms East Camp Area Lake Lawtonka	\$59,652						
66	Restrooms North Camp Area Lake Lawtonka	\$59,652						
67	Restrooms Robinson's Landing Lake Lawtonka	\$59,652						
68	Recreation Facility (House) Lake Ellsworth	\$59,652						
69	Maintenance Building Lake Ellsworth	\$59,652	\$5,466					
70	Restrooms at Ralph's Trailer Park Lake Ellsworth	\$99,022						
71	Boathouse at Ralph's Trailer Park Lake Ellsworth	\$41,757						
72	Steel Warehouse & Garage Behind Comanche County Health Department 1010 South Sheridan	\$59,652						

	LOCATION	BUILDING	CONTENTS	Business Income	Equipment	Date Constructed	Construction	Total Area
73	Maintenance Building at Landfill 5 Miles South of Lawton, 8902 SW 11th Street	\$65,618	\$12,229					
74	Police Firing Range Target House 8 Miles S.E. of Lawton	\$23,860						
75	Police Firing Range Restroom & Storage 8 Miles S.E. of Lawton	\$63,232	\$12,023					
76	Wastewater Treatment Plant - All structures and appurtenances located on or in the confines of, and which constitute the Wastewater Treatment Plant. These include, but are not limited to, the Administration/Laboratory Building, Workshop, raw sewage pump house, sludge processing building, return sludge pump house, effluent pump house, phosphorus removal building, final filter building, gas chemical building, transformer building, and the generator building. 8104 SE 15th Street Property in the Open (Lighting & Fencing) Lab Building Influent Pump Station Trickling Filter Clarifier 1 Trickling Filter Clarifier 2 Trickling Filter Clarifier 3 Trickling Filter Clarifier 4 Clarifier Splitter Trickling Filter Pump Station Trickling Filter 1 Trickling Filter 2 Trickling Filter 3 Trickling Filter 4 Trickling Filter Flume Sampling Station Clarifier North Blend Tank South Blend Tank Blend Tank Pump Station Digester Building North Digester South Digester Feb Basin Primary Clarifier 1 Primary Clarifier 2 Clarifier Outlet Primary Clarifier 3 Primary Clarifier 4 Clarifier Splitter Primary Sludge Pump Station Primary Effluent Pump Station Secondary Splitter Nitrification Clarifier 1 Nitrification Clarifier 2 Nitrification Clarifier 3 Nitrification Clarifier 4 Nitrification Clarifier 5 Nitrification Clarifier 6 Nitrification Clarifier Valve Vault Plant Water Pump Station Blower Building Aeration Basin Nitrification Clarifier Valve Vault Grit Separation Basin Ras Pump Station Chlorine Building Sodium Bisulfite Building Sludge Mixing Tank Primary Chlorine Contact Basin Chlorine Contact Basin 1 Chlorine Contact Basin 2 UV Building	\$307,409 \$1,723,693 \$2,348,744 \$1,803,685 \$1,803,685 \$1,803,685 \$1,803,685 \$30,679 \$157,371 \$1,756,531 \$1,756,531 \$1,756,531 \$1,756,531 \$108,172 \$32,043 \$296,903 \$296,903 \$867,413 \$2,126,835 \$1,251,354 \$1,251,354 \$3,621,913 \$1,803,685 \$1,803,685 \$101,581 \$1,803,685 \$1,803,685 \$51,927 \$366,668 \$1,998,780 \$32,270 \$1,803,685 \$1,803,685 \$1,803,685 \$2,028,890 \$2,028,890 \$2,028,890 \$172,142 \$276,905 \$984,107 \$9,093,189 \$178,619 \$1,161,022 \$1,941,853 \$482,340 \$338,490 \$226,682 \$554,037 \$1,413,496 \$1,413,496 \$2,423,282	\$250,210			1977-Major renovation 1987-88	Structures are mainly concrete or concrete block:	

