



Office of Purchasing
10910 Clarksville Pike, Ellicott City, Maryland 21042-6198
(410) 313-6724, fax (410) 313-6789

EVACUATION DEVICE CABINETS
BID #063.19.B2

INVITATION TO BID

To All Interested Bidders:

Re: NOTICE TO BIDDERS
Evacuation Device Cabinets, Bid #063.19.B2

The Howard County Public School System requests your bid for Evacuation Device Cabinets.

Bid documents may be obtained on April 4, 2019 at the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, MD 21042 or online at <http://www.hcpss.org/about-us/purchasing/current-bids/>

The Purchasing Office's contact for this bid is Ms. CeCe Clement, cclement@hcpss.org, (410) 313-6724.

Bids shall be submitted, sealed in an envelope, clearly marked with "**BID**" and the bid's name and number, to the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, Maryland 21042 no later than **Thursday, April 25, 2019 at 10:00 a.m.** Late bids will not be accepted. It is the bidder's responsibility to insure that bids are delivered to the Purchasing Office prior to the scheduled opening time.

Certified Minority Business Enterprises are encouraged to respond to this solicitation notice.

Please return the attached NO BID REPLY FORM if your firm does not bid this project. This form may be faxed to (410) 313-6789.

CeCe Clement

CeCe Clement, CPPO, CPPB
Purchasing Manager

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, Maryland 21042

NO BID REPLY FORM

Sealed Bid For: Evacuation Device Cabinets

Bid Number: 063.19.B2

Bidder: _____

To assist us in obtaining good competition on our Request for Bids, we ask that each firm that has received an invitation, but does not wish to bid, state their reason(s) below. This information will not preclude receipt of future invitations unless you request removal from the Bidders' List by so indicating below. This form may be faxed to (410) 313-6789.

Unfortunately, we must offer a "No Bid" at this time because:

- _____ 1. We do not wish to participate in the bid process.
- _____ 2. We do not wish to bid under the terms and conditions of the Request for Sealed

- _____ 3. We do not feel we can be competitive.
- _____ 4. We can not submit a bid because of the marketing or franchising policies of the
- _____ 5. We do not wish to sell to The Howard County Public School System. Our

- _____ 6. We do not sell the item(s)/service(s) requested in the specific specifications.
- _____ 7. Other: _____

- _____ 8. We wish to remain on the Bidders' List.
- _____ 9. We wish to be removed from the Bidders' List for the above stated commodity.

April 4, 2019
Issue Date

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, Maryland 21042

SEALED BID FOR: Evacuation Device Cabinets

BID NUMBER: 063.19.B2

PRE-BID DATE: N/A

PRE-BID TIME: N/A

PRE-BID LOCATION: N/A

BID OPENING DATE: April 25, 2019

BID OPENING TIME: 10:00 a.m.

BUYER: CeCe Clement
phone: 410-313-6724
fax: 410-313-6789
email: ccllement@hcpss.org

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

Building Evacuation Cabinets

Bid #063.19.B2

I. INSTRUCTION TO BIDDERS

A. REQUEST FOR BID

1. One (1) complete set of Invitation, consisting of: (1) General Provisions; (2) Terms and Conditions; (3) the Specifications; (4) any plans or drawings made part of the Invitation for Bid; and (5) any addenda. The original Bid Price Sheet/Form of Proposal must be returned: (1) with all questions answered; (2) without alteration; (3) with the SIGNATURE SHEET or No Response Reply form properly signed; (4) sealed and enclosed in an envelope; (5) to the Purchasing Office, The Howard County Public School System (HCPSS), 10910 Clarksville Pike, Ellicott City, Maryland 21042, either mailed or hand carried before the time and date stated for return of bid. Telephone, facsimile, and/or telegraphic bids will not be accepted. It is the bidder's responsibility to ensure that his bid is delivered to the proper place prior to the scheduled opening time.
2. The remaining documents consisting of all pages of the Invitation Notice, the General Provisions, Terms and Conditions, any plans, drawings or extraneous matter, are to be retained by the bidder and will form part of the contract resulting from the bid.
3. It is the bidder's responsibility to examine and understand all parts of the bid including all parts of the bidding documents, any addenda, drawings, or reference matter.
4. Any clarification or explanation desired by the bidder, regarding the meaning or interpretation of the Invitation for Bid, or any part thereof, must be made in writing to the Purchasing Office of The Howard County Public School System, 10910 Clarksville Pike, Ellicott City, Maryland 21042, allowing sufficient time for a reply to reach all prospective bidders for the time and date scheduled for the return of the bid.

