



# **Town of Bluffton**

## **Request for Qualifications**

### **RFQu # 2021-12**

### **ON CALL ARBORIST AND TREE SERVICES**

#### **1. PURPOSE**

The Town of Bluffton, South Carolina (Town) is seeking statements of qualifications from certified arborists and landscaping firms to provide on-call tree services. The Town intends to have several firms with their rates on master services agreements and will seek quotes on level of effort as task orders arise. Contracts will be for a one (1) year term with four (4) one-year options to renew. The target start date for performing these services is **October 2020**.

General scope of services includes, but is not limited to, providing labor, materials, and equipment necessary to perform:

- Removal and disposal of identified trees, stumps, and limbs;
- Pruning and shaping of trees;
- Arboricultural services;
- Techniques such as planting, fertilization, pest and pathogen control.

#### **2. SOLICITATION TERMS and CONDITIONS**

##### **Proposers' Responsibility**

While the Town has used considerable efforts to ensure an accurate representation of information in this RFQu, each prospective Proposer is urged to conduct its own investigations into the material facts and the Town shall not be held liable or accountable for any error or omission in any part of this RFQU.

##### **Addenda**

The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given. The Town will not be responsible for any oral representation given by any employee, representative or others. It is the Proposers responsibility to check the Town of Bluffton Purchasing web site for any addenda issued. Proposers must acknowledge their bid is subject to all addenda issued by entering the total number of addenda in the place so indicated on the Signatory Sheet, attached.

##### **Questions and Inquiries**

Questions and inquiries regarding this solicitation shall be submitted to the Project Manager via email or online via Vendor Registry no later than:

**2:00 pm on Thursday, September 17, 2020**

**Derrick Coaxum**

[dcoaxum@townofbluffton.com](mailto:dcoaxum@townofbluffton.com)

**or online via Vendor Registry**

Answers to questions and any other changes or clarifications will be communicated via an addendum and posted on the Town's Purchasing Center webpage. It is the Proposer's responsibility to check the website for updates.

Proposers are expected to ask for clarifications in a timely manner. No assumptions, exceptions, or modifications to any required forms or bid sheet permitted.

**Submittal of Qualification Statements**

Response packages shall be received by or prior to:

**2:00 pm on Thursday, October 1, 2020**

The closing date and time shall be scrupulously observed. Due to the current state of pandemic emergency, packages shall be **PDF submitted electronically through the Vendor Registry portal**. Click the large red SUBMIT BID tab to upload the RFP response.

**Public Opening of Proposals**

A public opening will be held 5 minutes following the submittal deadline via online bid opening. An addendum will be published with separate instructions for all parties who wish to witness the bid opening online.

The name of Offerors submitting responses shall be read aloud and recorded. In the case of an Invitation for Bid, the total price offered may also be announced. An Intent to Award notification shall be posted on the [Town of Bluffton's Purchasing webpage upon final determination](#).

**Late Submittals**

***Under no circumstances shall proposals be delivered after the time specified. The Town will not be responsible for late deliveries or technical difficulties with Vendor Registry. It is the Proposer's sole responsibility to ensure that submittals are complete and delivered timely. Oral offers or offers by facsimile or email are not acceptable.***

**Restricted Discussions**

All prospective Proposers are hereby instructed not to contact any member of the Town of Bluffton Council, the Town Manager, nor Town of Bluffton staff members other than the named point of contact contained herein or the Town Purchasing & Grants Administrator regarding this opportunity during the solicitation process. Any such contact may be cause for rejection of your submittal.

**Acceptance / Rejection**

The Town reserves the right to accept or reject any or all submissions. The Town also reserves the right to waive any irregularities, informalities, or technicalities and may at its discretion, request a new solicitation.

Receipt of a submission does not indicate that the Town of Bluffton has pre-determined a company's qualifications to receive an award or contract. Such determination will be made after the opening and will be based on the Town's evaluation of the proposals compared to the specific requirements and qualifications of a firm as contained and described in this document.

**Proprietary and/or Confidential Information**

A solicitation response is a public document under the South Carolina Freedom of Information Act (FOIA) except as to information that may be treated as commercial, financial, or privileged and confidential as defined by S.C. Code Section 11-35-410. Proposers should mark the pages containing any commercial, financial, or privileged and confidential information as "PROPRIETARY".

### 3. SCOPE OF SERVICES

This Scope of Services defines the minimal acceptable performance by the proposer in providing the defined services at all the identified locations and related areas identified below. The successful offeror will demonstrate in its proposal the ability to perform these services for the Town of Bluffton. Proposers are encouraged to propose alternate approaches and/or enhancements to the process as part of the methodology and approach of the submittal package. The target date for performing these services is **October 2020**.

