



Commissioners
Tony Sozinho, President
Blake Wilbur, Vice President
Renee Soto
Ray Fonseca
Brian Nunes

Board of Public Utilities Commissioners Meeting Agenda

Tulare Public Library & Council Chamber
491 North M Street, Tulare CA 93274
www.tulare.ca.gov

Thursday, September 18, 2025
4:00 p.m. Regular Meeting

Regular meetings of the Board of Public Utilities Commissioners are held on the first and third Thursdays of each month in the Council Chamber located in the Tulare Public Library at 491 North M Street, Tulare, subject to cancellation. Additional meetings of the Board may be called as needed.

Attend meetings in person or access the meeting live via YouTube. Those who wish to address the Board are encouraged to complete a public comment card. Each person is permitted three minutes to speak. Depending on the extent of the agenda and the number of persons wishing to speak on an issue, the chair may, at the beginning of the item, limit the time for individual comments. When deemed necessary, the chair may extend the time allowed without objection from the Board.

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification from the City Clerk's Office at (559) 684-4200. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting.

City of Tulare YouTube Channel:

https://www.youtube.com/channel/UCdWZiv2o7do1JY0OvGe1_aw/videos



Documents related to items on the agenda are accessible on the City's website at www.tulare.ca.gov and available for viewing at the entrance of the Council Chamber.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE AND INVOCATION**
- 3. PUBLIC COMMENT** - Members of the public wishing to comment on any item not appearing on the agenda may address the Board at this time. State law prevents the Board from acting on any matter not on the agenda; however, your comments may be referred to staff for follow up. This is also the time for the public to comment on items listed under the Consent Calendar or to request an item from the Consent Calendar be pulled for discussion purposes. Comments related to Public Hearing and General Business items will be heard at the time those items are discussed. In fairness to all who wish to speak, public comment is limited to a total of fifteen minutes with each speaker allowed three minutes, unless otherwise extended by the Board. Please begin your comments by stating your name and providing your city of residence.
- 4. COMMUNICATIONS** - Communications are to be submitted to the City Manager's Office ten days prior to a Board meeting to be considered for this section of the agenda. No action will be taken on matters listed under Communications; however, the Board may direct staff to schedule issues raised during Communications for a future agenda.

5. **CONSENT CALENDAR** - All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted in one motion without discussion. If discussion is desired, that item may be removed and considered separately.
- 5.1 **Approval of Board Meeting Minutes.**
Recommended Action: Approve the minutes of the special and/or regular meeting of August 21, 2025. [D. Smith]
- 5.2 **Public Works Performance Reports for August 2025.**
Recommended Action: Receive the Public Works performance reports for August 2025 [A. Bettencourt]
- 5.3 **Monthly Investments Report.**
Recommended Action: Accept the monthly investments report for June 2025. [M. Roberts]
6. **GENERAL BUSINESS** - Comments related to General Business items are limited to three minutes per speaker, for a maximum of 30 minutes per item, unless otherwise extended by the Board.
- 6.1 **Hydro Vacuum Excavator.**
Recommended Action: Award the purchase of a trailer-mounted hydro vacuum excavator to The Charles Machine Works, Inc. (Ditch Witch), using Sourcewell Contract 110421-CMW in the amount of \$78,399.64, which includes tax and shipping. [T. Doyle]
- 6.2 **Actions Pertaining to Farmland Mitigation**
Recommended Action: Receive a briefing on farmland mitigation; approve a resolution authorizing an appropriation of \$1,095,000 plus a 10% (\$109,500) contingency from Fund 015 Sewer/Wastewater unallocated fund balance. [T. Gaffery]

7. ITEMS OF INTEREST

8. ADJOURNMENT

The next regularly scheduled meeting of the Board of Public Utilities Commissioners is Thursday, October 2, 2025, at 4:00 p.m. in the Council Chamber, 491 North M Street, Tulare.

AFFIDAVIT OF POSTING AGENDA

I hereby certify, in conformance with Government Code Sections 54954.2, this agenda was posted in the kiosk at the front of City Hall, 411 E. Kern Avenue, as well as on the City of Tulare's website (www.tulare.ca.gov).

POSTED: Monday, September 15, 2025, at 3:00 p.m.

Diana Smith, Deputy City Clerk

**CITY OF TULARE
BOARD OF PUBLIC UTILITIES COMMISSIONERS
MEETING MINUTES**

**Tulare Public Library & Council Chamber
491 North M Street, Tulare**

**Thursday, August 21, 2025
4:00 p.m. Regular Meeting**

Proper notice of this meeting was given pursuant to Government Code Section 54954.2.

COMMISSIONERS PRESENT: Vice President Blake Wilbur
Commissioner Ray Fonseca
Commissioner Renee Soto

COMMISSIONERS ABSENT: President Tony Sozinho
Commissioner Brian Nunes

STAFF PRESENT: City Manager Marc Mondell; Assistant City Attorney Nick Matoian; Public Works Director Trisha Whitfield; Finance Budget Manager Jacob Del Cid; City Engineer Michael Miller; Assistant City Manager Thomas W. Gaffery IV; Assistant Public Works Director Tim Doyle; Public Works Business Manager Andrew Bettencourt; Deputy City Manager/Chief Technology Officer Jason Bowling; Computer Systems Analyst Ken Wales; Administration Analyst Diana Smith

1. CALL TO ORDER

Vice President Wilbur called to order the regular meeting of the Board of Public Utilities Commissioners at 4:00 p.m. in the Council Chamber located at 491 North M Street.

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Commissioner Fonseca led the Pledge of Allegiance and an invocation was given by Commissioner Soto.

3. PUBLIC COMMENT

There were no public comments.

4. COMMUNICATIONS

There were no communications.

5. CONSENT CALENDAR

Item 5.1 was removed from the Consent Calendar by Commissioner Soto.

It was the consensus of the Board that the items on the Consent Calendar be approved as presented except for item 5.1.

5.2 Public Works Performance Reports for July 2025.

Recommended Action: Receive the Public Works performance reports for July 2025. [A. Bettencourt]

5.3 System Loss Quarterly Report.

Recommended Action: Receive the quarterly Potable Water Pumping and Metered Delivery Report. [A. Bettencourt]

5.4 Capital Improvements Project Dashboard for August 2025.

Recommended Action: Accept the Capital Improvements Project Dashboard for August 2025. [M. Miller]

ITEM(S) PULLED FROM CONSENT CALENDAR

5.1 Approval of Board Meeting Minutes.

Recommended Action: Approve the minutes of the special and/or regular meetings of August 7, 2025. [D. Smith]

Board Action: Commissioner Soto pulled the item for a correction on the minutes. It was moved by Commissioner Soto, seconded by Commissioner Fonseca, and carried 3 to 0 (President Sozinho and Commissioner Nunes absent) to approve the item as amended to reflect Commissioner Soto was absent from the August 7, 2025 regular meeting.

6. GENERAL BUSINESS

6.1 SCADA Master Plan.

Recommended Action: Authorize the City Manager or designee to execute a task amendment to the existing utility Master Plan contract with Carollo Engineers, Inc. to complete a Wastewater SCADA (Supervisory Control and Data Acquisition) Master Plan in the amount of \$238,206.00.

Presented By: Public Works Director Trisha Whitfield

Public Comment: There were no public comments.

Board Action: The Board asked various questions which City staff addressed. It was moved by Commissioner Fonseca, seconded by Commissioner Soto, and carried 3 to 0 (President Sozinho and Commissioner Nunes absent) to approve the item as presented.

7. ITEMS OF INTEREST

Items of interest were discussed amongst the Board and staff.

8. ADJOURNMENT

Seeing no further business to discuss, Vice President Wilbur adjourned the regular meeting at 4:17 p.m.

These meeting minutes were approved by the Board on September 4, 2025.

Tony Sozinho, President

ATTEST:

Marc Mondell, City Clerk

By Diana Smith, Deputy City Clerk



Staff Report

Meeting: Board of Public Utilities Commissioners

Date: September 18, 2025

Department: Public Works

Submitted by: Andrew Bettencourt, Senior Management Analyst

Agenda Title: Public Works Performance Reports for August 2025

RECOMMENDED ACTION

Receive the Public Works performance reports for August 2025.

SUMMARY

Public Works first reported performance dashboards for each of its divisions to the Board of Public Utilities in August 2015 with the intention of inviting additional transparency into the maintenance and operations activities of each of the divisions.

Solid Waste

Overall tonnage was down considerably in August 2025 compared to August 2024. The total tonnage in August 2025 was 5,271.8 tons, a decrease of 7.7% compared to August 2024 (5,708.7 tons).

Residential tonnage was down in August compared to a year ago. There were 2,724.8 tons collected from residential customers in August 2025, compared to 2,984.0 tons in August 2024, marking a decrease of 8.7%.

Commercial tonnage was down sharply compared to a year ago. In August 2025, there were 1,197.1 tons collected from commercial accounts, marking a 12.1% decrease from August 2024 (1,362.4 tons).

Roll-off tonnage was slightly down compared to 2024. There were 1,312.8 tons collected from roll-off operations in August 2025, marking a 2.3% decrease from August 2024 (1,343.8 tons).

Overall, the Solid Waste division’s recycling rate for August 2025 dropped slightly compared to August 2024. The diversion rate for August 2025 was 24 percent (13% green waste, 10% recyclables, 1% food waste/compost). The diversion rate for August 2024 was 25 percent (14% green waste, 10% recyclables, 1% food waste/compost).

The City had a total of 4,038.8 tons of trash (to the landfill), resulting in a rate of 3.61 pounds per person per day for the month of August, marking a 5.5% decrease from August 2024 (3.82). The target disposal rate for the City set by the State is 6.0 pounds per person per day.

Overall, the City of Tulare has collected 44,528.1 tons in 2025, a decrease of 6.2% compared to 2024 through the first eight months (47,489.6 tons in 2024). The City has sent 32,571.6 tons to the landfill through August, marking a decrease of 3.0% compared to 2024 (33,572.4 tons).

Water

Water delivery volumes are delayed by one month due to the availability of billing data. In July 2025, water delivery, or water “sold,” totaled 592.6 million gallons, 1.2% higher compared to July 2024 (585.7 million gallons). Potable water production decreased slightly compared to a year. There were 625.5 million gallons pumped in July 2025, marking a 0.4% decrease from July 2024 (627.7 million gallons).

There was a difference of +32.9 million gallons between pumped water (625.5 million gallons) versus delivered (592.6 million gallons), which represents a system loss of +5.3%

The primary reason why there is a discrepancy between pumped water and delivered water is when meters are read. Production well data is on a strict calendar month basis. With a growing number of residential meters going to an AMI read (meter to base station), we are developing two distinct cycles – pumped by the calendar and metered from the 15th of the reporting month to the 14th of the following month.

In August 2025, the average standing water level depth was 228 feet, which is 5 feet deeper than it was a year ago (223 feet). The average standing water level depth dropped one foot compared to July 2025 (227 feet).

Conservation

The overall gross gallons per capita was 280 gallons per person per day in July 2025, which is 0.5% lower than it was in July 2024 (281).

Residential per capita slightly decreased compared to a year ago. The residential per capita in July 2025 was 159 gallons per person per day. That is 1.2% lower than it was in July 2024 (161 gallons per person per day). The residential gallons per capita looks specifically at residential water use only.

There were 362 citations handed out in August. There were 93 citations that resulted in a fine (second violations or more). Those fines totaled \$4,310.

Sewer Collections

Preventative Maintenance accounted for 65% of all working man hours in August. The division spent 11% of its time helping other divisions within Public Works (i.e. Water, Wastewater, etc.).

In August, 44,350 feet of sewer lines were cleaned, and 5,200 feet of sewer lines were televised (preventative maintenance operations).

Approximately 12% of staff time was spent on administrative services.

Wastewater Treatment Plant

In August, the domestic plant's daily influent average was 4.46 million gallons. The domestic plant's capacity is 5.5 million gallons, and when the daily influent average is within 80 percent (4.4 million gallons) of capacity, improvements to the plant's capacity should be a priority.

The industrial plant's daily influent average was 7.60 million gallons in August. The industrial plant's capacity is 12 million gallons, and no daily influent average has been close to the 80-percent mark (9.6 million gallons).

Efficiency against BOD was 98.9% in August. The combined BOD effluent was 23.0 mg/l, which is within the state compliance level (less than 40 mg/l).

Efficiency against TSS was 98.8% in August. The combined TSS effluent was 8.9 mg/l, which is within the state compliance level (less than 40 mg/l).

We do not have the final nitrogen numbers for August as tests are still being completed. We will report the Nitrogen effluent average and efficiency ratings for August next month.

Operationally, the WWTP completed 347 preventative maintenance work orders and 6 corrective work orders in August. Overall, 175 of the work orders were completed for the Domestic side of the facility and 178 for the Industrial side, 50% and 50%, respectively.

FISCAL IMPACT & FUNDING SOURCE(S)

There is no fiscal impact associated with this action.

ENVIRONMENTAL REVIEW

This action does not constitute a “project” pursuant to the California Environmental Quality Act (CEQA).

CONFLICT OF INTEREST

Staff is not aware of any conflicts of interest.

LEGAL REVIEW

This item did not require legal review.

ALTERNATIVE ACTION

1. Approve with changes
2. Deny
3. Table

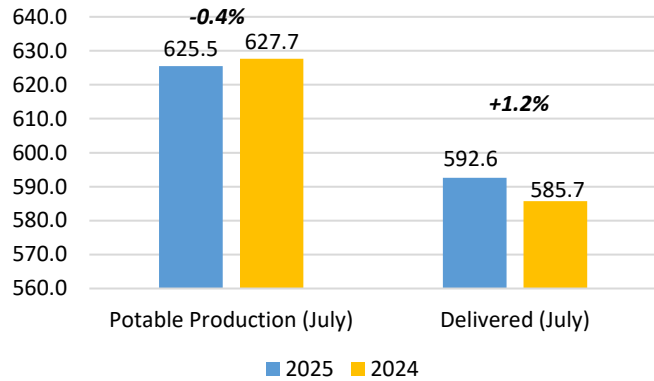
ATTACHMENTS

1. BPU Public Works Performance Dashboard Graphic

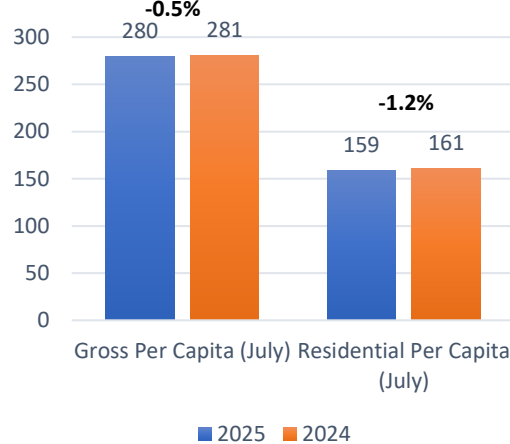
Reviewed/Approved: 

**City of Tulare Water Division
August 2025 Dashboard**

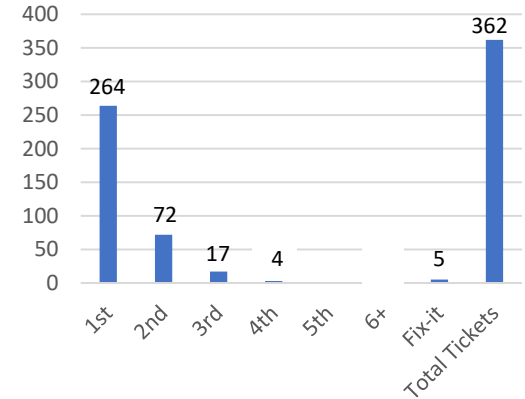
Production & Delivery Volumes (MG)



