

# Master Purchase Order

|                                       |   |                                |                             |
|---------------------------------------|---|--------------------------------|-----------------------------|
| <b>DO NOT INVOICE TO THIS ADDRESS</b> |  | Workday™ Supplier Contract No. | SC-00007633                 |
| <b>City &amp; County of Denver</b>    |   | Date:                          | 4/12/2023                   |
| Purchasing Division                   |   | Revision No.                   |                             |
| 201 West Colfax Avenue, Dept. 304     |   | Payment Terms                  | Resolution (as applicable): |
| Denver, CO 80202                      |   | Freight Terms                  | FOB DESTINATION             |
| United States                         |   | Ship Via                       | Best Way                    |
| Phone: 720-913-8100 Fax: 720-913-8101 |   | Analyst:                       | Christina Buster            |
|                                       |   | Phone:                         | 720-913-8155                |

Workday DENVR0000001955 Phone: (303) 394-6647 Fax: (303) 841-2299 Email: frankp@pbequip.com  
Supplier ID:

Potestio Brothers Equipment, Inc.

19020 Longs Way

Parker, CO 80134

Attn: Frank Potestio

Colorado Secretary of State ID: 19921121699

U.S. Federal SAM Registry Verification Date: 2/8/2023

Ship To: Various City Agencies located in the City and County of Denver

Bill To: As Specified By Agency

## 1. Goods/Services:

Potestio Brothers Equipment, Inc., a Corporation located in the State of Colorado, ("Vendor") shall provide the goods, and any services related thereto, identified, and described on attached **Exhibit A**, to the City and County of Denver, a Colorado municipal corporation (the "City"), all in accordance with the terms and conditions of this Master Purchase Order (MPO).

## 2. Ordering:

The City shall purchase one or more of the goods/services by issuing a written purchase order(s) or similar appropriate written document ("Order"), each of which will be deemed incorporated into this MPO for purposes of such Order only.

## 3. Pricing:

The pricing/rates for the goods/services is contained on **Exhibit A** and shall be held firm for the term of this MPO.

## 4. Term/Renewal:

The term of this MPO shall be 3 years from date of City signature. The City and the vendor may mutually agree to renew and continue this MPO for additional periods at the same pricing structure, terms, and conditions. However, no renewal shall surpass a total five (5) years.

## 5. Non-Exclusive:

This MPO is non-exclusive. City does not guarantee any minimum purchase other than as provided herein.

## 6. Inspection and Acceptance:

Vendor shall perform any services in accordance with the standard of care exercised by highly competent vendors who perform like or similar services. City may inspect all goods/services prior to acceptance. Payment does not constitute acceptance. Vendor shall bear the cost of any inspection/testing that reveal goods/services that are defective or do not meet specifications. City's failure to accept or reject goods/services shall not relieve Vendor from its responsibility for such goods/services that are defective or do not meet specifications nor impose liability on City for such goods/services. If any part of the goods/services are not acceptable to City, City may, in addition to any other rights it may have at law or in equity: (1) make a warranty claim; (2) repair and/or replace the goods or substitute other services at Vendor's expense; or reject and return the goods at Vendor's cost and/or reject the services at Vendor's expense for full credit. Any rejected goods/services are not to be replaced without written authorization from City, and any such replacement shall be on the same terms and conditions contained in this Purchase Order.

## 7. Shipping, Taxes and Other Credits and Charges:

All pricing is F.O.B. destination unless otherwise specified. Shipments must be marked with Vendor's name, the MPO number, and contain a delivery or packing slip. Vendor shall not impose any charges for boxing, crating, parcel post, insurance, handling, freight, express or other similar charges or fees. Vendor shall notify City in writing of any price decreases immediately, and City shall receive the benefit thereof on all unshipped items. Vendor shall comply with any additional delivery terms specified herein. Vendor shall be responsible for the cleanup and reporting of any contamination (environmental or otherwise) or spillage resulting from the delivery and/or unloading of goods within twenty-four (24) hours of the contamination or spillage or sooner if required by law. Vendor shall procure all permits and licenses; pay all charges, taxes, and fees; and give all notices necessary and incidental to the fulfillment of this MPO and all cost thereof have been included in the prices contained herein. City shall not be liable for the payment of taxes, late charges, or penalties of any nature, except as required by D.R.M.C. § 20-107, et seq. The price of all goods/services shall reflect all applicable tax exemptions. City's Federal Registration No. is 84-6000580 and its State Registration No.