B. ISSUING OFFICE

- a) The Issuing Office is:

The Howard County Public School System
Purchasing Office
10910 Clarksville Pike, Ellicott City, Maryland 21042
Attn: CeCe Clement, (410) 313-6724
cclement@hcpss.org

- b) The Issuing Office shall be the sole point of contact with HCPSS for purposes of preparation and submittal of Bid.

C. DUE DATE AND TIME

1. Responses must be submitted to the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, Maryland 21042, no later than the time and date specified on the bid cover sheet. Bids will be publicly opened.
2. HCPSS recommends against use of mail or delivery services that will not guarantee delivery directly to the Purchasing Office. Bids delivered to the central mailroom or front desk will not be considered "received" until they arrive at the

Purchasing Office. HCPSS will not waive delay in delivery resulting in delay on the part of a carrier.

D. WITHDRAWAL OF BIDS

1. Bids may be withdrawn by written, facsimile, or telegraphed notice if given prior to the time and date specified for the return of bid. Telephone calls for these purposes are not acceptable.
2. No bid shall be withdrawn after the scheduled closing time for opening bids.

E. ERRORS IN BIDS

1. Failure of the bidder to thoroughly understand all aspects of the Invitation for Bid before submitting his bid will not act as an excuse to permit withdrawal of his bid nor secure relief or plea of error.
2. Neither law nor regulation makes allowance for errors of omission on the part of the bidders.

F. TAXES

1. The Howard County Public School System is Maryland sales tax exempt.

G. TRADE DISCOUNTS

1. All prices offered must be the lowest net price after trade discounts have been considered. Bids offering a percentage off list prices will not be accepted unless: (1) specifically requested in that manner; (2) two copies of the referenced price list accompany the bid.

H. TIME DISCOUNTS

1. Prompt payment discounts are solicited and will be treated as follows:
 - a) Discounts offered which allow a minimum of twenty (20) days to qualify will be deducted from prices offered in the bid for the purpose of determining the lowest price offered.
 - b) Discounts offering less than twenty (20) calendar days will not be deducted from price offered for the purpose of determining the lowest price, but will be taken if payment is made within the discount period.
 - c) In computing prompt payment discounts the date of delivery of the supplies or completion of services or receipt of correct invoices in the offices specified will be considered and the later date prevail.

I. MULTIPLE PRICES AND PRICES OFFERED

1. Regardless of the availability of several items that perform the same function as the item(s) described in the solicitation, the bidder must decide which item to offer and submit one price only.
2. Prices offered must be the lowest corresponding price available. Bidders agree that by making this offer, the pricing is equal to or lower than the lowest price the firm offers. Bidders agree that if a lower corresponding price is identified, they will agree to match it.

J. SURETY

1. Not applicable to this solicitation.

K. BID GUARANTY

1. Not applicable to this solicitation.

L. PERFORMANCE GUARANTY

1. Not applicable to this solicitation.

M. BRAND NAME OR EQUAL

1. Where a particular manufacturer's brands or models are referenced, it is to be interpreted as being descriptive and not restrictive. Bids will be considered on models or brands or products of manufacturers other than those cited if accompanied by catalogs, test reports, brochures, or other descriptive literature and supporting data, sufficient in detail to permit evaluation of the item offered without further reference. It is the responsibility of the bidder to provide the foregoing with the bid or prior to the time and date set forth for return of the bid.
2. When only one manufacturer or model is referenced, the absence of anything to the contrary will be interpreted as a bid on the exact item specified.
3. Where several manufacturers of models are referenced as being equally acceptable and the bidder does not indicate what particular model or brand he is bidding on, the Purchasing Office shall have the right to select the brand or model referenced.