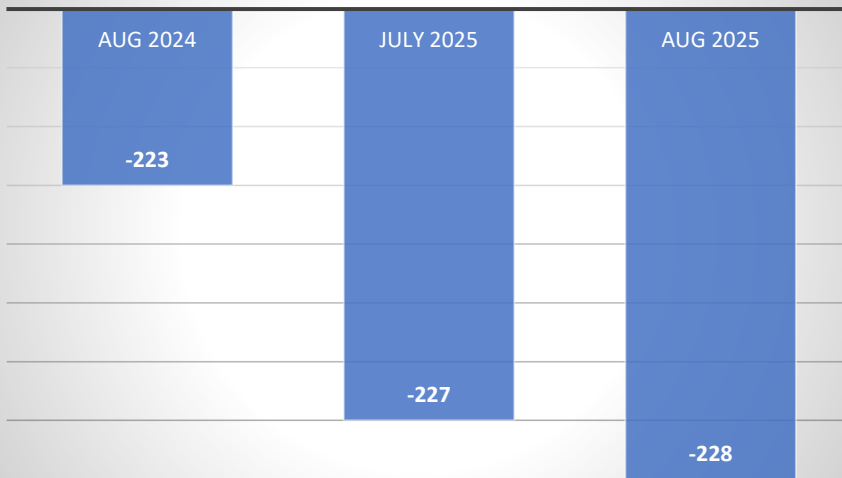
GPCD & Residential GPCD



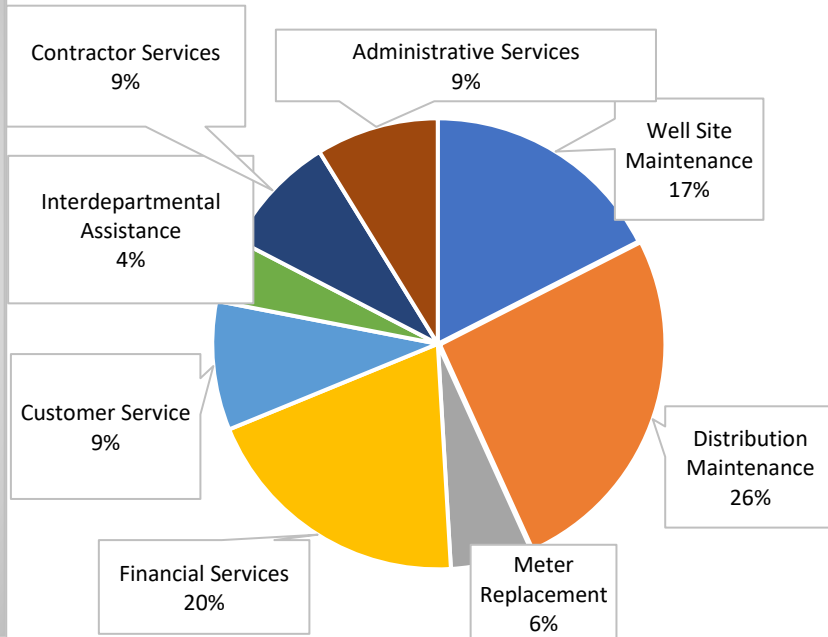
August Water Waste Tickets



Average Standing Water Level Depth (in feet)

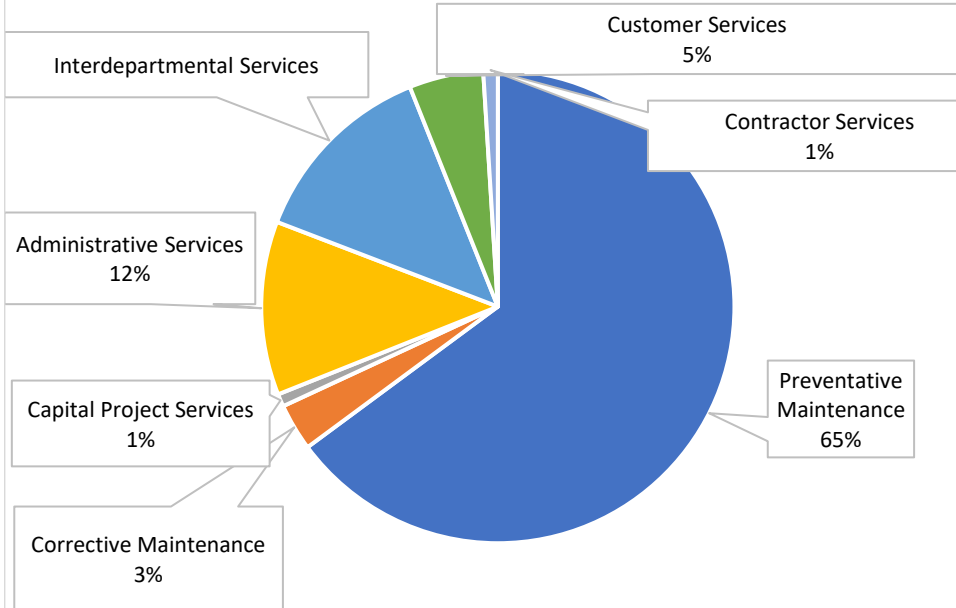


August 2025 Water Maintenance Man Hours

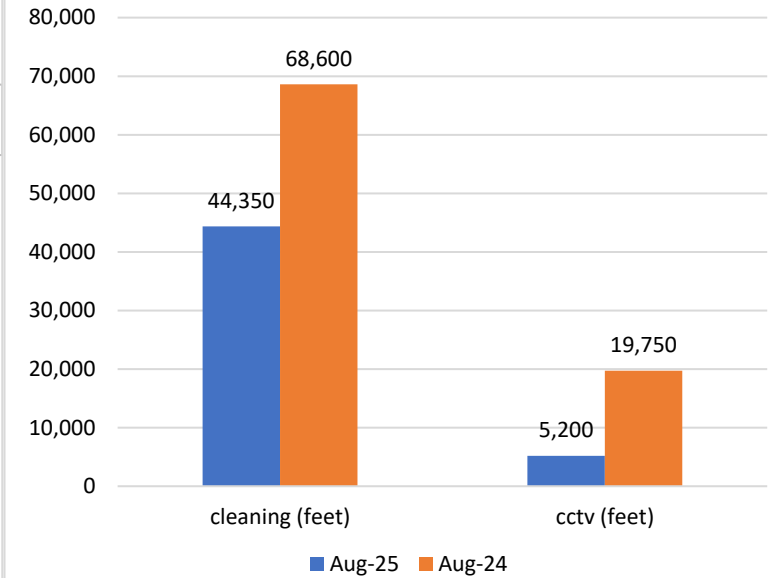


City of Tulare Sewer Collections/Solid Waste - August 2025 Dashboard

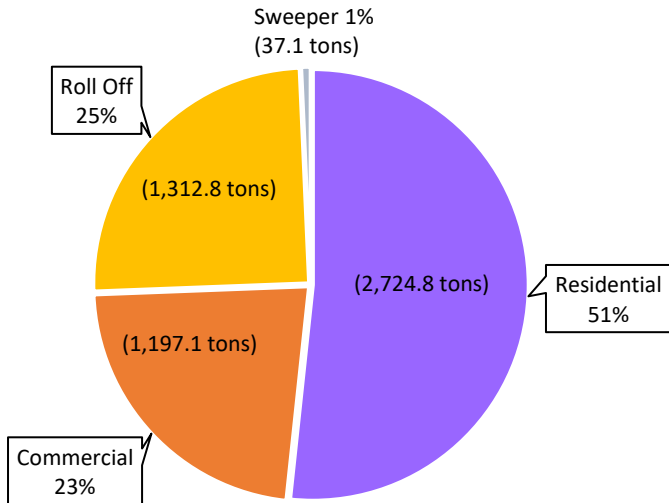
Sewer Collections Man Hour Distribution



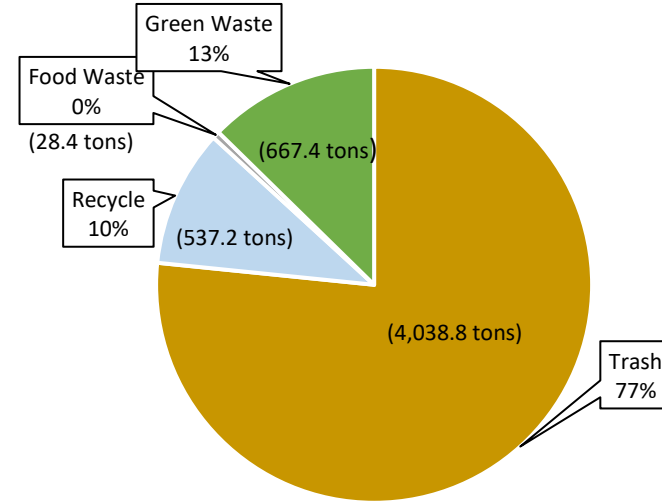
Linear Maintenance Footage



Tonnage by Division

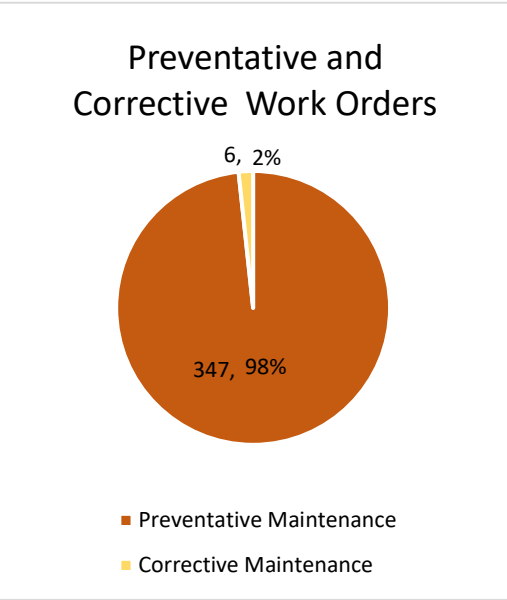
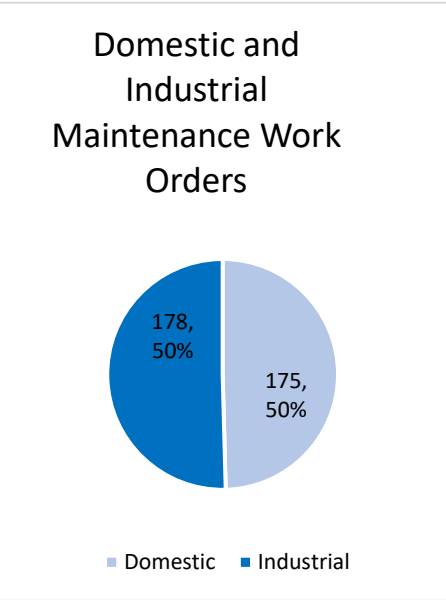


Tonnage by Type

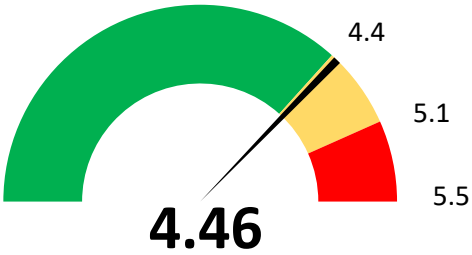


**City of Tulare WWTP Division
August 2025 Dashboard**

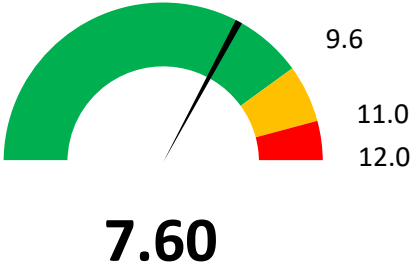
Compliance			
	BOD	TSS	Nitrogen
	<40mg/l	<40mg/l	<13mg/l
Efficiency	98.9%	98.8%	NR
Sample Avg (mg/l)	23.0	8.9	



Domestic Influent Daily Average (MG)



Industrial Influent Daily Average (MG)





Staff Report

Meeting: Board of Public Utilities Commissioners

Date: September 18, 2025

Department: Finance
Submitted by: Mark Roberts, Chief Financial Officer
Agenda Title: Monthly Investments Report

RECOMMENDED ACTION

Accept the monthly investments report for June 2025.

SUMMARY

The investments report for June 2025 is submitted for Council review and acceptance.

FISCAL IMPACT & FUNDING SOURCES

There is no fiscal impact associated with this action.

ENVIRONMENTAL REVIEW

This action does not constitute a “project” pursuant to the California Environmental Quality Act (CEQA).

CONFLICT OF INTEREST

Staff is not aware of any conflicts of interest.

LEGAL REVIEW

This item does not require legal review.

PUBLIC NOTICE

This item does not require a public hearing and was noticed as a part of the agenda.

ALTERNATIVE ACTION

1. Approve with changes
2. Deny
3. Table

ATTACHMENTS

1. June 2025 Investments Report

Reviewed/Approved: _____

A handwritten signature in blue ink, appearing to be "M", is written over a horizontal line.

CITY OF TULARE
SUMMARY TREASURER'S REPORT
SUMMARY OF ALL INVESTMENTS
June 30, 2025

<u>TYPE OF INVESTMENT</u>	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>	<u>CURRENT YIELD</u>	<u>BOOK VALUE % OF TOTAL</u>
UNRESTRICTED INVESTMENTS - SEE PAGE 2	234,959,403	232,014,465	1.718%	93.66%
RESTRICTED INVESTMENTS - SEE PAGE 3	<u>15,908,761</u>	<u>15,908,761</u>	N/A	<u>6.34%</u>
TOTAL INVESTMENTS	<u><u>250,868,164</u></u>	<u><u>247,923,226</u></u>	N/A	<u><u>100.00%</u></u>

Note: The City's financial statements will report market values, not book values, at June 30 each year.

I certify that this report reflects all City investments and complies with the investment policy of the City of Tulare as approved by City Council. Furthermore, I certify that sufficient investment liquidity and anticipated revenues are available to meet the City's budgeted expenditures for the next six months.