is 98-02890. Vendor shall pay all sales and use taxes levied by City on any tangible personal property built into the goods/services. Vendor shall obtain a Certificate of Exemption from the State of Colorado Department of Revenue prior to the purchase of any materials to be built into the goods/services and provide a copy of the Certificate to City prior to final payment.

**8. Risk of Loss:**

Vendor shall bear the risk of loss, injury, or destruction of goods prior to delivery to City. Loss, injury, or destruction shall not release Vendor from any obligation hereunder.

**9. Invoice:**

Each invoice shall include: (i) the Purchase Order number; (ii) individual itemization of the goods/services; (iii) per unit price, extended and totaled; (iv) quantity ordered, back ordered, and shipped; (v) an invoice number and date; (vi) ordering department's name and "ship to" address; and (vii) agreed upon payment terms set forth herein.

**10. Payment:**

Payment shall be subject to City's Prompt Payment Ordinance D.R.M.C. § 20-107, et-seq., after City accepts the goods/services. Any other provision of this Agreement notwithstanding, in no event shall the City be liable for aggregate payments under this MPO in excess of one million dollars (\$1,000,000.00). The Vendor acknowledges that any goods/services provided beyond those specifically described in **Exhibit A** are performed at Vendor's risk and without authorization from the City. City's payment obligations hereunder, whether direct or contingent, shall extend only to funds appropriated by the Denver City Council for the purpose of this MPO, encumbered by the City after receipt of Vendor's invoice and paid into the Treasury of City. Vendor acknowledges that: (i) City does not by this MPO, irrevocably pledge present cash reserves for payments in future fiscal years; and (ii) this MPO is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of City. City may setoff against any payments due to Vendor any claims and/or credits it may have against Vendor under this MPO.

**11. Amendments/Changes:**

Only the Executive Director of General Services or his/her delegate is authorized to change or amend this MPO by a formal written change order. Any change or amendment that would cause the aggregate payable under this MPO to exceed the amount appropriated and encumbered for this MPO is expressly prohibited and of no effect. Vendor shall verify that the amount appropriated and encumbered is sufficient to cover any increase in cost due to changes or amendments. Goods/services provided without such verification are provided at Vendor's risk. The Vendor has no authority to bind City on any contractual matters.

**12. Warranty:**

Vendor warrants and guarantees to City that all goods furnished under this Purchase Order are free from defects in workmanship and materials, are merchantable, and fit for the purposes for which they are to be used. For any goods furnished under this MPO which become defective within twelve (12) months (unless otherwise specified) after date of receipt by City, Vendor shall either, at City's election and to City's satisfaction, remedy any and all defects or replace the defective goods at no expense to City within seven (7) days of receipt of the defective goods or accept the defective goods for full credit and payment of any return shipping charges. Vendor shall be fully responsible for any and all warranty work, regardless of third-party warranty coverage. Vendor shall furnish additional or replacement parts at the same prices, conditions and specifications delineated herein.

**13. Indemnification/Limitation of Liability:**

Vendor shall indemnify and hold harmless City (including but not limited to its employees, elected and appointed officials, agents and representatives) against any and all losses (including without limitation, loss of use and costs of cover), liability, damage, claims, demands, actions and/or proceedings and all costs and expenses connected therewith (including without limitation attorneys' fees) that arise out of or relate to any claim of infringement of patent, trademark, copyright, trade secret or other intellectual property right related to this Purchase Order or that are caused by or the result of any act or omission of Vendor, its agents, suppliers, employees, or representatives. Vendor's obligation shall not apply to any liability or damages which result solely from the negligence of City. City shall not be liable for any consequential, incidental, indirect, special, reliance, or punitive damages or for any lost profits or revenues, regardless of the legal theory under which such liability is asserted. In no event shall City's aggregate liability exceed the agreed upon cost for those goods/services that have been accepted by City under this Purchase Order up to the total MPO Amount. Notwithstanding anything contained in this Purchase Order to the contrary, City in no way limits or waives the rights, immunities and protections provided by C.R.S. § 24-10-101, et seq.