N. BID ACCEPTANCE

1. Unless otherwise stated by the bidder in his bid, prices offered will be considered to allow one-hundred-twenty (120) days for acceptance.

O. BIDDER'S QUALIFICATIONS

1. Bidders may be required to furnish satisfactory evidence that they are qualified dealers or manufacturers of the items listed, or regularly engaged in performing the services on which they are bidding, and in both cases maintain a regularly established place of business. An authorized representative of The Howard County Public School System may visit any prospective contractor's place of business to determine his ability, capacity, reliability, financial stability, and other factors necessary to perform the contract.

P. WARRANTY

1. The equipment shall minimally carry a 12-month or more standard factory warranty against defects in parts and workmanship.

Q. SIGNATURE TO BID

1. The section titled "BID SIGNATURE SHEET" shall be completed to provide all the information requested and signed by the person or persons legally authorized to sign contracts.

R. CONTRACT AWARD

1. Contract award will be made by the Board of Education based on the evaluation criteria listed in Paragraph III, Specifications, Table 1- HCPSS Evaluation Criteria which includes the lowest total cost responsible bidder(s) who conforms to all the specifications with consideration given to quantities involved, time required for delivery, purpose for which required, competency and responsibility of the bidder, the ability of the bidder to perform satisfactory service, and the plan for utilization of minority contractors.
2. In the event of tie bids where all factors are equal, award shall be made to the Howard County bidder, the out of county bidder but incorporated in Maryland, and the bidder not incorporated in the state of Maryland, in that order of preference. If bidders within one of these geographical designations are equal as to all factors of consideration, the award shall be made by the toss of a coin.

3. The Board of Education of Howard County reserves the right to reject any or all bids, in whole or in part to make partial awards, to waive any irregularity, to increase or decrease quantities where quantities are shown and may reject any bid which indicates any omission, contains alteration of form or additions, or imposes conditions or offers alternate items and may make any award which is deemed in the best interest of The Howard County Public School System.

S. OPENING PROCEDURES

1. Sealed bids will be opened at the Department of Education at the designated time and place. The Director of Purchasing for The Howard County Public School System shall designate the time and place on the bid forms for the opening of bids, and shall open the sealed bids and publicly read them aloud.
2. During the period of evaluation, no bidder shall contact any member or employee of The Howard County Public School System concerning award. Such action may result in the bidder's offer being removed from evaluation and rendered non-responsive.

T. SAMPLES

1. When requested, samples shall be delivered to the Howard County Department of Education prior to the scheduled bid opening. Samples are not required when none are requested. Samples shall be properly labeled to indicate name of bidder, date of bid opening, bid number, and item number. In the event the Purchasing Office requests a sample after the bid opening, the sample shall be delivered within ten (10) days of request for award consideration. Delivery of samples shall be to: The Howard County Public School System, 10910 Clarksville Pike, Ellicott City, Maryland 21042.
2. In the event a sample is consumed or destroyed in the evaluation process, The Howard County Public School System shall be held harmless and not liable for any cost of sample(s).
3. Samples must be picked up within ten (10) days after contract award, after which samples will be considered abandoned and will become the property of the Board of Education.
4. Samples from the successful bidder may be held during the contract performance period as a standard of quality and will be available for return upon contract completion.

U. DEMONSTRATION

1. Should any using school or office require a demonstration of equipment furnished by a distributor, the supplying distributor shall be obligated to provide such demonstration and provide instruction for use to the requesting school or office. The demonstration and instruction shall be accomplished at the school or office location.