#### Term of Contract

This contract shall be effective for **one (1) year** following the date of execution.

#### Option to Renew:

Prior to, or upon completion of the initial term of this contract, the Town shall have the option to renew the contract for four (4) additional one (1) year periods. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a Town prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the Town.

#### Scope of Work

- A. The Contractor shall provide all labor, materials and equipment necessary to perform tree services, which includes, but is not limited to the following:
  - Removal and disposal of identified trees, stumps and limbs;
  - Pruning and shaping of trees;
  - Arboricultural services; and
  - Cultural techniques such as planting, fertilization, pest and pathogen control;
- B. The Contractor shall provide a minimum of one local staff member that is currently a certified International Society of Arboriculture (ISA) arborist.
- C. The Contractor shall provide the equipment and labor necessary for a tree removal and pruning crew to perform emergent work on an as needed / on-call basis during normal business hours. Normal business hours shall be considered 8:00 a.m. to 5:30 p.m., Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Fridays.
- D. The Contractor shall provide the equipment and labor necessary for a tree removal and pruning crew to perform emergent work on an as needed / on-call basis for after hours and weekend calls. After hours and weekend calls shall not exceed 1.5 times the basic hourly labor rate for the crew performing the services.
- E. Man-hours under this contract shall be only for productive hours at the job site. Time spent for transportation of workers, material acquisition, handling and delivery or for movement of Contractor owned equipment is not chargeable directly but is overhead and the cost shall be included in the hourly rate bid for basic labor.
- F. Tree removal and pruning services shall be performed by the Contractor in compliance with the Town's tree ordinance and as indicated by the American National Standards Institute (ANSI), A-300 guidelines where required.

- G. The Contractor shall be responsible for proper disposal of any chips, logs, limbs or other debris created as a result of the work performed. The disposal methods shall be in accordance with all applicable State, Local and Federal Laws.
- H. Contractor shall not subcontract any portion of the work required under this contract. All work must be performed by the Contractor's work forces.
- I. All work shall be done in a safe manner and comply with all governing regulations concerning safety to protect pedestrians, vehicles, and their workers from harm. This shall include, but not limited to OSHA, Town of Bluffton ordinance, etc. Adequate barricades, warning signage, traffic direction, etc. shall be erected and maintained around all areas where work is being performed and equipment and materials are stored and used. All work being performed for and/or on Town property shall fully conform to all local, state and federal safety regulations.
- J. It shall be the responsibility of the Contractor performing services for this contract to safeguard their own materials, tools, and equipment. The Town shall not assume any responsibility for vandalism and/or theft of materials, tools and/or equipment.
- K. The Contractor shall obtain the permission of the Facilities Manager regarding any needed storage of materials and equipment. Such storage shall be done in such a manner as not to interfere with the schedule for that building. The Town shall not accept responsibility for losses of material or equipment regardless of approval to store in any of the Town's facilities or grounds.
- L. All work areas shall be kept in orderly condition, free of unnecessary material and equipment. All debris will be picked up and hauled away by the Contractor. No additional charge for hauling away debris shall be permitted under the contract.

**Response Time and Contact Information**

- A. Non-emergency projects: Contractor shall provide the Town with a contact person's name and telephone number for normal working hours, 8:00 am to 5:30 pm, Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Fridays. If the contact information is different for after hours and weekends, Contractor shall provide this information as well. Answering machines are unacceptable as a point of contact. Contractor shall be able to start all non-emergency projects within five (5) working days after notification from the Town. The Contractor shall complete each non-emergency job within the time specified in the project estimate.
- B. Emergency projects: For the purpose of this contract, an emergency is defined as any condition(s) which is a threat to health, welfare or the safety of people and/or property or a condition that will affect an essential service(s) as determined by a representative of the Facilities Department. Contractor shall respond to requests for emergency service calls within two (2) hours after notification. For emergency calls, outside normal working hours (evenings, weekends and/or holidays), the Contractor shall provide a contact person's name and telephone number or have a voice mail paging or answering service. Contractors using a voice mail paging or answering service in lieu of a contact person shall be required to initiate a call back to the Town within 15-25 minutes.

**Project Estimates**

- A. Contractor shall provide written, "not to exceed" estimates on all projects based on the rates established in this Master Service Agreement. This estimate shall include the estimated number of hours, contracted rate, number and type of employees required, estimated cost and project completion in number of days. Contractor shall respond to requests for estimates within two (2)

days and provide written estimates within five (5) days of first contact by the Town. It shall be the Contractor's responsibility to ensure they have all information to prepare accurate estimates.