**14. Termination:**

City may terminate this MPO, in whole or in part, at any time and for any reason immediately upon written notice to Vendor. In the event of such a termination, City's sole liability shall be limited to payment of the amount due for the

goods/services accepted by City. Vendor acknowledges the risks inherent in this termination for convenience and expressly accepts them. Termination by City shall not constitute a waiver of any claims City may have against Vendor.

**15. Interference:**

Vendor shall notify the Director of Purchasing immediately of any condition that may interfere with the performance of Vendor's obligations under this MPO and confirm such notification in writing within twenty-four (24) hours. City's failure to respond to any such notice shall in no way act as a waiver of any rights or remedies City may possess.

**16. Venue, Choice of Law, and Disputes:**

Venue for all legal actions shall lie in the District Court in and for City and County of Denver, State of Colorado, and shall be governed by the laws of the State of Colorado as well as the Charter and Revised Municipal Code, rules, regulations, Executive Orders, and fiscal rules of City. All disputes shall be resolved by administrative hearing, pursuant to the procedure established by D.R.M.C. § 56-106. Director of Purchasing shall render the final determination.

**17. Assignment/No Third-Party Beneficiary:**

Vendor shall not assign or subcontract any of its rights or obligations under this MPO without the written consent of City. In the event City permits an assignment or subcontract, Vendor shall continue to be liable under this MPO and any permitted assignee or subcontractor shall be bound by the terms and conditions contained herein. This MPO is intended solely for the benefit of City and Vendor with no third-party beneficiaries.

**18. Notice:**

Notices shall be made by Vendor to the Director of Purchasing and by City to Vendor at the addresses provided herein, in writing sent registered, return receipt requested.

**19. Compliance With Laws:**

Vendor shall observe and comply with all federal, state, county, city and other laws, codes, ordinances, rules, regulations, and executive orders related to its performance under this MPO. City may immediately terminate this MPO, in whole or in part, if Vendor or an employee is convicted, plead nolo contendere, or admits culpability to a criminal offense of bribery, kickbacks, collusive bidding, bid-rigging, antitrust, fraud, undue influence, theft, racketeering, extortion or any offense of a similar nature.

**20. Insurance:**

Vendor agrees to secure, at or before the time of execution of this MPO, the following insurance covering all operations, goods or services provided pursuant to this MPO. Vendor shall keep the required insurance coverage in force at all times during the term of the MPO, including any extension thereof, and during any warranty period. The required insurance shall be underwritten by an insurer licensed or authorized to do business in Colorado and rated by A.M. Best Company as "A-VIII" or better. Each policy shall require notification to the City in the event any of the required policies be canceled or non-renewed before the expiration date thereof. Such written notice shall be sent to the parties identified in the Notices section of this MPO. Such notice shall reference the MPO listed on the signature page of this MPO. Said notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, Vendor shall provide written notice of cancellation, non-renewal, and any reduction in coverage to the parties identified in the Notices section by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s) and referencing the City's MPO. Vendor shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this MPO are the minimum requirements, and these requirements do not lessen or limit the liability of the Vendor. The Vendor shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this MPO.