Presented to the City Council on September 16, 2025

Presented to the Board of Public Utility Commissioners on September 18, 2025

Respectfully submitted, Mark Roberts, Chief Financial Officer



09/03/25

Date

CITY OF TULARE
SUMMARY TREASURER'S REPORT, CONTINUED
SUMMARY OF UNRESTRICTED INVESTMENTS
June 30, 2025

TYPE OF INVESTMENT	ISSUER OF INVESTMENT	DATES:	INTEREST RATES:	PAR VALUE	BOOK VALUE	UNREALIZED GAIN/(LOSS):	ESTIMATED EARNINGS:	BOOK VALUE
		ACQUISITION	STATED		MARKET VALUE	THIS MONTH	ANNUAL	% OF
		MATURITY	CURRENT YIELD			LAST MONTH	THIS MONTH	U/I-
Petty Cash	N/A	N/A	N/A	N/A	12,900	N/A	N/A	0.01%
		N/A	None		12,900	N/A	N/A	
Checking Account - City	Wells Fargo Bank	N/A	N/A	N/A	42,284,379	N/A	N/A	18.00%
		On Demand	None		42,284,379	N/A	N/A	
					Balance per bank is \$			
Local Agency Investment Fund (LAIF)	State of California	Various	N/A	N/A	38,685,128	46,357	1,651,468	16.46%
		On Demand	4.269%	*	38,731,484	46,357	137,622	
					Per BNY WTC			
Money Market Mutual Fund	Various	Various	N/A	N/A	39,586	0	1,704	0.02%
		On Demand	4.304%		39,586	0	142	
Sub-Total			N/A	N/A	81,021,993	46,357	1,653,172	34.48%
			2.039%		81,068,350	46,357	137,764	
					Per BNY WTC			
Fixed Income Investments	Various (See page 4-10)		N/A	N/A	153,937,410	(2,991,295)	2,332,315	65.52%
Investments in Safekeeping With BNY Western Trust Company			1.540%		150,946,115	(3,621,385)	194,360	
TOTAL UNRESTRICTED INVESTMENTS			N/A	N/A	234,959,403	(2,944,938)	3,985,487	100.00%
			1.718%		232,014,465	(3,575,028)	332,124	

* LAIF market values are based on the most currently available amortized cost information - June 30, 2025:

1.001198310

~ U/I = Unrestricted Investments

CITY OF TULARE
SUMMARY TREASURER'S REPORT, CONTINUED
SUMMARY OF RESTRICTED INVESTMENTS
June 30, 2025

TYPE OF INVESTMENT	ISSUER OF INVESTMENT	ACQUISITION DATE	MATURITY DATE	STATED INTEREST RATE	PAR VALUE	BOOK VALUE	MARKET VALUE	BALANCES AS-OF DATE
Bond Funds (All are Managed by U.S. Bank Trust Except LAIF):								
2018 Lease Revenue and Refunding Bonds (Account No. 244938000)								
First American Govt Fd	U.S. Bank Trust	Various	On Demand	Various Reserve Fund	N/A	3,527,073	3,527,073	6-30-25
						<u>3,527,073</u>	<u>3,527,073</u>	
2015 Sewer Revenue Refunding Bonds (Account No. 261594000)								
First American Govt Fd	U.S. Bank Trust	Various	On Demand	Various	N/A	2,203	2,203	6-30-25
First American Govt Fd	U.S. Bank Trust			Various Reserve Fund	N/A	49,641	49,641	6-30-25
Investment Repurchase GIC	Bayerische Landesbank	11-15-15	11-15-25	1.960% Reserve Fund	N/A	5,032,685	5,032,685	6-30-25
						<u>5,084,529</u>	<u>5,084,529</u>	
2016 Sewer Revenue Refunding Bonds (Account No. 231687000)								
U S Bk Mmkt	U.S. Bank Trust	Various	On Demand	Various	N/A	1	1	6-30-25
						<u>1</u>	<u>1</u>	
2020 Sewer Revenue Refunding Bonds (Account No. 230396000)								
U S Bk Mmkt	U.S. Bank Trust	Various	On Demand	Various	N/A	20,887	20,887	6-30-25
						<u>20,887</u>	<u>20,887</u>	
2017 Water Revenue Bonds (Account No. 219189000)								
U S Bk Mmkt	U.S. Bank Trust	Various	On Demand	Various	N/A	5	5	6-30-25
						<u>5</u>	<u>5</u>	
2020 Water Revenue Bonds (Account No. 250953000)								
U S Bk Mmkt	U.S. Bank Trust	Various	On Demand	Various	N/A	7,276,259	7,276,259	6-30-25
						<u>7,276,259</u>	<u>7,276,259</u>	
2017 Successor Agency Tax Allocation Bonds - Series A & B (Account No. 245346000)								
U S Bk Mmkt	U.S. Bank Trust	Various	On Demand	Various	N/A	7	7	6-30-25
						<u>7</u>	<u>7</u>	
TOTAL RESTRICTED INVESTMENTS						<u>15,908,761</u>	<u>15,908,761</u>	
					<i>Book Value % of Total Investments =</i>			
					6.34%			

CITY OF TULARE
SUMMARY TREASURER'S REPORT, CONTINUED
FIXED INCOME INVESTMENTS, CONTINUED
June 30, 2025

TYPE OF FIXED INCOME INVESTMENT	CUSIP NUMBER	DATES:		INTEREST RATES:		PAR VALUE	BOOK VALUE MARKET VALUE	UNREALIZED	ESTIMATED
		ACQUISITION	MATURITY	STATED	CURRENT YIELD			GAIN/(LOSS): THIS MONTH	EARNINGS: ANNUAL THIS MONTH
<u>U.S. GOVERNMENT AGENCY OBLIGATIONS, CONTINUED</u>									
			**				Per BNY WTC		
Federal Home Loan Mtg Corp		09-30-20		0.520%	2,500,000	2,500,000	(23,975)	13,000	
	3134GWUV6	09-30-25	C	0.530%		2,476,025	(32,100)	1,083	
Federal Farm Credit Bks Funding Corp		10-21-20		0.520%	2,500,000	2,500,000	(28,500)	13,000	
	3133EMDZ2	10-21-25	C	0.530%		2,471,500	(37,575)	1,083	
Federal Farm Credit Bks Funding Corp		10-22-20		0.530%	2,500,000	2,500,000	(29,575)	13,250	
	3133EMEC2	10-22-25	C	0.540%		2,470,425	(37,750)	1,104	
Federal Home Loan Mtg Corp		10-27-20		0.625%	3,000,000	3,000,000	(36,000)	18,750	
	3134GW3X2	10-27-25	C	0.630%		2,964,000	(45,750)	1,563	
Federal Home Loan Mtg Corp		10-28-20		0.600%	2,000,000	2,000,000	(24,340)	12,000	
	3134GW3Z7	10-28-25	C	0.610%		1,975,660	(30,900)	1,000	
Federal Home Loan Mtg Corp		10-29-20		0.570%	3,000,000	3,000,000	(37,380)	17,100	
	3134GWZL3	10-29-25	C	0.580%		2,962,620	(46,410)	1,425	
Federal Home Loan Mtg Corp		11-10-20		0.610%	3,000,000	3,000,000	(40,560)	18,300	
	3134GW6S0	11-10-25	C	0.620%		2,959,440	(50,220)	1,525	
Federal Home Loan Mtg Corp		11-12-20		0.600%	2,000,000	2,000,000	(27,500)	12,000	
	3134GXAP9	11-12-25	C	0.610%		1,972,500	(33,980)	1,000	
Federal Home Loan Mtg Corp		11-25-20		0.625%	3,000,000	3,000,000	(43,710)	18,750	
	3134GXCS1	11-25-25	C	0.630%		2,956,290	(50,880)	1,563	
Federal Home Loan Mtg Corp		11-30-20		0.650%	2,000,000	2,000,000	(29,960)	13,000	
	3134GXFA7	11-26-25	C	0.660%		1,970,040	(36,340)	1,083	
Federal Home Loan Mtg Corp		12-01-20		0.620%	1,500,000	1,500,000	(22,590)	9,300	
	3134GXDM3	12-01-25	C	0.630%		1,477,410	(27,210)	775	
Federal Farm Credit Bks Funding Corp		12-17-20		0.540%	2,500,000	2,500,000	(41,475)	13,500	
	3133EMKT8	12-17-25	C	0.550%		2,458,525	(49,475)	1,125	

- CONTINUED ON PAGE 5 -

CITY OF TULARE
SUMMARY TREASURER'S REPORT, CONTINUED
FIXED INCOME INVESTMENTS, CONTINUED
June 30, 2025

TYPE OF FIXED INCOME INVESTMENT	CUSIP NUMBER	DATES:		INTEREST RATES:		BOOK VALUE MARKET VALUE	UNREALIZED	ESTIMATED
		ACQUISITION	MATURITY	STATED	CURRENT YIELD		GAIN/(LOSS): THIS MONTH LAST MONTH	EARNINGS: ANNUAL THIS MONTH
<u>U.S. GOVERNMENT AGENCY OBLIGATIONS, CONTINUED</u>								
				**		Per BNY WTC		
Federal Home Loan Mtg Corp		12-17-20		0.625%	2,000,000	2,000,000	(33,220)	12,500
	3134GXFV1	12-17-25	C	0.640%		1,966,780	(38,680)	1,042
Federal Home Loan Mtg Corp		12-23-20		0.700%	3,000,000	3,000,000	(50,220)	21,000
	3134GXHD9	12-23-25	C	0.710%		2,949,780	(58,560)	1,750
Federal Home Loan Mtg Corp		01-05-21		0.550%	2,500,000	2,500,000	(45,750)	13,750
	3134GXJX3	01-05-26	C	0.560%		2,454,250	(53,825)	1,146
Federal Home Loan Mtg Corp		01-07-21		0.520%	2,000,000	2,000,000	(37,320)	10,400
	3134GXJZ8	01-07-26	C	0.530%		1,962,680	(43,800)	867
Federal Home Loan Banks		01-22-21		0.625%	2,500,000	2,500,000	(50,900)	15,625
	3130AKQ74	01-22-26	C	0.640%		2,449,100	(59,150)	1,302
Federal Home Loan Mtg Corp		01-22-21		0.550%	2,500,000	2,500,000	(49,850)	13,750
	3134GXXJ2	01-22-26	C	0.560%		2,450,150	(58,050)	1,146
Federal Home Loan Banks		01-28-21		0.600%	2,000,000	2,000,000	(42,100)	12,000
	3130AKPC4	01-28-26	C	0.610%		1,957,900	(48,520)	1,000
Federal National Mortgage Asso.		01-28-21		0.550%	2,000,000	2,000,000	(41,320)	11,000
	3135G06R9	01-28-26	C	0.560%		1,958,680	(47,980)	917
Federal Home Loan Banks		02-17-21		0.625%	3,000,000	3,000,000	(66,660)	18,750
	3130AL3S1	02-17-26	C	0.640%		2,933,340	(77,040)	1,563
Federal Home Loan Banks		02-24-21		0.600%	3,000,000	3,000,000	(70,350)	18,000
	3130AKYU4	02-24-26	C	0.610%		2,929,650	(80,370)	1,500
Federal Home Loan Banks		02-25-21		0.625%	3,000,000	3,000,000	(66,810)	18,750
	3130ALCW2	02-25-26	C	0.640%		2,933,190	(76,110)	1,563
Federal Home Loan Banks		02-26-21		0.650%	3,000,000	3,000,000	(68,910)	19,500
	3130AKZ25	02-26-26	C	0.670%		2,931,090	(79,410)	1,625
Federal Home Loan Banks		03-10-21		0.800%	3,000,000	3,000,000	(70,170)	24,000
	3130ALFS8	03-10-26	C	0.820%		2,929,830	(79,500)	2,000

- CONTINUED ON PAGE 6 -

CITY OF TULARE
SUMMARY TREASURER'S REPORT, CONTINUED
FIXED INCOME INVESTMENTS, CONTINUED
June 30, 2025

TYPE OF FIXED INCOME INVESTMENT	CUSIP NUMBER	DATES:		INTEREST RATES:		BOOK VALUE MARKET VALUE	UNREALIZED	ESTIMATED
		ACQUISITION	MATURITY	STATED	CURRENT YIELD		GAIN/(LOSS): THIS MONTH LAST MONTH	EARNINGS: ANNUAL THIS MONTH
<u>U.S. GOVERNMENT AGENCY OBLIGATIONS, CONTINUED</u>								
			**			Per BNY WTC		
Federal Home Loan Bks		10-26-21		1.250%	3,000,000	3,000,000	(104,550)	37,500
	3130APJ55	10-26-26	C	1.300%		2,895,450	(115,860)	3,125
Federal Home Loan Bks		10-26-21		1.190%	3,000,000	3,000,000	(110,520)	33,750
	3130APJB2	10-26-26	C	1.170%		2,889,480	(123,390)	2,813
Federal Home Loan Bks		10-28-21		1.250%	3,000,000	3,000,000	(106,590)	37,500
	3130APDQ5	10-28-26	C	1.300%		2,893,410	(117,750)	3,125
Federal Home Loan Bks		10-28-21		1.100%	2,000,000	2,000,000	(74,900)	22,000
	3130APFQ3	10-28-26	C	1.140%		1,925,100	(82,580)	1,833
Federal Home Loan Bks		10-28-21		1.120%	2,000,000	2,000,000	(74,380)	22,400
	3130APFR1	10-28-26	C	1.160%		1,925,620	(82,040)	1,867
Federal Home Loan Bks		10-28-21		1.050%	2,000,000	2,000,000	(76,180)	21,000
	3130APFU4	10-28-26	C	1.090%		1,923,820	(83,920)	1,750
Federal Home Loan Bks		11-16-21		1.375%	2,500,000	2,500,000	(86,150)	34,375
	3130APLP8	11-16-26	C	1.420%		2,413,850	(95,300)	2,865
Federal Home Loan Bks		11-18-21		1.375%	3,000,000	3,000,000	(105,840)	41,250
	3130APNK7	11-18-26	C	1.430%		2,894,160	(117,210)	3,438
Federal Home Loan Bks		11-23-21		1.450%	3,000,000	3,000,000	(103,740)	43,500
	3130APPL3	11-23-26	C	1.500%		2,896,260	(115,020)	3,625
Federal Home Loan Bks		12-17-21		1.600%	2,000,000	2,000,000	(65,900)	32,000
	3130APXT7	12-17-26	C	1.650%		1,934,100	(74,020)	2,667
Federal Home Loan Bks		03-29-22		2.350%	2,000,000	2,000,000	(53,280)	47,000
	3130ARA68	03-29-27	C	2.410%		1,946,720	(61,280)	3,917

- CONTINUED ON PAGE 8 -

CITY OF TULARE
SUMMARY TREASURER'S REPORT, CONTINUED
FIXED INCOME INVESTMENTS, CONTINUED
June 30, 2025

TYPE OF FIXED INCOME INVESTMENT	CUSIP NUMBER	DATES:		INTEREST RATES:		PAR VALUE	BOOK VALUE MARKET VALUE	UNREALIZED	ESTIMATED
		ACQUISITION	MATURITY	STATED	CURRENT YIELD			GAIN/(LOSS): THIS MONTH LAST MONTH	EARNINGS: ANNUAL THIS MONTH
<u>U.S. GOVERNMENT AGENCY OBLIGATIONS, CONTINUED</u>									
				**			Per BNY WTC		
Caterpillar Financial Services Corp		04-24-25			4.400%	600,000	600,240	4,128	26,400
	14913UAY6	03-03-28			4.370%		604,368	2,004	2,200
National Securities Clearing Corp		04-23-25			5.000%	1,000,000	1,015,590	5,800	50,000
	637639AK1	05-30-28	C		4.900%		1,021,390	1,710	4,167
Bristol-Myers Squibb Co		04-16-25			4.900%	590,000	598,077	5,930	28,910
	110122EF1	02-22-29	C		4.790%		604,007	2,567	2,409
Astrazeneca Finance LLC		04-16-25			4.850%	590,000	596,903	6,378	28,615
	04636NAL7	02-26-29	C		4.740%		603,281	2,649	2,385
Bank of New York Mellon		04-22-25			4.729%	250,000	250,000	3,488	11,823
	06405LAH4	04-20-29	C		4.660%		253,488	2,045	985
American Express Co		04-25-25			4.731%	630,000	630,000	7,006	29,805
	025816ED7	04-25-29	C		4.680%		637,006	3,213	2,484
Toyota Auto Receivables 2025-B Owner Trust		04-30-25			4.340%	615,000	614,965	3,742	26,691
	89231HAD8	11-15-29			4.310%		618,707	416	2,224
Freddie Mac Multifamily Structured Pass		04-24-25			4.410%	525,000	524,982	4,681	23,153
	3137HKXJ8	01-01-30			4.370%		529,663	867	1,929
State Street Corp		04-24-25			4.834%	280,000	280,000	5,146	13,535
	857477DB6	04-24-30	C		4.750%		285,146	2,223	1,128
Walmart Inc		04-28-25			4.350%	415,000	414,282	5,312	18,053
	931142FN8	04-28-30	C		4.300%		419,594	1,888	1,504
Cintas Corporation No. 2		05-02-25			4.200%	455,000	454,418	1,602	19,110
	17252MAR1	05-01-28	C		4.190%		456,019	(446)	1,593
Citigroup Inc		05-07-25			4.643%	1,100,000	1,100,000	2,849	51,073
	172967PZ8	05-01-28	C		4.630%		1,102,849	(2,343)	4,256
Cummins Inc		05-09-25			4.250%	75,000	74,948	386	3,188
	231021AY2	05-09-28	C		4.230%		75,334	154	266