City of Lawton
15-16 Property Schedule

	LOCATION	BUILDING	CONTENTS	Business Income	Equipment	Date Constructed	Construction	Total Area
	Old Influent Building Inversion Structure Effluent Pump Station/Filter Filter Backwash Pump Station Sludge Processing Building Generator Shop/Electrical Building Storage Building (old Ras) Maintenance Building	\$1,057,395 \$173,506 \$3,287,628 \$253,725 \$3,928,247 \$1,320,331 \$831,650 \$24,787 \$158,338	\$10,281					
77	Public Library 110 S.W. 4th Street Fine arts, "Sunburst" sculpture	\$5,541,011 \$34,598	\$4,386,903			1971	Concrete or Built-up asphalt roofs Brick, steel frame, Steel Beam Roof	45,000 Sq. Ft.
78	McMahon Ball Park, Concession Building, Fences for fields and Lighting for 3 ball fields.	\$298,260						
79	Motor Vehicle Fuel Island 2100 S 6th Street Fuel Tank	\$71,582 \$23,860.00						
80	Mocine Park (Storage, Restrooms, and 3 pavilions). 9th Street & Douglas	\$119,304						
81	Greer Park: "Kid Zone" Play Facility and Lighting, Fencing, and Wind Screens for 8 tennis courts 489-539 NW 38th St	\$473,635						
82	Gate Control House at Lake Lawtonka Dam	\$39,371				1950		84 Sq. Ft.
83	Two Gate Control Houses at Ellsworth Dam	\$323,313						
84	Ellsworth Pump Station 918 NE Bonniefield Rd	\$2,822,334						
85	Pump Station (Lift Station) 67th & Lee Blvd.	\$11,647						

City of Lawton
15-16 Property Schedule

	LOCATION	BUILDING	CONTENTS	Business Income	Equipment	Date Constructed	Construction	Total Area
86	Woodland Park (2 Pavilions, 1 restroom/storage) 13th & Garfield	\$69,196						
87	Water Distribution Division Office 2100 South 6th	\$107,374	\$65,583					
88	Salt Storage Building 2100 South 6th	\$89,478						
89	Blvd. of Lights Storage Building 2100 South 6th	\$40,564						
90	Police Vehicle Maintenance Building 2100 South 6th	\$64,425	\$16,397					
91	Sports Complex: lights, fencing, maint. building; 3 score-keeper 501 SW 52nd and Beta, Lawton, OK	\$825,580				1998		
92	Ball Fields, lighting, fences and Maintenance/Storage Buildings 17 SW G Avenue	\$232,643						
93	Kathleen Wyatt Nicholson Branch Library 1304 N.W. Kingswood	\$59,652						
94	Repeater and Antenna Top of South Mountain Lake Lawtonka, Oklahoma	\$20,282						
95	Storage Shed Lake Ellsworth Dam	\$9,545						
96	Pump Station #4 Hwy 49, Medicine Park Generator	\$1,950,148 \$242,082						
97	Chain Link Fence around Public Works Yard 2100 SW 6th	\$31,019						
98	Street Division Tire Storage Shed 2100 SW 6th	\$5,966	\$5,466					
99	Street Division Equipment Storage Shed 2100 SW 6th	\$5,966						
100	Fuel Tank City of Lawton Landfill 8902 SW 11th Street	\$4,772						
101	Perimeter Fencing (2 miles in length) City of Lawton Landfill 8902 SW 11th Street	\$89,478						
102	Sewer Rehab Office Building 2100 S.W. 6th Street	\$95,442	\$163,956					
103	Public Works Administration Building 2100 S.W. 6th Street	\$369,842	\$71,048			2000		
104	Engineering Storage Building 2204 S.W. 3rd Street	\$23,860	\$10,930					
105	Equipment Maintenance Shop Building 2215 S. W. 3rd Street	\$1,412,299	\$127,054			2001		
106	Hangar #5 (formerly Sterling Coach Hangar) 1602 SW Sterling Road	\$2,694,291						
107	Sewer Rehab/Construction Pole Barn West of Yard)	\$71,582	\$10,930					
108	Southeast Water Tower	\$3,012,413					\$25,000 contents included in building limit	