V. ETHICS REGULATIONS

1. The Board of Education of Howard County has adopted an Ethics Regulation policy. Required by the Annotated Code of Maryland, these Ethics Regulations cover members of the Board of Education, the Superintendent, and all employees; and it specifies limits of participation of these individuals with entities doing business with The Howard County Public School System. For a copy of the regulations, please contact the Purchasing Office, Howard County Department of Education (410) 313-6644.

II. TERMS AND CONDITIONS

A. INTENT

1. It is the intent of this bid to establish a contract with a qualified firm to provide and install 154 wall mounted cabinets for recently purchased Med Sled evacuation devices at 38 sites within the Howard County Public School System. The cabinet and installation must meet fire code requirements. The cabinet must also facilitate rapid deployment during any emergency event.

B. QUOTATIONS

1. No bid shall be considered which contains an escalator clause, minimum delivery amounts other than that indicated, packaging or delivery charges, or any add-on or irregular figures. The prices offered shall be the final cost to The Howard County Public School System.

C. UNIT PRICE

1. The Unit Prices shall be **NET PRICES** including any discount and include all delivery, setup & warranty costs to The Howard County Public School System and include all packaged hardware and parts, as well as the removal of any packaging, etc.

D. OTHER CONSIDERATIONS FOR AWARDING BIDS

1. It is the intent of The Howard County Public School System to award to the lowest responsive bidder(s) meeting specifications and evaluation criteria listed in Table 1- HCPSS Evaluation Criteria.

E. CONTRACT PERIOD

The initial Contract term shall be for one year from date of award.

F. PRICE ADJUSTMENTS

1. Not applicable to this solicitation.

G. FUNDING

1. The contractual obligation of the Board of Education under any resulting contract is contingent upon the availability of appropriated funds.

H. REFERENCES

1. The Howard County Public School System reserves the right to contact any references available in order to evaluate the product being offered.

I. SUBSTITUTES

1. Bidders offering items other than those specified must state the product name and manufacturer and, as well, submit detailed technical specifications for each item. All data submitted must contain sufficient information to facilitate equating the offer. Failure to submit the above required information may result in rejection of the item.
2. **The Howard County Public School System shall be the sole authority as to whether items meet specifications or are approved equal and further reserves the right to reject any or all proposals or waive any informality which may appear to be in its best interest.**
3. Bidders are free to offer other units provided the manufacturers' factory model numbers and option codes are listed in the bid to ensure accurate comparisons. Bidders are free to offer individual options in place of preferred equipment groups provided all factory codes are listed in their bid. Factory code lists from the bid will be compared to dealer packing slips for confirmation at time of delivery.

J. QUANTITIES

1. The quantities listed on the Bid Price Sheet are estimated quantities. Actual quantities ordered will be subject to available funding. Howard County Public Schools reserves the right to order any quantities necessary in order to maintain inventories at required levels.

K. ORDERS

1. Orders shall be in the form of an official Howard County Public School System Purchase Order. No deliveries are to be made under any contract(s) resulting from this bid without a purchase order.

L. BILLING AND PAYMENT

1. The contractor shall submit invoices to the Howard County Department of Education, Finance Department, 10910 Clarksville Pike, Ellicott City, MD 21042. Invoices must contain the following information:
 - a) Purchase Order Number
 - b) Name of school
 - c) Description of work along with quantities
 - d) Start date and completion date
 - e) Total due

M. PROCUREMENT CARD

1. The Howard County Public School System utilizes a Purchasing Card Program. Purchases resulting from this solicitation may be made through a Visa/MasterCard credit card. Bidders are prohibited from charging any additional costs/fees above and beyond the established contract prices to process such orders. Bidders lacking Visa/MasterCard capability should contact the Purchasing Office.

N. MANUALS

1. The Vendor shall supply copies of the Service Manual and Parts Manual along with a copy of the manufacturer's warranty.