- CONTINUED ON PAGE 9 -

CITY OF TULARE
SUMMARY TREASURER'S REPORT, CONTINUED
FIXED INCOME INVESTMENTS
June 30, 2025

TYPE OF FIXED INCOME INVESTMENT	CUSIP NUMBER	DATES:		INTEREST RATES:		PAR VALUE	BOOK VALUE MARKET VALUE	UNREALIZED	ESTIMATED
		ACQUISITION	MATURITY	STATED	CURRENT YIELD			GAIN/(LOSS):	EARNINGS:
								THIS MONTH	ANNUAL
								LAST MONTH	THIS MONTH
U.S. GOVERNMENT AGENCY OBLIGATIONS									
							Per BNY WTC		
USAA Capitol Corp		06-02-25		4.375%	435,000	434,178		3,693	19,031
	90327QDA4	06-01-28	C	4.350%		437,871		0	1,586
HSBC USA Inc		06-03-25		4.650%	1,125,000	1,124,961		8,893	53,313
	40428HR95	06-03-28		4.610%		1,133,854		0	4,443
Target Corp		06-10-25		4.350%	190,000	189,998		1,127	8,265
	87612EBU9	06-15-28	C	4.320%		191,125		0	689
BMW Vehicle Lease Trust 2025-1		06-10-25		4.490%	495,000	494,955		3,695	22,226
	096912AE0	10-25-28		4.460%		498,650		0	1,852
National Rural Utilities Cooperative		06-26-25		5.150%	700,000	718,452		2,009	36,050
	63743HFS6	06-15-29	C	5.000%		720,461		0	3,004
Kubota Credit Owner Trust 2025-2		06-25-25		4.420%	255,000	255,000		160	11,271
	50117LAC2	09-17-29		4.420%		255,159		0	939
Hyundai Auto Receivables Trust 2025-B		06-11-25		4.360%	360,000	359,967		2,292	15,696
	44935XAD7	12-17-29		4.330%		362,259		0	1,308
FREMF 2025-K541 Mortgage Trust		06-12-25		4.348%	1,485,000	1,484,947		9,499	64,568
	3137HLXV9	02-01-30		4.320%		1,494,446		0	5,381
Freddie Mac Multifamily Structured Pass		06-26-25		4.404%	750,000	749,999		6,806	33,030
	3137HLY48	04-01-30		4.360%		756,804		0	2,753
BA Credit Card Trust		06-12-25		4.310%	685,000	684,997		4,538	29,524
	05522RDK1	05-15-30		4.280%		689,535		0	2,460
WF Card Issuance Trust		06-10-25		4.340%	1,325,000	1,324,978		10,199	57,505
	92970QAJ4	05-15-30		4.620%		1,335,177		0	4,792
John Deer Capital Corp		06-05-25		4.550%	515,000	514,727		4,862	23,433
	24422EYE3	06-05-30		4.510%		519,589		0	1,953
Analog Devices Inc		06-16-25		4.500%	1,125,000	1,124,010		9,833	50,625
	032654BE4	06-15-30	C	4.460%		1,133,843		0	4,219
Citibank Credit Card Issuance Trust		06-26-25		4.300%	1,500,000	1,499,593		8,913	64,500
	17305EHA6	06-21-30		4.280%		1,508,506		0	5,375
TOTAL FIXED INCOME INVESTMENTS				N/A	N/A	153,937,410		(2,991,295)	2,332,315
**All are in safekeeping with BNY Western Trust Company				1.540%		150,946,115		(3,621,385)	194,360

CITY OF TULARE
TREASURER'S EXECUTIVE SUMMARY
June 30, 2025

CHANGES IN BALANCES AND YIELDS:

CATEGORY	BOOK VALUE MARKET VALUE DIFFERENCE			AVERAGE STATED YIELD		
	JUNE	MAY	CHANGE	JUNE	MAY	CHANGE
Total Investments	250,868,164 <u>247,923,226</u> (2,944,938)	257,366,696 <u>253,681,721</u> (3,684,975)	(6,498,532) <u>(5,758,495)</u> 740,037	N/A	N/A	N/A
Unrestricted Investments	234,959,403 <u>232,014,465</u> (2,944,938)	240,889,279 <u>237,204,304</u> (3,684,975)	(5,929,876) <u>(5,189,839)</u> 740,037	1.718%	1.518%	0.200%
Restricted Investments	15,908,761 <u>15,908,761</u> 0	16,477,417 <u>16,477,417</u> 0	(568,656) <u>(568,656)</u> 0	N/A	N/A	N/A
Local Agency Investment Fund (LAIF)	38,685,128 <u>38,731,484</u> 46,357	38,685,128 <u>38,717,979</u> 32,851	0 <u>13,506</u> 13,506	4.269%	4.272%	-0.003%
Fixed Income Investments (Total)	153,937,410 <u>150,946,115</u> (2,991,295)	152,844,704 <u>149,126,878</u> (3,717,826)	1,092,706 <u>1,819,237</u> 726,531	1.540%	1.270%	0.270%

TRANSACTIONS (BOOK VALUE): *

CATEGORY	PURCHASES	SALES / CALLS
Fixed Income Investments	USAA Capital Corp 434,178	Federal Home Loan Mtg Corp, 0.55% 2,000,000
	HSBC USA Inc 890,071	Federal Home Loan Mtg Corp, 0.53% 3,000,000
	HSBC USA Inc 234,890	Federal National Mortgage Assn, 0.50% 1,000,000
	John Deer Capital Corp 514,727	Federal National Mortgage Assn, 0.50% 1,000,000
	BMW Vehicle Lease Trust 2025-1 494,955	Federal National Mortgage Assn, 0.73% 2,000,000
	Target Corp 189,998	Federal Home Loan Banks, 0.75% 868,056
	WF Card Issuance Trust 1,324,978	
	Hyundai Auto Receivables Trust 2025-B 359,967	
	BA Credit Card Trust 684,997	
	FREMF 2025-K541 Mortgage Trust 1,484,947	
	Analog Devices Inc 1,124,010	
	Kubota Credit Owner Trust 2025-2 255,000	
	Citibank Credit Card Issuance Trust 1,499,593	
	Freddie Mac Multifamily Structured Pass 749,999	
	National Rural Utilities Cooperative 718,452	
	<u>10,960,761.490</u>	<u>9,868,056</u>






12 - UPDATED June 2025 Investment report

Final Audit Report

2025-09-03

Created:	2025-09-03
By:	Sandra Jimenez (sjimenez@tulare.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGulNzgwqST1ibXI0ZSKxQM9GchSXeU6M

"12 - UPDATED June 2025 Investment report" History

-  Document created by Sandra Jimenez (sjimenez@tulare.ca.gov)
2025-09-03 - 3:12:22 PM GMT
-  Document emailed to Mark Roberts (mroberts@tulare.ca.gov) for signature
2025-09-03 - 3:12:27 PM GMT
-  Email viewed by Mark Roberts (mroberts@tulare.ca.gov)
2025-09-03 - 6:45:09 PM GMT
-  Document e-signed by Mark Roberts (mroberts@tulare.ca.gov)
Signature Date: 2025-09-03 - 6:45:27 PM GMT - Time Source: server
-  Agreement completed.
2025-09-03 - 6:45:27 PM GMT



Staff Report

Meeting: Board of Public Utilities Commissioners

Date: September 18, 2025

Department: Public Works

Submitted by: Tim Doyle, Assistant Public Works Director

Agenda Title: Hydro Vacuum Excavator

RECOMMENDED ACTION

Award the purchase of a trailer-mounted hydro vacuum excavator to The Charles Machine Works, Inc. (Ditch Witch), using Sourcewell Contract 110421-CMW in the amount of \$78,399.64, which includes tax and shipping.

SUMMARY

The Water Division submitted a capital improvement project for a hydro-excavation trailer for the 2026 fiscal year. The goal of this project was to improve the division’s overall efficiency by providing equipment needed for meter box maintenance, leaks, utility pothole excavation and clean-up operations.

Meter box maintenance has emerged as a priority to ensure the integrity and efficiency of the City’s AMI water meter system. This machine will be instrumental for these operations as well as helping water staff with potholing and assisting with water leaks. Currently, water operations are assisted by Sewer Collections staff with the Vac-Con jet/vacuum truck. Purchasing this separate trailer-mounted unit for use by the Water Division will limit the reliance on the Vac-Con truck and sewer collections staff to assist with water leaks and other projects. The trailer unit is also smaller than the Vac-Con allowing it to fit in tighter spaces and taking up less room on a job site.

The original budget for this project was \$190,000. Staff found a machine that meets the division’s needs that is more than \$100,000 less than what was budgeted. The City is a member of Sourcewell, which is a national public service agency that provides cooperative purchasing for government agencies. Through the Sourcewell Contract No. 110421-CMW, staff is requesting authorization to purchase the Ditch Witch HX30A Hydro Vacuum Excavator.

FISCAL IMPACT & FUNDING SOURCE(S)

Funding for the purchase of a hydro vacuum excavator is through Capital Improvement Project (CIP) WT2025-03 (407-100-500-000-5698). This purchase is expected to increase the Water Division’s Maintenance & Operations budget by \$4,000 annually, starting in July 2026.

ENVIRONMENTAL REVIEW

This action does not constitute a “project” pursuant to the California Environmental Quality Act (CEQA).

CONFLICT OF INTEREST

Staff is not aware of any conflicts of interest.

LEGAL REVIEW

This item did not require legal review.

ALTERNATIVE ACTION

1. Approve with changes
2. Deny
3. Table

ATTACHMENTS

1. Ditch Witch Quotation
2. Sourcewell Contract 110421-CMW
3. Pictures and Brochure for Ditch Witch HX30 Vacuum Excavator
4. WT2025-03 Project Sheet

Reviewed/Approved: 



The Charles Machine Works, Inc.
 Ditch Witch Division
 1959 West Fir Avenue
 P.O.Box 66
 Perry, OK 73077
 Phone No : 1-800-654-6481
 Fax No : 580 336 0617
 Email : global@ditchwitch.com

Quotation

Information	
Quotation No.	20228303
Document Date	08/27/2025
Customer No.	516525
Dealership	DITCH WITCH WEST (FOWLER, CA) FOWLER
PO	_____
Created by	Jon McLarty

Sold-to Party Address
CITY OF TULARE MEMBER #26844 411 E KERN AVENUE TULARE CA 93274-4257

Global Account Price Quote
Quote Valid until :
 TAXES ARE AN ESTIMATE AT TIME OF QUOTATION-ACTUAL TAX WILL BE CALCULATED AT TIME OF INVOICING. IF TAXES ARE QUOTED AND THIS IS A TAX EXEMPT TRANSACTION, PLEASE PROVIDE TAX EXEMPT CERTIFICATE OR LEASING DETAILS WITH YOUR PURCHASE ORDER.

FOR MODEL SPECIFICATIONS OR OTHER INFORMATION, VISIT OUR WEBSITE AT WWW.DITCHWITCH.COM

Quotation Details				
Qty	Material Description	Unit Price	Discount	Amount
1EA	SOURCEWELL CONTRACT 110421-CMW ***** PER SOURCEWELL CONTRACT PLEASE ISSUE PURCHASE ORDER TO: CHARLES MACHINE WORKS 1959 W FIR AVENUE PERRY, OK 73077 ***** HX30A - HX30A With the following configuration: Debris Tank 500 Gallon Water Tank 80 Gallons Filter Standard T Filter Controls Right Hand Traffic Reverse Flow No Hose and Tooling 3 Inch HX Boom None Water Heater No Options Prospector Digging Lance Options Rear Work Lights Prospector Digging Lance Yes Hydraulic Oil Standard			57,749.28

Confidentiality Notice:
 This quote may contain confidential information. The information is intended only for the individual or entity named. If you are not the intended recipient, please immediately notify us at 1-800-654-6481 to arrange for return of the document.



The Charles Machine Works, Inc.
 Ditch Witch Division
 1959 West Fir Avenue
 P.O.Box 66
 Perry, OK 73077
 Phone No : 1-800-654-6481
 Fax No : 580 336 0617

Quotation

Information	
Quotation No.	20228303
Document Date	08/27/2025
Customer No.	516525
Dealership	DITCH WITCH WEST (FOWLER, CA) FOWLER
PO	_____
Created by	Jon McLarty

Sold-to Party Address
CITY OF TULARE MEMBER #26844 411 E KERN AVENUE TULARE CA 93274-4257

Global Account Price Quote
Quote Valid until : 09/30/2025

TAXES ARE AN ESTIMATE AT TIME OF QUOTATION-ACTUAL TAX WILL BE CALCULATED AT TIME OF INVOICING. IF TAXES ARE QUOTED AND THIS IS A TAX EXEMPT TRANSACTION, PLEASE PROVIDE TAX EXEMPT CERTIFICATE OR LEASING DETAILS WITH YOUR PURCHASE ORDER.

FOR MODEL SPECIFICATIONS OR OTHER INFORMATION, VISIT OUR WEBSITE AT WWW.DITCHWITCH.COM

Quotation Details				
Qty	Material Description	Unit Price	Discount	Amount
1EA	Color Standard Trailer Jack Hydraulic HX30A-PREP - HX30A Vacuum Excavator Prep Ass embly			
1EA	190-2804 - REAR WORK LIGHTS			162.84
1EA	025-1037 - VT9 500 GAL TRAILER			11,009.34
		Corporate Account Price		68,921.46
		Materials Surcharge		1,378.44
		Total Freight		2,300.00
		Total Tax		5,799.74
		Total Amount		\$ 78,399.64

Confidentiality Notice:

This quote may contain confidential information. The information is intended only for the individual or entity named. If you are not the intended recipient, please immediately notify us at 1-800-654-6481 to arrange for return of the document.



Solicitation Number: RFP #110421

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and The Charles Machine Works, Inc., 1959 West Fir Ave., Perry, OK 73077 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Public Utility Equipment with Related Accessories and Supplies from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires December 27, 2025, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.
- C. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above.

Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended for the duration of Supplier's written warranty for such item. Other than the warranties in this paragraph, and Supplier's express written warranties for its products, Supplier expressly disclaims all other warranties, express or implied. Supplier agrees to work with its dealers and distributors to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that is effective beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. **SALES TAX.** Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. **HOT LIST PRICING.** At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;

- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized

subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be negotiated directly between the Participating Entity and the Supplier. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the

circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications and operating instructions. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:

- a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
- b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.

2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively “Permitted Sublicensees”) in advertising and promotional materials for the purpose of marketing the Parties’ relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

a. Neither party may alter the other party’s trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party’s trademarks only in good faith and in a dignified manner consistent with such party’s use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. As applicable, Supplier agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the use of any Equipment or Products by Sourcewell or its Participating Entities supplied by Supplier in violation of applicable patent or copyright laws.

5. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party’s name or logo (excepting Sourcewell’s pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell’s written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. A party will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms

no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is

primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names

of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation

and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier not use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by an Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

The Charles Machine Works, Inc.

DocuSigned by:
Jeremy Schwartz
C0FD2A139D06489...

DocuSigned by:
Kevin Smith
FB68493E7FA542A...

By: _____
Jeremy Schwartz
Title: Chief Procurement Officer

By: _____
Kevin Smith
Title: General Manager, Ditch Witch
Construction

Date: 12/20/2021 | 2:14 PM CST

Date: 1/11/2022 | 8:19 AM CST

Approved:

DocuSigned by:
Chad Coauette
7E42BBF817A64CC...