Vendor may not commence services or work relating to this MPO prior to placement of coverages required under this MPO. The City requests that the City's contract number be referenced on the certificate of insurance. The City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this MPO shall not act as a waiver of Vendor's breach of this MPO or of any of the City's rights or remedies under this MPO. The City's Risk Management Office may require additional proof of insurance, including but not limited to policies and endorsements. For Commercial General Liability, Auto Liability and Excess Liability/Umbrella (if required), Vendor and sub-contractor's insurer(s) shall include the City and County of Denver, its elected and appointed officials, employees, and volunteers as additional insured. For all coverages required under this MPO, Vendor's insurer shall waive subrogation rights against the City. Vendor shall confirm and document that all subcontractors and subconsultants (including independent contractors, suppliers or other entities providing goods or services required by this MPO) procure and maintain coverage as approved by the Vendor and appropriate to their respective primary business risks considering the nature and scope of services provided. Vendor shall maintain the

coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims. Vendor shall maintain a Commercial General Liability insurance policy with minimum limits of \$1,000,000 for each bodily injury and property damage occurrence, \$2,000,000 products and completed operations aggregate (if applicable), and \$2,000,000 policy aggregate. Vendor shall maintain Automobile Liability with minimum limits of \$1,000,000 combined single limit applicable to all owned, hired, and non-owned vehicles used in performing services under this MPO.

**21. Severability:**

If any provision of this MPO, except for the provisions requiring appropriation and encumbering of funds and limiting the total amount payable by City, is held to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the validity of the remaining portions or provisions shall not be affected if the intent of City and Vendor can be fulfilled.

**22. Survival:**

All terms and conditions of this MPO which by their nature must survive termination/expiration shall so survive. Without limiting the foregoing, Vendor's insurance, warranty, and indemnity obligations shall survive for the relevant warranty or statutes of limitation period plus the time necessary to fully resolve any claims, matters or actions begun within that period.

**23. No Construction Against Drafting Party:**

No provision of this MPO shall be construed against the drafter.

**24. Status of Vendor/Ownership of Work Product:**

Vendor is an independent contractor retained on a contractual basis to perform services for a limited period of time as described in Section 9.1.1E(x) of the Charter of City. Vendor and its employees are not employees or officers of City under Chapter 18 of the D.R.M.C. for any purpose whatsoever. All goods, deliverables, hardware, plans, drawings, reports, submittals and all other documents or things furnished to City by Vendor shall become and are the property of City, without restriction. Ownership rights shall include, but not be limited to the right to copy, publish, display, transfer, prepare derivative works, or otherwise use materials. Software licenses terms may be incorporated herein by an End User License Agreement signed by the Director of Purchasing. Any 'click-wrap' electronic acceptance or other terms and conditions not agreed to in writing by the Director of Purchasing are of no force and effect.

**25. Examination of Records and Audits:**

Any authorized agent of the City, including the City Auditor or his or her representative, has the right to access, and the right to examine, copy and retain copies, at City's election in paper or electronic form, any pertinent books, documents, papers, and records related to Vendor's performance pursuant to this MPO, provision of any goods or services to the City, and any other transactions related to this MPO. Vendor shall cooperate with City representatives and City representatives shall be granted access to the foregoing documents and information during reasonable business hours and until the latter of three (3) years after the final payment under the MPO or expiration of the applicable statute of limitations. When conducting an audit of this MPO, the City Auditor shall be subject to government auditing standards issued by the United States Government Accountability Office by the Comptroller General of the United States, including with respect to disclosure of information acquired during the course of an audit. No examination of records and audits pursuant to this paragraph shall require Vendor to make disclosures in violation of state or federal privacy laws. Vendor shall at all times comply with D.R.M.C. 20-276.

**26. Remedies/Waiver:**

No remedy specified herein shall limit any other rights and remedies of City at law or in equity. No waiver of any breach shall be construed as a waiver of any other breach.

**27. No Discrimination in Employment:**

In connection with the performance of work under the MPO, the Contractor may not refuse to hire, discharge, promote, demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, ethnicity, citizenship, immigration status, gender, age, sexual orientation, gender identity, gender expression, marital status, source of income, military status, protective hairstyle, or disability. The Contractor shall insert the foregoing provision in all subcontracts.

**28. Use, Possession or Sale of Alcohol or Drugs:**

Vendor shall cooperate and comply with the provisions of Executive Order 94. Violation may result in City terminating this MPO or barring Vendor from City facilities or from participating in City operations.