	LOCATION	BUILDING	CONTENTS	Business Income	Equipment	Date Constructed	Construction	Total Area
109	Southeast Water Treatment Plant 4596 SE 15th Street Property in the Open (Lighting & Fencing)					8/3/2010	Concrete, Concrete Blocks	
	Screening Facility	\$184,631						
	Clarifier Building	\$430,185						
	Filter/Admin Building	\$3,014,247	\$102,812					
	Recycle Pump Station	\$4,698,512						
	Clearwell	\$179,868						
	Raw Water Vault	\$1,480,876						
	Chemical Building	\$160,553						
	Sludge Pump Station	\$3,056,630						
	Finished Water Pump Station	\$89,082						
	Raw Water Vault	\$1,690,968						
	Ozone Building	\$187,709						
	Storage Building	\$1,967,646						
	Generator	\$53,745	\$4,870					
		\$137,142						
110	Ellsworth House #1 Randal Hale Dr. Ralph's Resort							
		\$119,304	\$10,930					
111	Communication (E-911) Bldg 900 & Fire Training Center Bldg 800, Great Plains Tech Center, 4500 SW Lee Blvd		\$1,093,046					
112	New City Hall 212 SW 9th Street	\$31,476,667	\$2,016,183			1915 original Renovated 2010	Brick / Concrete Blocks	116,640 Sq. Ft.
113	Revenue Services Utility drive-thru pay station 212 SW 9th Street	\$483,879				2023		323.8 Ft
114	Armory Offices 600 NW Cache Rd	\$477,213						4,176 Sq. Ft.
115	Armory Dome 600 NW Cache Rd	\$1,785,151				1995	Masonry, Non-Cumbustible	14,314 Sq. Ft.
116	Armory Out Buildings 600 NW Cache Rd							
		Building #1 -	\$238,607					4638 sq ft
		Building #2 -	\$131,234					2301 sq ft
		Building #3 -	\$89,478					1600 sq ft
117	Reserve Center 600 NW Cache Rd	\$528,410				1995	Masonry, Non-Cumbustible	19,105 Sq. Ft.
118	Reserve Center Out Buildings 600 NW Cache Rd	\$59,652						
	Police Impound Building 2100 SW 6th	\$23,860						2,640 sq ft
119	Building Maintance Shop 2100 SW 6th	\$29,826						
120	Library Storage Shed - 2100 SW 6th	\$11,930						
121	HC King Center 1705 NW 20th St	\$1,530,907	\$60,063					
122	Fire Station No 8, 6006 SW Bishop Rd, Lawton, OK 6006 SW Bishop Rd	\$4,304,888	\$400,207			2017	Apparatus Bay 9000sqft: Sprinklered, Bldg includes Industrial Code that includes Fire Wall, Roof - standing metal seam; Walls - CMU constructed	16,205 sq ft
123	New Public Safety Building and Jail 100 S Railroad	\$37,447,515	\$4,928,941			2020	Non-combustible, Main building has 3 stories, north portion 2 stories, Fully sprinklered and fire alarms	100,178 sq ft
124	Support Building 303 SW Lawrence Street	\$1,124,550				2020	1 story	6,600 sq ft
125	Central Mall Plaza 200 SW C Ave	\$38,587,500				1979 original Renovated 2004	Steel Frame Construction with a Masonty/brick veneer (Type 11B)	522,518 sqft
126	New Farmer's Market 77 SW 4th Street	\$2,205,000				2022	Masonry Non-combustible, Steel frame & brick, Type 2B Construction	11,912 sqft
	Builder's Risk- City Hall Main building renovations	\$7,605,498						
	Builder's Risk- Parking Lot	\$425,488						
	Equipment (see separate tab for list)				\$6,840,048			
	Blanket Business Income			\$2,475,000				

Vendor Name: _____
 (please complete above information)

Proposal Price Sheet

(must be completed and returned with the proposal)

Item	Description	Per	Year	Price
1.	Property Insurance and Boiler & Machinery coverage for City of Lawton real & personal property			

Request for Quotations:

ITEM	VALUE/LIMIT	RATE	PREMIUM
Real and Personal Property and Equipment (except Airport) listed on attached schedule.	367,496,592		
Airport real and personal property listed on attached schedule.	17,354,661		
Valuable papers (Library)if not covered in content	1,400,000		
Valuable papers (All other locations).	500,000		
Additional expense	500,000		
Newly acquired and vacant. Real property unnamed locations; HUD type properties, \$5,000 deductible	200,000		
Art on loan (various locations).*\$1000 deductible	10,000		
Ordinance or Law Coverage	1,000,000		

*Note: Except as otherwise specified, quotes will be for coverage with a \$10,000 deductible. Quotes for policies with higher deductibles will be accepted.