By: _____
Chad Coauette
Title: Executive Director/CEO

Date: 1/11/2022 | 8:23 AM CST

RFP 110421 - Public Utility Equipment with Related Accessories and Supplies

Vendor Details

Company Name: The Charles Machine Works, Inc.
Does your company conduct business under any other name? If yes, please state: Ditch Witch
Address: 1959 W. Fir Ave.
Perry, OK 73077
Contact: Mike Spillars
Email: mike.spillars@ditchwitch.com
Phone: 580-572-2390
HST#: 73-0660844

Submission Details

Created On: Monday September 20, 2021 11:50:01
Submitted On: Wednesday November 03, 2021 13:03:54
Submitted By: Mike Spillars
Email: mike.spillars@ditchwitch.com
Transaction #: 3702aa94-7bb8-4d80-b5f8-bf3388129774
Submitter's IP Address: 205.142.232.18

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcwell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	The Charles Machine Works, Inc.
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	Hammerhead Trenchless, American Augers, Subsite Electronics
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	Ditch Witch, Hammerhead Moles, Subsite.
4	Proposer Physical Address:	1959 West Fir Ave. Perry, OK 73077
5	Proposer website address (or addresses):	www.ditchwitch.com
6	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Kevin Smith General Manager, Ditch Witch Construction 1959 West Fir Ave. Perry, OK 73077 ksmith@ditchwitch.com PH: 920 648 4820
7	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Mike Spillars Corporate Accounts Manager 1959 West Fir Ave. Perry, OK 73077 mike.spillars@ditchwitch.com 580-572-2390
8	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Todd Miller Sr. Inside Sales Representative 1959 West Fir Ave. Perry, OK 73077 todd.miller@ditchwitch.com 580-572-3365

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
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9	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>The Charles Machine Works (Ditch Witch) was a privately held company from 1949 until being acquired by The Toro Company in early 2019 and became the Ditch Witch division of Toro. Ditch Witch® is the premier manufacturer of Underground Construction Equipment that addresses needs in several markets like Utilities, Utility Contractors, Pipeline Contractors, Telcom Industry, Rental Industry, Government and Infrastructure, to name a few. The products offered are Trenchers, Vibratory Plows, Compact Utility Equipment, Directional Drills, Vacuum Excavation, HammerHead® Pneumatic Tools, as well as Subsite® Utility Locating/HDD Guidance Electronics.</p> <p>We invented the first compact utility line trencher 69 years ago and are partnered with a specialist Ditch Witch® dealer organization, which is the envy of the industry. Our vision is to provide the best solutions for success in the underground construction market worldwide by delivering a superior customer experience.</p> <p>Our Core Values are: Integrity above all things; Pride as individuals and a company; Care for our families, our fellow workers, our community, our customers, and the world in which we live; A Pioneering Spirit that drives our aggressiveness and innovation.</p> <p>Since its inception the Charles Machine Works has remained focused on the underground utility market while we worked to continuously expand and strengthen our support of this market by continuously leading the industry in underground equipment such as directional drills, underground moles and sub terrain electronics.</p> <p>All if the Ditch Witch products are manufactured and shipped from our manufacturing facilities in Perry Oklahoma. A large majority of the employees at Ditch Witch live in and around the community and therefore we take pride in the quality of the products that we produce.</p> <p>Our longevity in the market place is rooted in our ability to form a relationship between the factory and our customers by insuring that our Region Managers spend a minimum of two weeks per month in the field with our dealers talking and interacting with our end customers. Of course this schedule has been hampered with Covid-19 travel restriction in the last 18 month. We will however resume a similar schedule as Covid restrictions ease.</p> <p>Please note that where possible all answers are specific to The Charles Machine Works, Ditch Witch, Subsite and Hammerhead brands. However, certain answers must include The Toro Company. Examples of these answers are in questions which are in regards to but not limited to company financial statements, market share, sustainability awards, etc. We have tried to be as specific as possible in our answers.</p>
10	What are your company's expectations in the event of an award?	<p>To continue to grow our business with members of Sourcewell, as we have done with our current contract.</p> <p>We work with our network of Ditch Witch® dealers and their sales personnel to promote the Sourcewell contract to all Government, Education and Non-Profit organizations within their contracted areas of responsibility and to incrementally grow our sales of Ditch Witch and related products using the Sourcewell contract.</p>
11	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	<p>The Charles Machine Works (Ditch Witch) is a wholly owned subsidiary of The Toro Company and as such attached is The Toro Company's Form 10-Q filing with the United States Security and Exchange Commission. The filing of the Quarterly Report Pursuant to Section 13 or 15(d) of the Securities Exchange Act of 1934.</p> <p>The Form 10-Q is a 53 page public statement of finances and outlook of our company. A thorough review of the filing will reveal a company that has a history of strong financial performance. There is also a demonstrated history of growing our business both in terms of organic growth and through acquisition of complementary companies that will enhance our current product offerings.</p>
12	What is your US market share for the solutions that you are proposing?	<p>Since our parent company (The Toro Company) is publicly traded we are not allowed to divulge market share information. Ditch Witch has enjoyed a very healthy market share in all of the markets that we participate and are offering in this proposal. Our market share has led the name of Ditch Witch to become synonymous with the underground utility market.</p>
13	What is your Canadian market share for the solutions that you are proposing?	<p>Since our parent company (The Toro Company) is publicly traded we are not allowed to divulge market share information. Ditch Witch has enjoyed a very healthy market share in all of the markets that we participate and are offering in this proposal. Our market share has led the name of Ditch Witch to become synonymous with the underground utility market.</p>
14	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	NO
15	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>The Charles Machine Works, Inc. (Ditch Witch) is best described as a Manufacturer.</p> <p>We have programs in place that are national in scope in which our specialist Ditch Witch® dealership organization preps and delivers the equipment to a customer who has purchased through the program. We invoice the Sourcewell customer from the manufacturer and fund our dealers for the sale of the equipment. Our dealers are private entities and as such local sales and service professionals are employed by the local dealers. That said, Ditch Witch has Region Sales Managers and Service Managers that work closely with the local dealer and customers in all areas of sales and service of our equipment.</p>

16	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	<p>Ditch Witch family of products are designed and built in the United States and are built to comply with all applicable voluntary safety and environmental standards. This includes ISO, Construction Equipment, Exhaust and Evaporative standards set by the EPA (Environmental Protection Agency) and the California Air Resources Board (CARB).</p> <p>The Charles Machine Works has a manufacturer's license in our home state of Oklahoma as well as a license to sell used vehicles. We also hold licenses to sell vehicles in the following states. Arizona, California, Nebraska, Utah, Tennessee, Florida and Ohio. For our products that are sold with trailers we hold a new and used trailer dealer license in the State of Oklahoma.</p> <p>IN addition to the licenses owned by The Charles Machine Works the contracted Ditch Witch dealers all hold the appropriate licenses and certifications necessary to sell and service the Charles Machine works family of products in the States and Provinces for which they independently operate.</p> <p>Ditch Witch also requires its factory sales personnel and dealer sales personnel to complete a very robust sales and service schools via the Ditch Witch Certified Training Programs.</p>
17	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	The Charles Machine Works has not been under any suspension or debarment in the past 10 years.

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *
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18	Describe any relevant industry awards or recognition that your company has received in the past five years	<p>Ditch Witch Awards, 2016-2021</p> <p>2016 Innovative Iron Award, Compact Equipment: CX-Series walk-behind trencher</p> <ul style="list-style-type: none"> The CX-Series walk-behind trencher line was selected as a winner of Compact Equipment Magazine's Innovative Iron Award for its cutting-edge short track/long track design. <p>2016 Editor's Choice Award, Rental Magazine: CX-Series walk-behind trencher</p> <ul style="list-style-type: none"> The CX-Series walk-behind trencher line was selected for an Editor's Choice Award for its Magazine's Innovative Iron Award for its short track/long track design. <p>2016 Contractor's Top 50 New Products Award, Equipment Today: SK752 stand-on skid steer</p> <ul style="list-style-type: none"> The SK752 was selected as one of the top 50 new products for contractors of 2016 by Equipment Today, which cited the machine's construction-grade durability and high operating capacity compared to similar models. <p>2017 Innovative Iron Award, Compact Equipment: SK1550 stand-on skid steer</p> <ul style="list-style-type: none"> The SK1550 was selected as an Innovative Iron Award winner from Compact Equipment due to the machine's exceptional power compared to similar models. <p>2017 Abbot Most Innovative Product Award, NASTT: JT40 horizontal directional drill</p> <ul style="list-style-type: none"> The JT40 horizontal directional drill was selected by the NASTT as the most innovative new product of 2017. <p>2017 Editor's Choice Award, Rental Magazine: SK1550 stand-on skid steer</p> <ul style="list-style-type: none"> The SK1550 was selected by Rental Magazine as an editor's choice award winner for its best-in-class operating capacity and construction-grade durability. <p>Twenty for 2017 Award Winner, Landscape Business: SK1550 stand-on skid steer</p> <ul style="list-style-type: none"> The SK1550 was selected as one of the 20 top new products of 2017 in the landscaping industry. <p>2018 Contractor's Top 50 New Products Award, Equipment Today: SK1550 stand-on skid steer</p> <ul style="list-style-type: none"> The SK1550 was selected as one of the top 50 new products for contractors of 2018 by Equipment Today due to its best-in-class operating capacity. <p>2018 Big Iron Dealer Award Finalist, Equipment World: Ditch Witch of Oklahoma, Arkansas and the Rockies</p> <ul style="list-style-type: none"> Ditch Witch of Oklahoma, Arkansas and the Rockies was named as a finalist for the Big Iron Dealer Award from Equipment Today. The award honors the top equipment dealers in the country for community engagement, customer education, staff training and marketing initiatives, along with sales, rental and service performance. <p>2019 Innovative Iron Award, Innovative Iron Award: SK3000 full-size stand-on skid steer</p> <ul style="list-style-type: none"> The SK3000 full-size stand-on skid steer was named as an Innovative Iron Award winner from Compact Equipment, which cited the machines' best-in-class operating capacity. <p>2019 Big Iron Dealer Award Finalist, Equipment World: Orange Power Group, Ditch Witch Dealership</p> <ul style="list-style-type: none"> The Orange Power Group was named as a finalist for the Big Iron Dealer Award from Equipment Today. The award honors the top equipment dealers in the country for community engagement, customer education, staff training and marketing initiatives, along with sales, rental and service performance. <p>2019 Editor's Choice Award, Green Industry Pros: Ditch Witch Family of SKs</p> <ul style="list-style-type: none"> The Ditch Witch line of stand-on skid steers was selected by Green Industry Pros for a 2019 Editor's Choice Award. <p>Twenty for 2020 Award, Landscape Business: SK3000 full-size stand-on skid steer</p> <ul style="list-style-type: none"> The SK3000 was selected as one of the 20 top new products of 2020 in the landscaping industry. <p>2020 Editor's Choice Award, Green Industry Pros: SK3000 full-size stand-on skid steer</p> <ul style="list-style-type: none"> The SK3000 was selected by Green Industry Pros for a 2019 Editor's Choice Award. <p>2021 Editor's Choice Award, Rental Magazine: SK3000 full-size stand-on skid steer</p> <ul style="list-style-type: none"> Rental Magazine selected the SK3000 as an editor's choice award winner for 2021, honoring the year's top products in the rental industry <p>2021 Abbot Most Innovative Product Award, NASTT: JT24 horizontal directional drill</p> <ul style="list-style-type: none"> The JT24 was selected by the NASTT as one of three finalists for the most innovative new product of 2021.
19	What percentage of your sales are to the governmental sector in the past three years	<p>As a publicly traded company our parent company The Toro Company considers this type of customer information as confidential. However, per our publicly filed Form 10-Q revenues through Q3 for FY 2021 by market segment are as follows.</p> <p>Net Sales by Segment: Professional 73% Residential 26% Other 1%</p>
20	What percentage of your sales are to the education sector in the past three years	<p>As a publicly traded company our parent company The Toro Company considers this type of customer information as confidential. However, per our publicly filed Form 10-Q revenues through Q3 for FY 2021 by market segment are as follows.</p> <p>Net Sales by Segment: Professional 73% Residential 26% Other 1%</p>
21	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	<p>Sourcewell Public Utility Contract is the only Cooperative contract awarded to The Charles Machine Works. However, our products are sold though both an HGAC and Buy Board contract that is administered by a third party who handles the pricing, quoting, invoicing and any audits requested.. Sourcewell is our premier cooperative contract and is the only contract that Ditch Witch conducts dealer training and markets with our dealer network.</p> <p>Note: As a publicly traded company the detailed sales information for each contract is considered confidential.</p>

22	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	<p>The Charles Machine Works does not hold a GSA contract but like HGAC and Buy Board our products are sold on a GSA contract that is administered through a third party.</p> <p>Note: As a publicly traded company the detailed sales information for each contract is considered confidential.</p>
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Table 4: References/Testimonials

Line Item 23. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *
City of Berthoud	Brandon Keegan	970-980-4410
City of Jeffersonville	John Walling	502-551-1305
Augusta County Service Authority	Chuck Butler	540-487-9440

Table 5: Top Five Government or Education Customers

Line Item 24. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *
Confidential	Government	Texas - TX	Machines purchased for Utility Installations/Maintenance	3 Units	\$590,034
Confidential	Government	North Carolina - NC	Machines purchased for Utility Installations/Maintenance	4 Units	\$417,164
Confidential	Government	Tennessee - TN	Machines purchased for Utility Installations/Maintenance	2 Units	\$417,164
Confidential	Government	Alabama - AL	Machines purchased for Utility Installations/Maintenance and other misc. municipal work	6 Units	\$416,669
Confidential	Government	Washington - WA	Machines purchased for Utility Installations/Maintenance	3 Units	\$395,507

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
25	Sales force.	The Ditch Witch® Factory has 25 sales, product specialists and marketing personnel who work with our specialist dealership organization across the entire United States and Canada in all facets of the business. Dealers employ more than 250 professional salespersons in the local area markets across the US and Canada that are positioned to service all Sourcewell members.
26	Dealer network or other distribution methods.	We have an independent specialized Ditch Witch® dealer organization in North America whose focus is the sales, service and support of the Ditch Witch, HammerHead® and Subsite® product lines. There are 28 dealer owners with over 150 branch locations in North America. Within those locations, there are 250+ sales personnel and 250+ parts employees to provide sales, support and training to Ditch Witch customers. We have included a list of our dealers and their locations with this proposal.
27	Service force.	In addition to a team of Service Support and Parts Supports Managers located in the Perry Campus the dealership organization has well over 600 trained service personnel throughout North America to provide unmatched service support to our customers. The factory employees and the dealers employees work in tandem to make sure that our customers are fully satisfied with the productivity of their equipment.
28	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Our order process for Sourcewell is as follows: 1. Our dealership sales personnel work with the Sourcewell member to spec the equipment properly for their area. 2. the local DW dealer provides this information to our internal Global Account group to quote the unit with the Sourcewell pricing. 3. Once the Sourcewell customer decides to purchase, the Purchase Order is made out to The Charles Machine Works, Inc. 4. The Ditch Witch® dealer orders the equipment or delivers out of their inventory to the Sourcewell customer. 5. Upon delivery the Ditch Witch dealer sends in a delivery receipt to the factory. 6. The factory bills the Sourcewell member, and at the same time, funds our dealer for the sale. By having this type of system, all Sourcewell sales go through one entity, the factory, so we can track the sale and give the proper quarterly sales and fee to Sourcewell.
29	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	As indicated in questions 25-28 we have an extensive specialized Dealer Network with all dealer branch locations having full service shops with specialized tools and equipment to service and maintain our customers machines. Dealer technician follow a complete factory training certification program Dealer locations team with the factory to insure that our customers are repaired and back on the job site as quickly as possible. As with any service organization shop load is the determining factor on how rapidly a unit can be repaired and returned to the customer. That said, the dealership works closely with our factory service reps to insure that repairs are timely and more importantly, fixed correctly. Our years of industry success can be directly attributed to our world class service after the sale. One example of our world class service is our Pro Technician program. The Pro-Technician program was developed by the Ditch Witch® organization to provide comprehensive product training for Ditch Witch service technicians. This extensive training program - consisting of bronze, silver, and gold levels - focuses specifically on Ditch Witch products and insures that the technicians that service and repair your machines are among the most knowledgeable in the industry.
30	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Pledge on our Website: "At Ditch Witch, we don't just sell equipment. We pledge to be there when you need us. With a promise to help you be more productive. A passion to help you be more profitable. And the simple understanding that time is money." With the complete dealer coverage throughout the United States (93 locations) we are more than able to provide products, and services to Sourcewell entities. Every dealer in the Ditch Witch network participates in the Sourcewell contract and views the Sourcewell contract as a valuable asset to their business and as such will provide the best possible service to all Sourcewell owners.
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	With the complete dealer coverage in Canada (46 locations across 9 provinces) we are more than able to provide products, and services to Sourcewell entities. Just like in the U.S. every dealer location in Canada network participates in the Sourcewell contract when the opportunity exists and views the Sourcewell contract as a valuable asset to their business and as such will provide the best possible service to all Sourcewell owners.
32	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	We will fully service all geographic areas of the United States and Canada. With 150 plus dealer locations across North America we are able to reach every geographic sector.
33	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	We service all Sourcewell member sectors. As stated in question 32, with 150 plus dealer locations across North America we are able to reach every geographic sector and we are not limited by other cooperative contracts in our ability to service the Sourcewell contract and its members.
34	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	Additional freight will be charged on any equipment purchased in the areas mentioned. Quotes for machines being delivered to Alaska and Hawaii will have the freight charges indicated on the quote.