O. DELIVERY

1. All orders shall be delivered inside, FOB destination to the location indicated below, between 9 a.m. - 3 p.m., Monday through Friday, except holidays. Prices are to include all freight and delivery charges. Delivery of items must be completed within 15 days after receipt of order with setup and training to scheduled/coordinated with each location within 30 days.
2. Orders not completed within this time period are subject to cancellation at the option of the Department of Education.
3. Upon delivery, the school system's personnel shall have the right to reject any items that are damaged or, in their opinion, do not conform to items actually ordered. Rejection may be at time of, or after, delivery.

P. DELIVERY LOCATION

1. All materials shall be delivered to the Howard County Public School System Logistics Center located at 6675 Amberton Drive, Elkridge MD 21075. They will be placed at individual facilities by the bidder or a subcontractor during the installation process.

Q. LABELING

1. Purchase order number, description of material, and quantities must be identified on all tickets for items delivered.

- R. DAMAGE
1. Successful bidders will be held responsible for, and be required to make good at their own expense, any and all damage done or caused by the bidder or by their employees while executing the contract.
- S. PERFORMANCE REQUIREMENT
1. The descriptions and standards identified for each item are minimally acceptable performance criteria as determined by the Board of Education. The Board of Education shall be the sole determinant as to whether products meet or exceed criteria. The owner's personnel shall have the right to reject any items which, in their opinion, do not conform to standards. Rejection may be at time of, or after, delivery. The contractor shall be required to remove rejected items within 72 hours of notification.
 2. All items listed on the Bid Price Sheet are to be UL tested, if applicable, and meet Howard fire code requirements.
- T. TERMINATION FOR DEFAULT
1. When the contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of The Howard County Public School System. Failure on the part of the Contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the contractor up to the date of termination. In the event of default of contract as determined by The Howard County Public School System, the contract manager may procure contract items from other sources. The contractor found in default will be held responsible for all costs incurred.
- U. TERMINATION FOR CONVENIENCE
1. The Howard County Public School System may terminate this contract, in whole or in part, without showing just cause upon giving written notice to the contractor. The Howard County Public School System shall pay all reasonable costs associated with the contract that the contractor has incurred up to the date of termination and all reasonable costs associated with termination of the contract. However, the contractor shall not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.
- V. HCPSS CONTRACT MANAGER
1. The Howard County Public School System's contract manager for any resulting contract is Terry Street, 410-313-8983 or terry_street@hcpss.org. Mr. Street or his designee will be responsible for the day-to-day administration of the contract after award.
- W. VENDOR CONTRACT ADMINISTRATION
1. Bidders shall designate internal and external contract administrators to administer the contract. Bidders are to list these individual's names and telephone numbers in the designated form contained within this document.
- X. MULTI-AGENCY PARTICIPATION
1. Under §5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland HCPSS may with Board of Education approval participate in contracts for goods or commodities that are awarded by other public agencies or by intergovernmental purchasing organizations if the lead agency for the contract follows the public bidding procedures. HCPSS therefore reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not limited to private schools, parochial schools,

non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies.

2. Each participating jurisdiction or agency shall enter into its own contract with the Award Bidder(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted in duplicate "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Award.

Y. TOBACCO FREE AND ALCOHOL/DRUG FREE ENVIRONMENT

1. The Howard County Public School System maintains a tobacco, alcohol/drug free environment. The sale or use of tobacco, alcohol or drugs, in any form, or related product, is prohibited in school buildings at all times. Persons found violating this policy will be requested to remove the product and themselves from school premises.

Z. CRIMINAL HISTORY BACKGROUND CHECKS

1. All employees, agents, or representatives of the awarded contractor who will be performing work on any phase of the contract arising out of this Bid may be subject to a criminal history background check by the school system. Such persons, if requested by the school system, must provide fingerprints and other required information to facilitate such a check, as well as the necessary fees to obtain such a check from the federal or state government. At the completion of a background check, the school system may, at its sole discretion, decide that a particular employee, agent, or representative of the contractor be barred from school system property.