**29. Conflict of Interest:**

No employee of City shall have any personal or beneficial interest in the goods/services described in this MPO; and Vendor shall not hire or contract for services any employee or officer of City which would be in violation of City's Code of Ethics, D.R.M.C. §2-51, et seq. or the Charter §§ 1.2.8, 1.2.9, and 1.2.12.

**30. Advertising and Public Disclosure:**

The Vendor shall not include any reference to the MPO or to services performed or goods purchased pursuant to the MPO in any of the Vendor's advertising or public relations materials without first obtaining the written approval of the Director of Purchasing.

**31. No Employment of a Worker without Authorization to Perform work under the MPO**

- a. This MPO is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the "Certification Ordinance").
- b. The Contractor certifies that:
  - i. At the time of its execution of this MPO, it does not knowingly employ or contract with a worker without authorization who will perform work under this MPO, nor will it knowingly employ or contract with a worker without authorization to perform work under this MPO in the future.
  - ii. It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., and confirm the employment eligibility of all employees who are newly hired for employment to perform work under this MPO.
  - iii. It will not enter into a contract with a subconsultant or subcontractor that fails to certify to the Contractor that it shall not knowingly employ or contract with a worker without authorization to perform work under this MPO.
  - iv. It is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under this MPO, and it is required to comply with any and all federal requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.
  - v. If it obtains actual knowledge that a subconsultant or subcontractor performing work under this MPO knowingly employs or contracts with a worker without authorization, it will notify such subconsultant or subcontractor and the City within three (3) days. The Contractor shall also terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or subcontractor does not stop employing or contracting with the worker without authorization, unless during the three-day period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with a worker without authorization.
  - vi. It will comply with a reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S., or the City Auditor, under authority of D.R.M.C. 20-90.3.
- c. The Contractor is liable for any violations as provided in the Certification Ordinance. If the Contractor violates any provision of this section or the Certification Ordinance, the City may terminate this MPO for a breach of the MPO. If this MPO is so terminated, the Contractor shall be liable for actual and consequential damages to the City. Any termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying the Contractor from submitting bids or proposals for future contracts with the City.

**32. Intellectual Property:**

Any research, reports, studies, data, photographs, negatives or other documents, drawings, or materials (collectively "materials") delivered by Vendor in performance of its obligations under this MPO shall be the exclusive property of City. Ownership rights shall include, but not be limited to the right to copy, publish, display, transfer, prepare derivative works, or otherwise use materials. Software license terms may be incorporated herein by an End User

License Agreement signed by the Director of Purchasing. Any 'click-wrap' agreement, terms of use, electronic acceptance or other terms and conditions not agreed to in writing by the Director of Purchasing are of no force and effect.

### 33. Federal Provisions:

Where the source of the funds, directly or indirectly for this Purchase Order is the Federal Government, the Vendor agrees to the applicable provisions set out below. The Vendor shall be responsible for determining which terms are applicable to its products and/or services.

**EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE** Vendor agrees to comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60).

**DAVIS-BACON ACT COMPLIANCE** Vendor agrees to comply with the Davis-Bacon Act (40 U.S.C. 3148 to 3148) as supplemented by Department of Labor regulations (29 CFR part 5).

**ANTI-KICKBACK ACT COMPLIANCE** Vendor agrees to comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).

**CONTRACT WORK HOURS AND SAFETY STANDARDS** Vendor agrees to comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5).

**RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT** Vendor agrees to comply with 37 CFR part 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.

**CLEAN AIR AND WATER REQUIREMENTS** Vendor agrees to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et. seq.), and the Clean Water Act (33 U.S.C. 1251 et. seq.). Vendor agrees to report each violation of these requirements to the City and understands and agrees that the City will, in turn, report each violation as required to the appropriate EPA regional office.

**ENERGY CONSERVATION REQUIREMENTS** The Vendor agrees to comply with 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. (42 U.S.C. 6201)

**NO SUSPENSION OR DEBARMENT** Vendor certifies that neither it nor its Principals or any of its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any Federal department or agency.