Table 7: Marketing Plan

Line Item	Question	Response *
35	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<ul style="list-style-type: none"> Ditch Witch® will promote the Sourcewell partnership on our dealer channel communications web site. The Ditch Witch Dealer Central intranet site provides dealers with all of the information and tools they need to work in concert with the factory on all products, ordering, quoting, product support and more. The Sourcewell program will be consistently communicated to our dealer channel throughout the year via this critical site. This will allow Ditch Witch dealers to inform their sales, parts and service teams to support Sourcewell members in the marketplace. Ditch Witch is creating a sales flier that will showcase and explain the Sourcewell and Ditch Witch partnership program. This can be made available as a PDF for local printing at all Ditch Witch dealership locations. Ditch Witch has created an informational PowerPoint presentation that provides all of the important information and details that Ditch Witch dealers need to effectively execute the Sourcewell partnership program. This information is also available 24/7 on the Dealer Central web site for all dealer and factory personnel. The Ditch Witch factory will distribute the Sourcewell member list by Ditch Witch dealer APR (Area of Primary Responsibility) two times per year which will provide our dealer sales force with the exact members in each of their territories. We will use the Sourcewell member list in conjunction with the local dealers to actively pursue current members business as well as use the member list to promote other local SLED agencies that may not be a Sourcewell member to become a member. We have found that the member lists are invaluable tool for "helping" an apprehensive entity to become comfortable with Sourcewell when they see their neighboring city is a Sourcewell member. In addition, we will prepare a press release and then post in our Press Room: http://www.ditchwitch.com/press-room. Other ways we market partnerships are through our website
36	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>We deploy a comprehensive range of digital marketing and media tools to enhance our customers' experience with our brands, to support our new product launches, to sustain existing product leadership and build stronger relationships.</p> <p>These tools include social media, smart display, paid search, marketing automation, social sentiment tracking and more. Facebook, Twitter, Linked In, You Tube and Instagram are examples of social media in which we are active.</p> <p>We also have a very comprehensive web site designed to be not only very informative and educational but, interactive with the customer.</p> <p>Our My Ditch Witch portal allows customers to track their machines and monitor the performance of their fleet.</p>
37	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	<p>We would expect Sourcewell to be a partner with The Charles Machine works in promoting our newly awarded contract by issuing an email blast to all current Sourcewell members which announces that the award was given to The Charles Machine Works (Ditch Witch). We would also like to see the announcement on all Sourcewell social media outlets. Thought out the course of the contract we would expect that Sourcewell be the leader in promoting the use of procurement contracts and include Ditch Witch in all publications/advertisements that promote Sourcewell available contract holders. We would expect that Sourcewell attend all industry government industry trade shows to promote Sourcewell vendors and processes.</p> <p>We have worked for years to promote Sourcewell in our sales processes with our dealer network and as a result Sourcewell is almost second nature to our dealer salespeople. The Sourcewell sales process is not only documented in our dealer portal but, also supported with new salesperson training and two power point presentations on how to use Sourcewell as a selling tool and the internal sales process.</p> <p>Additionally, all local Sourcewell training opportunities through Sourcewell University and Sourcewell Sales Accelerator are sent to the internal Region Sales Manager and also the local dealer locations encouraging them to enroll dealer salespeople that need such training. This includes both new salespeople and seasoned salespeople as a refresher course.</p>
38	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	<p>Due to the unique and endless configurations of our products it is very difficult to develop an e procurement system for our products. Each model requires a custom quote. That said we are excited to see the new and upcoming Sourcewell market place which we are anxious to participate. We feel this could help with marketing and developing an e commerce solution to Sourcewell members. Our intent is to be very active in the Sourcewell Marketplace and make it as effective as possible.</p>

Table 8: Value-Added Attributes

Line Item	Question	Response *
39	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	<p>Operator and equipment training are performed at the time of delivery by our dealership organization. Maintenance training is performed on an as-needed basis from our authorized Ditch Witch® dealers or the Ditch Witch factory. This initial training is performed at no charge to the Sourcewell member.</p> <p>Additionally operator and safety training is available in the MY Ditch Witch tab at www.ditchwitch.com.</p>
40	Describe any technological advances that your proposed products or services offer.	<p>We are the only manufacturer in our industry that designs and builds the majority of the components used in our equipment on-site. This is what we refer to as a systems approach; for example, we design and manufacture our directional drills, the drill pipe that is used with the drill, the down hole tools, as well as the electronic guidance system, at our own facilities rather than purchase outside and bring it in for our products. This gives us an advantage by being responsible for our quality and being able to affect change in any of these items in a much shorter time</p> <p>Below is a list of technological advances we build into our machines.</p> <p>SK3000 Compact Utility Loader</p> <ul style="list-style-type: none"> 3102 lbs rated operating capacity (ROC) 118-inch hinge pin height Under CDL requirements Integrated hydraulic controls

- Self-leveling arms with ride control
 - Patented throttle control system linked to platform; more fuel efficient
 - 360-degree visibility
 - Easy on/off platform
- SK600, SK800, SK900, SK1050, SK1550 Compact Utility Loaders
- Patented cruise control on ground drive
 - Patented hydraulic control system with integrated platform switch
 - Patented hydraulic auxiliary manifold for dual aux
 - 360-degree visibility
 - Easy on/off platform
 - Up to 1978 lbs rated operating capacity (ROC)
 - Up to 94.5-inch hinge pin height
- Zahn - Stand-on Articulating Tool Carrier
- Patented stand-on articulation
 - Patented quick change front end
 - 360-degree visibility
 - Easy on/off platform
- 410SX Vibratory Plow
- 49.6-hp Gas engine, no exhaust cleaning or after treatment
 - Optional front attachment, such as a trencher
 - Easy to use, color coded controls, with operator presence system
 - Install cable and pipe up to 24" deep
- C12X, C14, C16X, C24X, C30X Pedestrian Trenchers
- Patented sprocket w/ double mud relief
 - Patented non-symmetrical tracks for balance
 - Patented track and guide member
 - Up to 6" trench width, up to 48" dig depth
- Utiliguard Utility Locators
- High-contrast LCD display is visible in all conditions, including direct sunlight.
 - Remotely control the transmitter with the receiver.
 - Wireless technology simplifies communication and data transfer to other communication devices.
 - UtiliGuard 2 locator is direction enabled, i.e., provides the direction of the current to help you identify the target line.
 - Ambient Interference Measurement (AIM) technology scans the surrounding area for noise and recommends the best frequencies for the fastest, most accurate locates.
- Marksman Plus HDD Guidance
- Superior performance in high-noise environments with the industry's widest range of frequencies in a single beacon.
 - Scans the most-usable frequencies, selecting the best choice to avoid interference.
 - Stronger communication between tracker and beacon at extended depths (130+ feet) for more productive bores.
 - Intuitive user interfaces for ease of use; choose Classic View or the new Marksman View.
 - Advanced locating methods let you use your preferred method of locating.
 - Drill-To Mode: Extended range enables the drill operator to make real-time corrections further out, improving bore accuracy
- Utility Inspection
- High-resolution video with a total zoom of 40:1 (10X optical and 4X digital).
 - Integrated pan/tilt head with built-in ultra-bright, fully adjustable LEDs.
 - Remote controlled with full camera head swing/rotation.
 - Programmable pan and rotate limits with on-screen instructions.
 - Internal pressure and humidity sensors and internal clock with startup counter.
 - Home function to return camera head to straight-ahead position.
 - LED lights with remote-controlled settings.
- JT5, JT10, JT20 Horizontal Directional Drills
- JT5/JT10-Optional GPS for theft protection
 - JT20 -Wireless ground drive-ease of set up and mobiling
 - Dual stick operation-operator comfort
 - Drill and pipe loader automation- Ease of operation
 - Orange Intel-Telematics technology
- JT28 Horizontal Directional Drill
- Wireless ground drive-ease of set up and mobiling
 - Dual stick operation-operator comfort
 - Drill and pipe loader automation- Ease of operation
 - Orange Intel-Telematics technology
- JT24 Horizontal Directional Drill
- Operator uptime features, including manual overrides for key drilling operations.
 - Alternate joysticks for Ditch Witch or Vermeer style drill operations.
 - Ergonomic operator station for hours of comfortable operation.
 - Consistent user controls with other platform drill family. Helps operators go from one machine to another with seamless operation training. Also allows component sourcing and the use of more common components.
 - Wireless operator control allows the operator the ability to move to key tight areas, ensuring perfect setup and rod entry points.
 - Horizontal shuttle pipe loader increases reliability while maintaining lower pipe box positioning.
 - Wide stance undercarriage makes this the most side slope stable drill on the market!
 - Heavy duty rotational drive and thrust drive components, providing big drill performance on a small drill.
 - Patented open sided breakout
- JT32, JT40 Horizontal Directional Drills
- Operator uptime features, including manual overrides for key drilling operations.
 - Alternate joysticks for Ditch Witch or Vermeer style drill operations.
 - Ergonomic operator station for hours of comfortable operation.
 - Consistent user controls with other platform drill family. Helps operators go from one machine to another

with seamless operation training. Also allows component sourcing and the use of more common components.

- Wireless operator control allows the operator the ability to move to key tight areas, ensuring perfect setup and rod entry points.
- Horizontal shuttle pipe loader increases reliability while maintaining lower pipe box positioning.
- Heavy duty rotational drive and thrust drive components, providing big drill performance on a small drill.
- Orange Intel- Telematics Technology
- Patented open sided breakout
- Carriage Thrust Break
- Patented Virtual carriage brake
- Thrust and Rotation limiter
- Patented slide cartridge- reduces downtime

AT32, AT40 Horizontal Directional Drill

- Patented Dual Pipe system-Production and serviceability
- Patented Rockmaster housing- Switchback
- All of the call outs in JT version above

RT70 Riding Trencher

- Centrifugal cooling fan
- Single piece advanced composite hood with lift assist
- Trench depth meter, providing display and logging of trench depth, distance, profile, and productivity.
- Anti-stall technology
- Advanced cruise control
- Enhanced rear steer with active center, crab & coordinated steering modes
- Tier 4 Final/Stage V engine and aftertreatment
- 120 degree swivel seat
- 3 speed shift-on-the-fly w/ autoshift software
- Reconfigurable to tracks for tires as needed
- Electric over hydraulic attachments
- CAN BUS
- Ergonomic operator station, designed for cool operation, comfort, and visibility of attachments & surroundings.
- Center & offset trencher, plow, backhoe, reel carrier
- Microtrenching Attachments
- Optional GPS and Telematics with OrangeIntelTM

RT80 Riding Trencher

- Tier 4 Final or T4i offerings
- Advanced cruise control
- Reconfigurable to tracks for tires as needed
- Swivel seat
- Center & offset trencher, combo, saw, plow, backhoe, reel carrier
- Microtrenching Attachments
- Optional GPS and Telematics with OrangeIntelTM-

RT120, RT120Q Riding Trencher

- Advanced cruise control
- Swivel seat
- Center & offset trencher, combo, saw, plow, backhoe, reel carrier
- Optional GPS with OrangeIntelTM

RT125, RT125Q Riding Trencher

- Tier 4 Final engine and aftertreatment
- Advanced cruise control
- 3 speed shift-on-the-fly w/ autoshift software
- 120 degree swivel seat
- Electric over hydraulic attachments
- CAN BUS
- Center & offset trencher, combo, saw, plow, backhoe, reel carrier
- Microtrenching Attachments
- Enclosed cab (optional) with heat, A/C & pressurization
- OrangeIntelTM Telematics standard

M200/300 Reclaimers

- Derrick Technology

MV Hydrovacs

- 31 HP Vanguard Engine
- Reverse Flow
- Jib Boom
- Purpose built vac trailer
- 15" Hg lift
- 500 CFM
- Water system

HX Hydrovacs

- Reverse Flow
- Remote control operation
- Power Boom
- Water System w/ 3000 PSI
- 15" Hg lift
- Prospector Digging Lance
- 1315 CFM
- Purpose built vac trailer

Orange Intel Telematics

- Standard feature of machine monitoring for larger HD drills and riding trenchers.
- Geo-Fencing
- Troubleshooting
- Optional GPS kits for smaller compact equipment

41	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	<p>Ditch Witch has always been very diligent in making sure that we are good stewards of the environment. Those efforts have been ratcheted up to an even greater degree now that we are part of the Toro family. Part of the Toro purpose is "to help our customers enrich the beauty, productivity and sustainability of the land." the full details of our sustainability initiative can be found at https://thetorocompany.com/sustainability/sustainability-endures.</p> <p>The "green" initiatives at our manufacturing facility include the following:</p> <ul style="list-style-type: none"> - Recycling of cardboard, glass, plastic and scrap metal. -We also capture waste oil and any ethylene glycol for recycling. -Wooden pallets are taken to our city recycling location to be shredded. -Janitorial supplies used for cleaning in our facility are all green products. - Machine coolant in our NC machines and lathes in our machine shop are green. -No petroleum-based products are used for coolant. -Lighting in the plant has been changed over to low consumption florescent lights which save energy. -Our parking lot lights are all LED lights, again to save energy. -We also heat and cool three of our buildings at our manufacturing facility with ground source heat pumps designed to save energy. -Since being purchased by Toro they have implemented a new energy management system to monitor energy consumption and resource efficiency at production facilities. - We have replaced paper manuals with on line digital manuals to reduce paper usage. - Our Hammerhead brand introduced "cure in place pipes" whereby aging and or ruptured pipes are repaired with a revolutionary Blue Light LED system. This system extends the life of existing pipe networks and reduces landfill waste.
42	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	<ul style="list-style-type: none"> - 2020 Editor's Choice Award, Green Industry Pros: SK3000 full-size stand-on skid steer - The SK3000 was selected by Green Industry Pros for a 2019 • Editor's Choice Award. - The Toro Company (parent company) was pleased to be recognized as a 2020 Recycling Demand Champion by The Association of Plastic Recyclers (APR). -In 2020, the U.S. Environmental Protection Agency recognized The Toro Company (parent company) with a WaterSense® Excellence Award for the fifth consecutive year. This prestigious award recognizes companies that demonstrate a commitment to promoting water efficiency and reducing waste through education and developing products that are independently certified to use less water.
43	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	<p>While we do not have any dealers that we are aware of with certifications in these categories we do have two dealers that have a female majority ownership and several others with non-majority female ownership. We also have other dealers that are veterans but are not certified as Veteran owned corporations.</p>
44	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	<p>Pledge on our Website: "At Ditch Witch, we don't just sell equipment. We pledge to be there when you need us. With a promise to help you be more productive. A passion to help you be more profitable. And the simple understanding that time is money."</p> <p>We are the only manufacturer in our industry that designs and builds the majority of the components used in our equipment on-site. This is what we refer to as a systems approach; for example, we design and manufacture our directional drills, the drill pipe that is used with the drill, the down hole tools, as well as the electronic guidance system, at our own facilities rather than purchase outside and bring it in for our products. This gives us an advantage by being responsible for our quality and being able to affect change in any of these items in a much shorter time frame. We feel that using the approach described above gives us the ability to offer a better quality product, as the components are designed for use in a particular unit, as opposed to a purchased component off the shelf.</p> <p>We have competitors in all of the products that we manufacture at Ditch Witch. What makes a difference is how we manufacture our products vs. our competition. Manufacturing a large portion of our products ourselves gives us advantages that are not the same as our competition. A good example is the fact that we design and manufacture our Directional Drills, the drill pipe that goes with that particular model, and the electronics that go with the drill to track its progress and give accurate location information. Our competitors don't make their own drill pipe or electronics as they depend on other manufacturers to supply them. We have better control and can make necessary changes faster by not having to depend on other companies.</p> <p>We also manufacture our own tanks and trailers for our vac systems. Again, our competitors rely on other manufacturers for these products.</p> <p>Our factory trained technicians make Ditch Witch service stand out in the industry. The Ditch Witch ProTechnician program was developed by the Ditch Witch® organization to provide comprehensive product training for Ditch Witch service technicians. This extensive training program - consisting of bronze, silver, and gold levels - focuses specifically on Ditch Witch products and insures that the technicians that service and repair your machines are among the most knowledgeable in the industry.</p> <p>For all of these reasons Ditch Witch has become synonymous with the underground trenching industry. Much like Kleenex is to facial tissue Ditch Witch is to underground trenching machines. There is a lot of value to a customer to purchase from such a highly recognized manufacturer.</p>

Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *
45	Do your warranties cover all products, parts, and labor?	<p>Yes, our standard factory warranty covers all products for failures in material and workmanship. (Excluding wear items.) All parts and labor for warrantable failures are covered by the standard warranty.</p> <p>The Sourcwell member is responsible for all required maintenance and adjustments as stated in the operating manual for each model. Failure to perform required maintenance may be grounds for denial of warranty for a component negatively affected by failure to perform maintenance.</p> <p>Exclusions from Product Warranty</p> <ul style="list-style-type: none"> •All incidental or consequential damages. •All defects, damages, or injuries caused by misuse, abuse, improper installation, alteration, neglect, or uses other than those for which products were intended. •All defects, damages, or injuries caused by improper training, operation, or servicing of products in a manner inconsistent with manufacturer's recommendations. •All engines and engine accessories (these are covered by original manufacturer's warranty). •Tires, belts, and other parts which may be subject to another manufacturer's warranty (such warranty will be available to purchaser) <p>A copy of our limited warranty can be found in the Attached Owners Manual. Each machine purchased will come with a copy of the owners manual which contains a copy of our manufacturers limited warranty.</p>
46	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	No. (see section 45 for any exclusions)
47	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Yes. For any unit that is over 50hp we pay our dealerships a fee for up to 400 miles if a service truck is dispatched, plus pay for parts and labor for the repairs. Other travel time may be approved on a case by case basis as deemed necessary.
48	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcwell participating entities in these regions be provided service for warranty repair?	No. Our dealer network encompasses the entirety of the United States and Canada. We have 150+ brick and mortar locations with service trucks and over 600 technicians for service and warranty repairs.
49	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	Yes, excluding the following: Engines, tires, batteries or VanAir Systems which are covered by their respective manufacturers warranties.
50	What are your proposed exchange and return programs and policies?	<p>New, unused, uninstalled parts in their original containers are eligible for return within 90 days of purchase. Return shipment to Ditch Witch will be the responsibility of the customer.</p> <p>All sales of wholegoods are final and not eligible for return.</p> <p>We reserve the right to make good faith customer satisfaction decisions on all customer purchases up to and including returns/exchanges.</p>
51	Describe any service contract options for the items included in your proposal.	The Ditch Witch dealership offers up to a 2000 hour service contract that can be purchased locally from the servicing dealer. If a customer chooses a service contract the price will be included on the Sourcwell quote.

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *
52	Describe your payment terms and accepted payment methods?	Payment terms are Net 30. We accept check, and or payment via ACH transfer.
53	Describe any leasing or financing options available for use by educational or governmental entities.	<p>Ditch Witch® Financial Services, our in-house finance group, offers a complete package of leasing and conditional sales programs to meet the needs of our customers. Lease terms and rates are as follows:</p> <p>The 24, 36 & 48 month lease Index rate is determined based on the 3 year, 4 year and 5 year published swap rates on the Board of Governors of the Federal Reserve System and is adjusted quarterly. The Ditch Witch® Financial Services (DWFS) standard lease is a purchase option lease and not considered a fair market value lease. Residuals are determined before contract agreement has been signed.</p> <p>Lease terms are 24,36,48 and 60 months.</p> <p>Ditch Witch® Financial Services (DWFS) is a private label group under Bank of the West, which is a subsidiary bank of BNP Paribas.</p>
54	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	We will provide the customer with an authorized Sourcwell price quote from Ditch Witch for any product a Sourcwell member wishes to have quoted. We will accept a standard Purchase Order from the customer. Once the unit is delivered by the local servicing dealer the customer will need to sign a delivery receipt. Ditch Witch will then invoice the member on our standard invoice. Sample copies are attached.
55	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcwell participating entities for using this process?	<p>No, not at this time.</p> <p>We reserve the right to initiate the acceptance of P-Cards at a future date of our choosing should we decide to pursue a P-Card payment method.</p>

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcwell Price and Product Change Request Form.

Line Item	Question	Response *
56	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcwell discounted price) on all of the items that you want Sourcwell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Our pricing model is a discount from the Manufactures Stated Retail Price MSRP on each product. Attached to the RFP is a list of all products and their MSRP prices. Discounts to Canada will be 2% less than the discounts offered in the US. This will account for all customs fees and other associated costs associated with shipping from the U.S. to Canada. Attached are price lists by model. Note: We have included the price lists in both excel and PDF format in case there are any issues with opening large excel files.
57	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Ditch Witch is offering discounts up to 10% from our manufacturers stated retail prices on all Ditch Witch, Hammerhead, and Subsite equipment. See attached pricing sheets for specific discounts on each model. Note: We have included the price lists in both excel and PDF format in case there are any issues with opening large excel files.
58	Describe any quantity or volume discounts or rebate programs that you offer.	Since we consider the Sourcwell Contract, and therefore their members, to corporately qualify for high volume discounts or rebates we offer a very attractive discount up front on all machines. Our pricing is best pricing up front and therefore additional volume discounts or rebates are not necessary and therefore not offered in our proposal. Local dealers may, from time to time, may offer special pricing to compete in their local markets. Such pricing will be at dealer discretion and will always be below the Sourcwell contract price.
59	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Sourced products will be provided locally through the delivering dealer. The delivering dealer will provide a quote for the non Ditch Witch "sourced" product and the quote will be added onto the quote for the Sourcwell customer. The customer will have the option to accept the quoted price or reject the price and choose to only purchase the approved Sourcwell product from Ditch Witch or its sister companies. Then the customer would be free to purchase a "Sourced" item from the brand of their choosing.
60	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	There are installation charges associated with certain optional features that may need to be installed on the Ditch Witch machines. Installation charges for those items will be clearly listed on the quote for the Sourcwell customer.
61	If freight, delivery, or shipping is an additional cost to the Sourcwell participating entity, describe in detail the complete freight, shipping, and delivery program.	All products are shipped from our factory in Perry, OK to the local Ditch Witch dealer that will be making the final delivery of the product to the Sourcwell member. We have attached a freight matrix that details current shipping rates to each geographic area of the country including rates to ship into Canada. The local dealer does not charge freight or a delivery charge for final delivery from he dealer to the local Sourcwell member. Other freight charges per item are included in the pricing lists. In certain instances Sourcwell members may take delivery from dealer inventory however, such inventory will be subject to the same freight charges as new production orders from the factory. Freight to Hawaii and Alaska will be quoted separately as needed. All freight charges will be listed on the final quote provided to all Sourcwell customers prior to their placement of the order to Ditch Witch.
62	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Canada rates are listed int he freight matrix as indicated in question #61. Freight to Hawaii and Alaska will be quoted separately as needed. Note: Shipping rates to Alaska and Hawaii have varied drastically over the last 18months and will continue to vary for the foreseeable future. All freight charges will be listed on the final quote provided to all Sourcwell customers prior to their placement of the order to Ditch Witch.
63	Describe any unique distribution and/or delivery methods or options offered in your proposal.	All of the equipment in this proposal will receive a Pre-Delivery Inspection (PDI) from the Ditch Witch dealer that includes a multi-point inspection of key components to insure everything complies with the Ditch Witch standard operations of the machines. A delivery checklist is reviewed with the customer to insure that key are covered by the dealer. This includes the provision of an operators manual for each machine, explanation of the standard limited warranty and phone numbers and contact information of the dealer service and parts personnel in the event that they would need to be contacted by the member This may also include operator training at time of delivery as needed.

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
64	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	Soucwell is our premier conduit to deliver our product to Government customers and as such we offer premium pricing to Sourcwell members.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *
65	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	<p>1. All Sourcewell quotes will be generated by the Ditch Witch factory and not from the independent dealer network. All quotes will be on an official Ditch Witch Quote (Sample attached)</p> <p>2. All purchase orders for the purchase of machines on the Sourcewell program will be issued to The Charles Machine Works and not the servicing dealer. This will ensure the PO matches the official quote.</p> <p>3. Invoicing to the customer will be directly from the Charles Machine Works.</p> <p>4. Payment will be made to The Charles Machine Works.</p> <p>With this process we remove the dealer from all pricing and guarantees that the Sourcewell contract pricing is compliant.</p> <p>In addition since all invoicing is provided by The Charles Machine Works we track each sale in our system by customer member number in our sales systems. We then run quarterly reports directly from our sales accounting system to insure every sale on the Sourcewell contract is not only priced correctly but also reported to Sourcewell correctly so that the administrative fee will be correct.</p>
66	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	We provide monthly sales reports on the Sourcewell contract to our internal stakeholders and executive management. Example attached.
67	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	The Charles Machine Works, Inc. will propose to pay Sourcewell a fee of 2% of the contract sales price of the machine less any freight and set up for all products in our proposal.

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *
68	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	<p>We are offering the complete line of Ditch Witch® pedestrian and ride on trenchers, vibratory plows, compact utility products, stand on track loaders and attachments, directional drills, vacuum excavation products, micro trenching products Subsite® pipe and cable locators, tracking electronics, as well as the complete line of HammerHead® pneumatic piercing tools.. All of these products are offered and available through our extensive dealer network. See attached for a list of current models.</p> <p>Ditch Witch Model Summary Pedestrian Trencher line up offer Engines from 12-31 hp and dig depths of 24-48 inches. Ride on Trenchers line up offers Engines from to 130hp and trencher dig depths to 97" Stand On Skid Steers have operating capacities from 600lbs to 3,100lbs. Vacuum Excavators Range from 150-gallon to 800-gallon Vacuum tanks. Ditch Witch Directional Drills range from 4,100 lbs. and 70,000 lbs. of Thrust Force.</p> <p>Subsite Electronics offers several models of HDD Guidance locators including Marksman, TK Recan, TK Recon repeater, Commander 7, Field Scout, Scoutview, HDD Beacons, TMS Plus and TSR Mobile. Subsite HDD Guidance systems and our exclusive Green Ops™ process give you a clear plan, more control, and faster reporting for safer, more productive jobs.</p> <p>Subsite Electronics also offers a complete line of utility locators including Utiliguard 2, 830R/T, Locating beacons and 2550GR ground penetrating radars system. Before you dig, trench or bore, you need a clear understanding of the hazards below your jobsite. Without it, you're working blind.</p> <p>Hammerhead offers a complete line of mole piercing tools. Including the Active head, Catamount and Standard tools moles as well as the Moletrac locating kit. HammerHead Mole® piercing tools are some of the most reliable in the industry today. With more than 24 models ranging from 2" to 8" (50 to 200 mm). HammerHead Mole piercing tools feature an industry-leading design that uses the heaviest one-piece striker in the industry. Our body housing design provides better durability and tool life than competitive models.</p>
69	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Ditch Witch Utility trailers purpose built for the transportation of Ditch Witch branded equipment.

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments
70	Telescopic, articulated, mast, and boom, aerial lifts, towers, buckets, and platforms	<input type="radio"/> Yes <input checked="" type="radio"/> No	We do not manufacture these products as we specialize in the underground utility market. *
71	Digger derricks, and cable placing, pulling, and tensioning equipment	<input type="radio"/> Yes <input checked="" type="radio"/> No	We do not participate in this category. *
72	Directional drills, trenchless excavation equipment, thrust and boring machines, soil piercing tools, trenchers, rock wheels, and pile drivers	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>The Charles Machine Works, Inc., is a family of companies that offers an entire range of fully integrated products that address the installation of pipe and cable underground. That is the singular purpose of our business. Our family of companies complement and complete each other so that we can be the sole source provider from the beginning to the end of every HDD bore.</p> <p>Subsite® Electronics locate existing pipe and cable underground and track the installation of new pipe and cable being installed so that the HDD equipment operator virtually has "eyes that see underground." Ditch Witch® equipment offers a broad line of equipment ranging from mini skid steer units to trenchers to HDD machines to vacuum excavators. American Augers® and Trencor® offer HDD machines in sizes that exceed Ditch Witch models to accommodate the largest of jobs. DWTXS® offers an HDD line of equipment specifically designed for various segments of the international market. The HammerHead® line of equipment ranges from moles to pipe bursters. The Radius® line of HDD tooling complements those manufactured by Ditch Witch and HammerHead for the most complete line of HDD tooling offered by any manufacturer in the underground construction market today. When pre-owned equipment is the answer, MTI® is the one-stop shop for those needs.</p> <p>The synergy created by The Charles Machine Works, Inc., family of companies is intended to give any contractor assurance that we have the product to complete the most difficult of installations of pipe and cable underground and that we do so with maximum productivity and cost efficiencies in mind.</p>
73	Utility locating equipment	<input checked="" type="radio"/> Yes <input type="radio"/> No	Our Subsite products are industry leading in the area of utility locating equipment. *
74	Accessories, supplies, replacement or wear parts, and services related to the offering of equipment in Lines 69-72	<input checked="" type="radio"/> Yes <input type="radio"/> No	We offer all of our branded attachments purchased in conjunction with a whole good machine. We are not offering replacement parts or service as a part of this bid. Replacement parts and service will be provided by the local dealer but, not as a part of this RFP. *

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- [Pricing](#) - Pricing.zip - Tuesday November 02, 2021 08:11:59
- [Financial Strength and Stability](#) - Financial Statement Info and Dealer List.zip - Tuesday November 02, 2021 08:11:09
- [Marketing Plan/Samples](#) - Marketing.zip - Wednesday October 2, 2021 15:12:33
- MBE/MBE/SBE or related Certificates (optional)
- [Warranty Information](#) - Ditch Witch Limited Warranty Policy.pdf - Wednesday October 2, 2021 15:01:14
- [Standard Transaction Document Samples](#) - Transaction Documents.zip - Wednesday October 2, 2021 15:01:3
- [Upload Additional Document](#) - Dealer List-Training -Product Technology - Product Lit.zip - Tuesday November 02, 2021 08:11:43

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Mike Spillars, Corporate Accounts Manager, The Charles Machine Works

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_4_Public_Utility_Equipment_RFP_110421 Thu October 14 2021 04:33 PM	<input checked="" type="checkbox"/>	2
Addendum_3_Public_Utility_Equipment_RFP_110421 Mon September 27 2021 05:28 PM	<input checked="" type="checkbox"/>	1
Addendum_2_Public_Utility_Equipment_RFP_110421 Fri September 24 2021 03:55 PM	<input checked="" type="checkbox"/>	1
Addendum_1_Public_Utility_Equipment_RFP_110421 Mon September 20 2021 02:54 PM	<input checked="" type="checkbox"/>	1







HX LINE

HYDRO VACUUM EXCAVATORS



FEATURES & BENEFITS

OPTIMAL POWER

Equipped with 24.8-hp (18.5-kW), 49-hp (36.5-kW) and 74-hp (55.2-kW) Kubota® diesel engines for more power and performance.