Notes:

1. As per specifications attached.
2. This is a requirements contract.
3. There are no insurance requirements for this contract.
4. Please submit two copies of any additional documents such as descriptive literature.
5. If there are any questions pertaining to the attached specifications, please contact Candy Brown, Human Resources Deputy Director @ 580-581-3392 or email candy.brown@lawtonok.gov
6. **DISCLAIMER: The City of Lawton reserves the right to accept or reject any or all bids.**
7. WARRANTY:
 - a) The vendor must provide detailed information on all warranties provided with the purchase of items covered by this contract.

Proposal Number: RFPCL24-016

Proposal Title: Property Insurance

- b) The vendor must also provide details, including prices, on any available extended or optional warranties.

- c) The information provided on warranties will be considered during the bid evaluation. Available warranties are factors for bid award.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
				-			-			
or										
Employer identification number										
				-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a) 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities C—

A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a) J—

A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABL accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³ The grantor*
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

What is Bidnet Direct?

State and local government agencies throughout the State of Oklahoma, like the [City of Lawton](#), utilize Bidnet Direct for distribution of solicitations - including documents and addendum, vendor management and award management. Many participating agencies also utilize the electronic bid submission option for vendors to submit responses directly online through the platform. In addition, our content team of researchers visits thousands of agency websites, newspapers, and other locations to aggregate open solicitations from non-participating agencies to alert registered vendors of matching opportunities.

How do I register on Bidnet Direct to receive City of Lawton’s business opportunities?

Registration on Bidnet Direct is done online. To receive notifications of matching the City of Lawton business opportunities, simply register [here](#).

What are the registration options?

There are 4 types of registration options.

When you register, you are registering for access to not only the [City of Lawton](#)’s open solicitations, but also solicitations from other participating agencies throughout Oklahoma.

Group, Statewide, and Federal options will provide you with automated notifications of participating agency matching bids and, additionally, all statewide matching government bids and/or Federal Bids.

Free registration will allow you to access documents, respond to electronic bids and more; The City of Lawton has a special arrangement where **you will receive notifications** of matching solicitations and addenda even when selecting the Free, Limited Access package.

Limited \$0	Group Agencies \$9/month <i>billed annually</i>	State & Local \$36/month <i>billed annually</i>	Federal, State & Local \$45/month <i>billed annually</i>
<ul style="list-style-type: none"> ✓ Member agency bids 	<ul style="list-style-type: none"> ✓ Member agency bids ✓ Daily notifications ✓ Advanced search 	<ul style="list-style-type: none"> ✓ Member agency bids ✓ Daily notifications ✓ Advanced search ✓ State & local bids 	<ul style="list-style-type: none"> ✓ Member agency bids ✓ Daily notifications ✓ Advanced search ✓ State & local bids ✓ Federal bids

What information do I need to register on Bidnet Direct?

Basic registration requires key contact information for your company's main user, such as company name, address, and phone number. Once you have completed the basic registration, you will receive an email to verify your account information. After your account is verified, you will be prompted to complete additional information, including NIGP Category code selections and any applicable Disadvantage Business Enterprise (DBE) or Small Business (SB) certification information. You can start the [registration process here](#).

Will I be able to download documents?

Yes, all registered vendors can download documents from the [City of Lawton](#) along with other participating agency documents attached to matching solicitations.

I am having trouble registering or have a Bidnet Direct question, who can I contact for assistance?

Bidnet Direct's Vendor Support team is available M-F from 7 a.m. – 7 p.m. CT. You can contact us at (800) 835-4603, option 2 or support@bidnet.com.