**BYRD ANTI-LOBBYING.** If the Maximum Contract Amount exceeds \$100,000, the Vendor must complete and submit to the City a required certification form provided by the City certifying that it will not and has not 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 in connection with obtaining any Federal contract grant of any other award covered by 31 U.S.C. 1352. Vendor must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

Purchase pursuant to 3.26(e)-This MPO is contingent on Council approval and is void without such action.

This MPO is acknowledged and agreed to by:

City & County of Denver, Purchasing Division

Vendor

Name: Potestro Brothers Equip  
(Company Name)

By: [Signature]  
(Authorized Signature)

Print Name: FRANK Potestro

Title: President

By: Christina Buster

Print Name: Christina Buster

Title: Associate Procurement Analyst

Date: April 12, 2023

Date: 4/13/23 SC-00007633

## EXHIBIT "A"

Supplier: Potestio Brothers Equipment, Inc.  
 Solicitation/ Award Title: Lawn and Turf Tractor Equipment Parts  
 Solicitation No. /Internal File Reference Location: 0195A-2023/SC-00007633

**It is recommended that you use your Supplier Contract No. SC-00007633, in all future correspondence and/or other communications.**

Description of the goods, and services related thereto, being purchased and pricing:

This MPO is for the purchase of various parts for multiple brands of lawn and turf tractor equipment.

### **BASE REQUIREMENTS:**

Only for those vendors that are awarded, the following will apply:

#### **1) PARTS AND COMPONENT CONSIDERATIONS:**

##### **a) Standard City Parts and Component Delivery Protocol:**

- i. Unit prices shall be F.O.B. Destination- Denver, Colorado - City property, delivered to multiple City locations. Freight charges can be adjusted twice in a 365-day period following the initial anniversary of the contract agreement based on market needs.
- ii. Potestio Brothers will be required to maintain adequate local inventories to cover normal usage by agencies of the City.
- iii. Potestio Brothers will provide deliveries once per day to each City maintenance facility from 8:00 AM to 5:00 PM.
- iv. Delivery of in-stock / on-hand Parts/ Components at accepted vendor's location are to be delivered FOB Destination - City property at no charge.
  1. Orders received Monday-Friday before 9:00 AM requires same day delivery in the afternoon by 5:00 PM or earlier.
  2. Orders received Monday-Friday after 12:00 PM to 6:00 PM requires next business day (Monday-Friday) delivery before 12:00 PM or earlier.
- v. Potestio Brothers shall collaborate with City agencies for their specific delivery requirements including but not limited to weekend and potential swing and night shift requirements.
- vi. Deliveries of items not at accepted vendor location that require shipment from outside the Denver Metro Area are anticipated within 48 hours (Monday through Friday excluding holidays) from the time the order at no charge.
- vii. In the event an order cannot be delivered within the timelines above, Potestio Brothers shall contact the agency within two (2) hours of the initial City request and communicate the anticipated lead-time.
- viii. Potestio Brothers is to accommodate expedited delivery requests by City agencies as required; the City shall only compensate Potestio Brothers for balance of expedited freight costs versus standard delivery costs.



- ix. The City will pay requested freight charges for emergency parts orders.
- x. The City shall not compensate Potestio Brothers for expedited freight costs for those items specifically identified by each agency in writing that the vendor is to routinely stock for that agency.
- xi. Potestio Brothers will allow the City to pick up parts within two (2) business hours after an order has been placed when required.
- xii. Continual shortages and expedited requirements on the part of the City due to Potestio Brothers' inventory shortages may result in termination of the MPO agreement.
- xiii. The City reserves the right to purchase from other sources those items which are required on an emergency basis and cannot be supplied immediately from stock by Potestio Brothers.

## 2) PRODUCT RETURN PROTOCOL

- a) Agencies shall receive full credit for any parts/ components returned within 365 days of initial delivery if returned in original packaging and saleable condition and returnable to John Deere, less a John Deere restocking fee.
- b) Agencies shall receive a minimum of one-half (1/2) or greater credit for any parts/ components returned within 366-720 days of initial delivery.
- c) Potestio Brothers shall contact each using agency within thirty days of agreement initiation to collaborate in relation to return parts/ components protocol(s).