AA. CHILD SEX OFFENDER NOTIFICATION

1. Maryland law requires certain child sex offenders to register with the local law enforcement agency. One of the purposes of this law, found in Article 27§ 792, is to inform school systems when a child sex offender is residing or working in the area. When the child sex offender registers, the local police are required to notify the Superintendent of Schools, and the Superintendent, in turn, is required to send a notice to school principals.
2. As a Contractor working for HCPSS, we require that you do not employ convicted child sex offenders to work on projects for our school system if they, as a result, are required to perform delivery, installation, repair, construction or any other kind of services on HCPSS property.

BB.

CC. RESOLUTION OF DISPUTES

1. Bid rejection for non-responsiveness and/or non-responsibility shall be made using the criteria guidelines as stated in the General Provisions of Bid Proposal, Terms and Conditions, and Technical Specifications.
2. After bid opening and bid review, but prior to bid award, if a bidder's entire bid is declared to be non-responsive and/or non-responsible, the bidder will be notified as to the reason(s) for rejection.
3. Protests shall be filed in writing to the Purchasing Office within two days after notification.

4. Protests shall include the basis for the protest or appeal, complete in all respects, with relief sought, and whether the protester wishes to have a hearing with respect to the protest or appeal.
5. Protests shall be addressed to Howard County Department of Education, 10910 Clarksville Pike, Ellicott City, Maryland 21042, Attn: Douglas Pindell, Purchasing Officer, labeled "Protest". The written protest shall include as a minimum the following:
 - a) Name and address of the protester
 - b) Appropriate identification of the bid
 - c) Supporting exhibits, evidence, and/or documents to substantiate any claims.
 - d) Suggested remedy (ies).

EVACUATION DEVICE CABINET
BID #063.19.B2

SPECIFICATIONS & PROPOSAL

I. SPECIFICATIONS

- A. Cabinets shall meet all Howard County, Maryland Fire Code requirements for installation in or near a stairwell
- B. Cabinets must store at least one (1) Med Sled 36" Standard Sled (dimensions 36" x 84")
- C. Must allow for easy identification, inspection and rapid deployment of the Med Sled device stored inside.
- D. Shall provide fixed, secure device storage without impeding normal hallway/stairwell movement or emergency egress.
- E. Maintain the stored evacuation device in a clean and easily accessible state

II. PROPOSAL

154 ea, Cabinets for storing Med Sled 36" x 84" Evacuation Devices, to include Installation at 38 sites within the Howard County Public School System, Med Sled #MSSDSC1 or approval equal

Mfr./Model No.

Unit Price: \$ _____

Total Cost: \$ _____

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

BID SIGNATURE SHEET

A. Bidder's Certification

1. I/we hereby propose to furnish and deliver supplies, equipment, or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. I/we certify that this bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation malting a bid for the same supplies, materials, or equipment and is in all respects fair and without collusion or fraud.
2. I/we certify that this bid is made without having contacted any employee within The Howard County Public School System unless such contacts were previously authorized by the Purchasing Officer.
3. I/we certify that this bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any bidder, or to secure any advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in said proposal or bid are true.
4. I hereby certify that I am authorized to sign for the bidder.

B. Vendor/Contractor Disqualification - Bribery

A person convicted for bribery, attempted bribery, or conspiracy to bribe shall be disqualified from entering into a contract with any county or other subdivision of the state. Every business entity upon submitting a bid or otherwise applying for a contract shall submit an affidavit stating whether it, its officers, directors, or partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government.

Bid #063.19.B2, Evacuation Device Cabinet

BID SIGNATURE SHEET

TOTAL BID: \$ _____

PAYMENT TERMS: _____

Submitted by:

Company Name

Street Address

City, State and Zip

Telephone No. Fax No. Email Address

Name & Title of Person Authorized to Sign Bids

Signature of Authorized Representative

Date

Contact for Inside Administration:

Name Telephone No. Fax No. Email Address

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned hereby acknowledges the receipt of the following addenda:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____