PROVEN PRODUCTIVITY

The HX Line provides optimal suction and water pressure for mid- and large-scale jobs and features a new patent-pending make-or-break seal design, which optimizes air flow for increased efficiency and simplified plumbing.

ENGINEERED FOR VERSATILITY

Compact without sacrificing power, the HX Line is ideal for microtrenching, slot trenching, potholing, and more.

CUSTOMER-DRIVEN DESIGN

Featuring a low-profile design, the HX Line offers better visibility and maneuverability without compromising ground clearance. Plus, the optional VT9 and VT9H trailers are under 10K GVWR and do not require a CDL for towing.

SUPERIOR FILTRATION

Standard cyclonic filtration system minimizes filter cleaning frequency and increases productivity.

TIME SAVING TANK UPGRADES

With a variety of tank sizes to fit your needs, the Ditch Witch® HX Line also has updated black tanks that block sunlight to eliminate algae growth.

HX LINE HYDRO VACUUM EXCAVATOR SPECIFICATIONS

DIMENSIONS

	HX30 500 GAL SPOILS	HX50 500 GAL SPOILS	HX75 500 GAL SPOILS
Length overall	218 in (5.54 m) or 232.1 in (5.90 m)	232.1 in (5.90 m)	232.1 in (5.90 m)
Width	96 in (2.44 m)	96 in (2.44 m)	96 in (2.44 m)
Height	84.4 in (2.14 m)	87.9 in (2.23 m)	87.9 in (2.23 m)
Weight, empty	6,240 lb (2830 kg) or 7,698 lb (3492 kg)	8,640 lb (3919 kg)	9,008 lb (7711 kg)
Water tanks	80 gal, 200 gal or 400 gal	200 gal	200 gal
Trailer GVWR	9,999 lb (4535 kg), 12,000 lb (5443kg) 14,000 lb (6350kg), or 17,000 lb (7711 kg)	17,000 lb (7711 kg)	17,000 lb (7711 kg)
	800 GAL SPOILS	800 GAL SPOILS	800 GAL SPOILS
Length	269.4 in (6.84 m)	269.4 in (6.84 m)	269.4 in (6.84 m)
Width	96 in (2.44 m)	96 in (2.44 m)	96 in (2.44 m)
Height	85 in (2.16 m) or 88.7 in (2.25 m)	88.2 in (2.24 m) or 110.2 in (2.8 m)	88.2 in (2.24 m) or 88.7 in (2.25 m)
Weight, empty	8538 lb (3873 kg) or 9,008 lb (4086 kg)	9,610 lb (4359 kg) or 10,443 lb (4737 kg)	10,000 lb (4536 kg) or 10,830 lb (4912 kg)
Water Tanks	200 gal or 400 gal	200 gal or 400 gal	200 gal or 400 gal
Trailer GVWR	20,000 lb (9072 kg) or 24,000 lb (10866 kg)	20,000 lb (9072 kg) or 24,000 lb (10886 kg)	20,000 lb (9072 kg) or 24,000 lb (10886 kg)
	1200 GAL SPOILS	1200 GAL SPOILS	1200 GAL SPOILS
Length		269.4 in (6.84 m)	269.4 in (6.84 m)
Width		96 in (2.44 m)	96 in (2.44 m)
Height		97 in (2.46m)	97in (2.46 m)
Weight, empty		13,148 lb (5964 kg)	13,524lb (6134 kg)
Water tanks		600 gal	600 gal
Trailer GVWR		26,000 lb (11793 kg)	25,990 lb (6804 kg)

POWER

	HX30	HX50	HX75
Engine	Kubota® D1105	Kubota® D1803-CR-TE4B	Kubota® V3307-CR-T-E5B
Fuel	Diesel	Diesel	Diesel
Manufacturer's gross power rating	24.8 hp (18.5 kW)	49 hp (37 kW)	74.3 hp (55.2 kW)
Emissions compliance	EPA Tier 4 (EU Stage V)	EPA Tier 4 (EU Stage IIIA)	EPA Tier 4 (EU Stage V)
Cooling medium	Liquid	Liquid	Liquid
Aspiration	Natural	Direct	Turbo
Number of cylinders	3	3	4
Rated speed	3,000 rpm	2,700 rpm	2,600 rpm

FLUID CAPACITY

	HX30	HX50	HX75
Fuel tank capacity	25 gal (94.6 L)	30 gal (113.6 L)	30 gal (113.6 L)
Engine oil	5.2 qt (4.9 L)	8 qt (7.6 L)	12 qt (11.4 L)
Hydraulic reservoir	6.3 gal (23.8 L)	10 gal (37.9 L)	10 gal (37.9 L)
Hydraulic system	7.75 gal (29.3 L)	12 gal (45.4 L)	12 gal (45.4 L)
Water pump oil	0.47 qt (0.4 L)	0.7 qt (0.7 L)	0.7 qt (0.7 L)
Cooling system	1.25 gal (4.7 L)	2.6 gal (9.8 L)	2.8 gal (10.6 L)

VACUUM SYSTEM

	HX30	HX50	HX75
Air flow	512 cfm (14.5 m³/min)	1,005 cfm (28.5 m³/min)	1,315 cfm (37.2 m³/min)
Vacuum, max	15 in Hg (381 mm Hg)	16 in Hg (406 mm Hg)	16 in Hg (406 mm Hg)
Vacuum tank capacity	500/800 gal (1893/3028 L)	500/800/1200 gal (1893/3028/4542 L)	500/800/1200 gal (1893/3028/4542 L)
Tank outlet valve size	6 in (152 mm)	6 in (152 mm)	6 in (152 mm)
Filter type	Washable polyester	Washable polyester	Washable polyester
Filter area	73 ft² (6.8 m²)	73 ft² (6.8 m²)	73 ft² (6.8 m²)
Suction hose	3 in (76 mm)	4 in (102 mm)	4 in (102 mm)

WATER SYSTEM

	HX30	HX50	HX75
Water pump flow	4.2 gpm (15.9 l/min)	5.3 gpm (20.1 l/min)	5.5 gpm (20.8 l/min)
Water pump pressure, max	3,000 psi (207 bar)	3,000 psi (207 bar)	3,000 psi (207 bar)

HYDRAULIC SYSTEM

	HX30	HX50	HX75
Flow rate	3.6 gpm (14 l/min)	5.5 gpm (21 l/min)	7.5 gpm (28 l/min)
Pressure	2,500 psi (172 bar)	2,500 psi (172 bar)	2,500 psi (172 bar)

Specifications are general and subject to change without notice. If exact measurements are required, equipment should be weighed and measured. Due to selected options, delivered equipment may not necessarily match that shown.



2025 - 2030 CIP Water	
PROJECT #:	WT2025-03
Hydro-Excavation Machine Trailer	
(Operations)	
(Capital)	
District(s):	All

PROJECT MANAGER: Tim Doyle

PROJECT DESCRIPTION & PURPOSE: This project will provide a trailer-based hydro-excavation machine that will help the Water Division's overall efficiency by providing equipment needed for meter box maintenance and clean-up operations.

KEY POINTS: Meter Box maintenance has emerged as a priority to ensure the integrity and efficiency of the City's AMI water meter system. This hydro-excavation machine would be instrumental in those types of operations.

PROJECT STATUS: Proposed

PROJECTED START DATE: 7/1/2025

PROJECTED END DATE: 6/30/2026

FUTURE M & O: The project will increase Water Division's M & O commencing July 2026 in the amount of \$4,000 annually.
(Additional Cost & Department Responsibility)

CRITERIA (1-8): Criteria 8: Project replaces a capital asset that could reduce or eliminate the City's ability to operate a core program at some future time if it is not replaced or repaired.

Costs Description	Prior Fiscal Years	Fiscal Year 2024/2025		Future Fiscal Years					Total	Unfunded
		To Date	Remaining Year	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030		
010 - Administrative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
020 - Conceptual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
030 - Preliminary Design/Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
040 - Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
050 - Final Design/Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
060 - Right of Way/Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
070 - Construct/Implement	\$0.00	\$0.00	\$0.00	\$190,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190,000.00	\$0.00
0700 - Construction/Labor & Materials Costs	\$0.00	\$0.00	\$0.00	\$180,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180,000.00	\$0.00
0900 - City Staff Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0999 - Contingency	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00
080 - Closeout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Costs:	\$0.00	\$0.00	\$0.00	\$190,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190,000.00	\$0.00

Funding Sources	Prior Fiscal Years	Fiscal Year 2024/2025		Future Fiscal Years					Total	Unfunded
		To Date	Remaining Year	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030		
Fund 610 Water CIP	\$0.00	\$0.00	\$0.00	\$190,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190,000.00	\$0.00
Total Funding:	\$0.00	\$0.00	\$0.00	\$190,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190,000.00	\$0.00

G/L #'s:

Notes: 2025-2030 CIP. New Project.



Staff Report

Meeting: Board of Public Utilities Commissioners

Date: September 18, 2025

Department: Community Development - Planning

Submitted by: Thomas W. Gaffery IV, Assistant City Manager

Agenda Title: Actions Pertaining to Farmland Mitigation

RECOMMENDED ACTION

Receive a briefing on farmland mitigation; approve a resolution authorizing an appropriation of \$1,095,000 plus a 10% (\$109,500) contingency from Fund 015 Sewer/Wastewater unallocated fund balance.

SUMMARY

Prior City Council Action

At its August 19, 2025 meeting, City Council held a public hearing and set a \$6,500 per-acre fee for farmland conservation easements, approved an agreement with Great Valley Land Trust to manage the process.

Background on Farmland Mitigation

Many cities within the Central Valley are required by the State to have a farmland mitigation ordinance as part of their development review and approval process. This requirement is meant to address significant impacts to the environment by protecting farmland designated as “prime,” “farmland of statewide importance, “unique farmland”, or “grazing land” by the California Department of Conservation (collectively “critical farmland”) from conversion to other uses (such as housing, commercial, or industrial uses). Tulare Municipal Code Section 10.222.050.A. states, “As mitigation for the conversion of critical farmland, the applicant shall arrange for the imposition of an agricultural conservation easement on no less than one acre of mitigation land for each acre of land proposed for conversion.”

While this requirement is well-intended and is necessary under the California Environmental Quality Act, it has caused a chilling effect on land being able to develop because it can be very difficult and costly for a developer to acquire such an easement. The most successful examples in the City have been those where a farmer who owns the land they are seeking development also owns land elsewhere that they can place the easement on. Alternatively, there are land trusts and individuals who offer to arrange for such easements, with varied levels of success.

The City’s Current Situation

The City currently owns approximately 580 acres of land around the south end of its wastewater treatment plant to serve as a buffer from future development. The City currently leases the land to a farmer(s) for continued field crop agricultural use and receives approximately \$300,000 annually.

In the City, there are currently several development proposals that are not able to move forward due to this additional complexity and expense associated with the City’s farmland mitigation ordinance. Therefore, the City has entered into an agreement with the Great Valley Land Trust to place an endowment and preservation easement(s) over the City’s 580 acres of land so that developers can have the option to purchase an easement from the City. The Great Valley Land Trust will handle the easement management in perpetuity.

Cost and Fees

The proposed upfront cost to the City to place an easement on the 580 acres is approximately \$1,000,000. To recoup those funds, the City will charge new developments a \$6,500 per acre fee for these agricultural conservation easements.

Staff estimate the City will generate approximately \$3,770,000 in total fees over the 580 acres, less the City's initial investment of \$1,000,000, for total net proceeds of \$2,770,000. Based upon the following table of current development projects, it appears the City's initial investment could be recouped within three to five years (assuming all projects proceed and utilize the City's program).

Approved Projects	Acres
Mission Creek	40
FNC Farming	140

Current Applications	Acres
Wallace Estates	60
Pistachio Village	31
Pioneer Estates	26

In Site Plan Review	Acres
Westbrook Estates	137
Oakmore Ranch	235

TOTAL	669
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Benefit to Ratepayers

Staff recommend the initial \$1,000,000 come from the wastewater fund. Staff also recommend that upon receipt of a fee from developers that all of the \$6,500 per acre fee be placed into the wastewater fund, of which \$2,000 will be used to replenish the initial investment, and the balance used to acquire additional land in the future (approximately 500 remaining acres) around the wastewater plant so that the buffer can be completed, additional farmland added, and this program can be perpetuated.

If the City were to acquire the remaining 500 acres today, it would likely all come from the wastewater fund. However, by approving this new fee, in the future, only approximately half of that cost would have to be absorbed by the wastewater fund alone, the balance would come from this new fee, helping to reduce costs to ratepayers.

This is another example of the City using novel revenue generation strategies to save local taxpayers and wastewater ratepayers money, while solving an important problem contributing to the statewide housing shortage, and also serving a public purpose.

FISCAL IMPACT & FUNDING SOURCES

City Council has already approved the agreement with Great Valley Land Trust. However, in order to proceed, an appropriation of \$1,095,000 plus a 10% (\$109,500) contingency is needed from Fund 015 Sewer/Wastewater unallocated fund balance.

ENVIRONMENTAL REVIEW

Environmental findings for this action were made by City Council with the adoption of the related ordinance at its April 15, 2025 meeting.

CONFLICT OF INTEREST

Staff is not aware of any conflicts of interest.

LEGAL REVIEW

This item has been reviewed by the City Attorney.

PUBLIC NOTICE

This item does not require a public hearing and was noticed as a part of the agenda.

ALTERNATIVE ACTION

1. Approve with changes
2. Deny
3. Table

ATTACHMENTS

1. Resolution

Reviewed/Approved: 

RESOLUTION 2025-XX

A RESOLUTION OF THE BOARD OF PUBLIC UTILITIES COMMISSIONERS OF THE CITY OF TULARE APPROVING FISCAL YEAR 2026 MUNICIPAL UTILITIES BUDGET ADJUSTMENTS

WHEREAS, on June 5, 2025, the Board of Public Utilities Commissioners of the City of Tulare adopted the Fiscal Year 2026 Municipal Utilities Budget following a public hearing; and

WHEREAS, from time to time it is necessary to amend said budget; and

WHEREAS, in accordance with Section 55 of the Freeholders' Charter of the City of Tulare, the Board of Public Utilities Commissioners of the City of Tulare shall have the power at any time to pledge unappropriated balance, or to contract with reference therefor, for any of the purposes set forth in the charter; and

WHEREAS, Commissioners now desire to fund a program for managing agricultural conservation easements; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Public Utilities Commissioners of the City of Tulare, as follows:

Section 1. The Board of Public Utilities Commissioners of the City of Tulare approves an amendment to the Fiscal Year 2026 Municipal Utilities Budget authorizing an appropriation of \$1,095,000 plus a 10% (\$109,500) contingency from Fund 015 Sewer/Wastewater unallocated fund balance to fund the farmland conservation easement program.

PASSED, APPROVED, AND ADOPTED by the Board of Public Utilities Commissioners of the City of Tulare this 18th day of September 2025, by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Tony Sozinho, President

ATTEST:
Marc Mondell, City Clerk

By Diana Smith, Deputy City Clerk