## 3) PARTS AND COMPONENT WARRANTY

- a) Standard City Warranty Clause:

Vendor warrants and guarantees to City that all goods furnished under this Purchase Order are free from defects in workmanship and materials, are merchantable, and fit for the purposes for which they are to be used. For any goods furnished under this MPO which become defective within twelve (12) months (unless otherwise specified) after date of receipt by City, Vendor shall either, at City's election and to City's satisfaction, remedy any and all defects or replace the defective goods at no expense to City within seven (7) days of receipt of the defective goods or accept the defective goods for full credit and payment of any return shipping charges. Vendor shall be fully responsible for any and all warranty work, regardless of third-party warranty coverage. Vendor shall furnish additional or replacement parts at the same prices, conditions and specifications delineated herein.

John Deere Lawn & Turf warranty is 6 months.

## 4) PALLETS

- a) All pallets supplied shall be non-returnable (unless City agency requires it) and no deposit shall be applied.

## 5) GENUINE MANUFACTURER ASSURANCE

- a) Genuine Manufacturer Parts and Components that vendor sells to the City shall be sourced **directly** from the Genuine Manufacturer Parts and Components Distribution Center(s).
- b) Supplied Parts and Components Nomenclature/ Identifiers are to correspond with Genuine Manufacturer part numbers.

## 6) PROCUREMENT METHODOLOGIES-DEFINITIONS

- a) P-CARD: City Agency may utilize a City Credit Card (Procurement Card)
- b) Blanket PO (Purchase Order): City Agency may establish a Blanket PO; the Agency will place multiple orders using the same PO Number and the Vendor will be required to invoice indicating the same PO number for multiple purchases over time.
- c) PO- City Agency may issue a single PO for a specific set of items for a specific instance; the Vendor will be required to invoice indicating the specific PO number.
- d) Note: The City reserves the right to add/ delete/ change procurement methodologies for manufacture line items herein throughout the term of MPO agreement and any renewal periods.

## 7) PARTS CONSIGNMENT

- a) The vendor shall accommodate consignment requests on behalf of City agencies.
  - i. The Purchasing Division will arbitrate consignment arrangements when necessary.

## 8) PARTS AND COMPONENT BILLING

- a) Vendor shall be able to accommodate combined periodic billing as required.
- b) Payment methodology may include check or credit card (P-Card/ Procurement Card).
- c) The vendor cannot offer a separate pricing structure or charge an additional fee(s) for procurement (credit) card purchases for parts and components.

## 9) PARTS AND COMPONENTS PRICE UPDATES

- a) Price list(s) changes/ updates will be allowed to go in effect only if preceded by a 15-calendar day written notice by the vendor to the City.
- b) Vendors will be allowed to submit price list changes only once in any one 180-day time period.
- c) Vendor updated pricing is to be submitted to Purchasing and using agencies.
- d) Revised Published Price Lists will be accepted only in the event of an industry-wide price change, as evidenced by the issuance of revised price lists by the manufacturer and/or a justification acceptable to the Director of Purchasing.
- e) Percentage Price Adjustment Rates shall remain firm.

## **AIRPORT SECURITY:**

It is a material requirement of this Contract that the Vendor shall comply with all rules, regulations, written policies, and authorized directives from the City and/or the Transportation Security Administration with respect to Airport security. The Vendor shall conduct all of its activities at the Airport in compliance with the Airport security program, which is administered by the Security Section of the Airport Operations Division, Department of Aviation. Violation by the Vendor or any of its employees, subcontractors, and vendors of any rule, regulation,

or authorized directive from the City or the Transportation Security Administration with respect to Airport Security shall be grounds for immediate termination by the City of this Contract for cause.

The Vendor shall promptly upon notice of award of this Contract, meet with the Airport's Assistant Security Manager to establish badging and vehicle permit requirements for Vendor's operations under this Contract. The Vendor shall obtain the proper access authorizations for all of its employees, subcontractors, and vendors who will enter the Airport to perform work or make deliveries and shall be responsible for each such person's compliance with all Airport rules and regulations, including without limitation those pertaining to security. Any person who violates such rules may be subject to revocation of his/her access authorization. The failure of the Vendor or any subcontractor to complete any required services hereunder shall not be excused on account of the revocation for good cause of access authorization of any person.

The security status of the Airport is subject to change without notice. If the security status of the Airport changes at any time during the term of this Contract, the Vendor shall take immediate steps to comply with security modifications which occur as a result of the changed status. The Vendor may at any time obtain current information from the Airport Security Office regarding the Airport's security status in relation to the Vendor's operations at the Airport.

The Vendor shall return to the City at the expiration or termination of this Contract, or upon demand by the City, all access keys or access badges issued to it for any area of the Airport, whether or not restricted. If the Vendor fails to do so, the Consultant shall be liable to reimburse the City for all the City's costs for work required to prevent compromise of the Airport security system. The City may withhold funds in the amount of such costs from any amounts due and payable to the Vendor under this Contract.

#### **LAWS, REGULATIONS, TAXES AND PERMITS**

The Vendor shall procure all permits and licenses, pay all charges, taxes, and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. All costs thereof shall be deemed to be included in the prices proposed for the work.

The Vendor, at all times, shall observe and comply with all federal, state, county, city and other laws, codes, ordinances, rules, and regulations in any manner affecting the conduct of the work.

Without limiting the foregoing, the Vendor shall establish appropriate procedures and controls so that services under this Contract will not be performed by using any alien who is not legally eligible for such employment under United States Immigration laws. Failure to comply with this condition satisfactorily may cause the City to terminate this Contract.

#### **COOPERATIVE PURCHASING:**

The City encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions, pursuant to Denver Revised Municipal Code Sec. 20-64.5. To the extent other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors, the City supports such cooperative activities. Further, it is a specific requirement of this solicitation that pricing offered herein to the City may be offered by the vendor to any other governmental jurisdiction purchasing the same products.

Vendor(s) must contract directly with any interested governmental agency concerning pricing.

**VENDOR PERFORMANCE MANAGEMENT:**

The Purchasing Department may administer a vendor performance management program as part this MPO. The purpose of this program is to create a method for documenting and advising the Purchasing Department of exceptional performance or any problems related to purchased goods and/or related services.

Awarded vendors are required to furnish a performance report to the purchasing analyst, if requested, on an annual basis, no later than the anniversary date of the applicable MPO or City Contract, providing at a minimum the following information

**FOR GOODS**

- Total dollar value of purchases per City Agency
- Total number of transactions per City Agency
- Percentage of items shipped from local stock
- Percentage of items backordered
- Average delivery time for stock material
- Average delivery time for backorders

Supplier may also be required to provide additional specific reporting/data as required.

**BID ITEMS:**

| LAWN & TRACTOR PARTS |  |                              |
|----------------------|--|------------------------------|
| Item #               | Description  | Discount or Markup from List |
| 1                    | <b>JOHN DEERE (LAWN)® LAWN &amp; TRACTOR BRAND PARTS</b><br><br><b>(NO SUBSTITUTE)</b><br><br><b>List Sheet Offered: <a href="http://www.jdparts.com">www.jdparts.com</a></b><br><br><b>Dated: updated daily</b><br><br>PLEASE SUBMIT A COPY OF THE PRICE LIST AND WARRANTY INFORMATION WITH YOUR BID.<br><br>PROPOSER NAME: Potestio Brothers Equipment | 5%                           |
| 2                    | <b>JOHN DEERE (AGRI)® BRAND LAWN &amp; TRACTOR PARTS</b><br><br><b>(NO SUBSTITUTE)</b><br><br><b>List Sheet Offered: <a href="http://www.jdparts.com">www.jdparts.com</a></b><br><br><b>Dated: updated daily</b><br><br>PLEASE SUBMIT A COPY OF THE PRICE LIST AND WARRANTY INFORMATION WITH YOUR BID.<br><br>PROPOSER NAME: Potestio Brothers Equipment | 5%                           |