- B. Work shall only be performed with the Town's written authorization by issuance of a Task Authorization Form from the Project Manager. Actual work shall not exceed the Contractor's estimate without prior written authorization by the Town.
- C. The Town shall not be required to pay for the cost of preparing estimates for projects.

### **Price Adjustments**

Prices stated are firm for the initial 1-year term of this Agreement. If this Agreement is extended for additional option periods price adjustments may be made, however, any request for price adjustment shall be made 90 days prior to the beginning date of the contract renewal option. The Contractor shall calculate and make a written request to the Town that the prices for the next renewal year be increased by the lesser of three percent (3%), or the same percentage increase, if any, in the latest published Consumer Price Index, All Urban Consumers (CPI-U), "US City Average" published by the Bureau of Labor Statistics of the US Federal Government. If publication of said CPI index should cease, such percentage increase shall be determined by reference to a similar index, or as agreed upon by the parties. Amended price adjustments will remain intact for the remainder of the current renewal period.

### **Insurance**

The awarded vendor shall provide and maintain at all times during the term of the contract, without cost or expense to the Town, policies of insurance, with a company or companies authorized to do business in the State of South Carolina, and which are acceptable to the Town, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the vendor under the terms and provisions of the contract. The vendor is responsible for a timely provision of certificate(s) of insurance to the Town at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, shall be furnished by the vendor to the Town within five (5) working days of such request and must be received and accepted by the Town prior to contract execution and/or before any work begins.

Such policies of insurance, and confirming certificates of insurance, shall insure the vendor is in accordance with the following minimum limits:

**Workers Compensation** – The Selected Vendor shall agree to maintain Worker's Compensation Insurance & Employers Liability in accordance with the State of South Carolina Code.

**Business Auto Policy** – The Selected Vendor shall agree to maintain Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence for all owned, non-owned and hired automobiles.

**Commercial General Liability** – Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for

Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies duly licensed by the State of South Carolina. Specific endorsements will be requested depending upon the type and scope of work to be performed.

**Professional Liability** (if applicable) – The Selected Vendor shall agree to maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than \$1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, the Town reserves the right, but not the obligation, to review and request a copy of Vendors most recent annual report or audited financial statement.

**Additional Insured Requirements** – Except as to Workers' Compensation and Employers' Liability, said Certificate(s) shall clearly state that coverage required by the contract has been endorsed as follows:

***Town of Bluffton, a municipality of the State of South Carolina, its officers, agents and employees as additional insured***

The Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the Town prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Said liability insurance must be acceptable by and approved by the Town as to form and types of coverage.

**Delivery and Completion of Work**

The Town will use the Proposer's estimate to develop a period of performance for work to be completed. This period of performance may be adjusted at the Town's discretion. All work shall be performed in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the Proposer(s), except in such cases where the completion date will be delayed due to acts of God, strikes, or other causes beyond the control of the vendor. In these cases, the Proposer shall notify the Town of the delays in advance of the original completion date so that a revised delivery schedule can be appropriately considered by the Town.

**Contractors/Subcontractors to be Satisfactory to Town Of Bluffton**

The Contract will not be awarded to any Proposers who have failed in any contractual obligations to the Town, or who has on any previous contract performed in a manner unsatisfactory to the Town, either as to the character of the work, the fulfillment of guarantees or the time consumed in its completion. Subcontractors shall also be satisfactory to the Town. Proposer shall identify intended Subcontractors; Subcontracts shall include all Federal, State, local regulatory and other Agency requirements, as well as the insurance requirements of the prime contract between Contractor and the Town.

**Compliance**

Proposers, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Proposers will not participate directly or indirectly in the discrimination prohibited by Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21. This includes FHWA or FTA specific program requirement.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

- Title VI of the 1964 Civil Rights Act (42 U.S.C. 2§000 et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;

- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §4601) Prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects;
- The Federal-aid Highway Act of 1973, (23 U.S.C. §324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. §6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (42 U.S.C. §47123), as amended, (prohibits discrimination on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (P.L. 100-209), (Broadened, the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§12131-12189) as implemented by Department of Transportation regulations at 49 CFR Parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. §47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance, recipients must take reasonable steps to ensure that LEP persons have meaningful access to programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendment of 1972, as amended, which prohibits discrimination on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.).

Proposers shall at all times comply with all applicable wage and hour acts, including but not limited to the Fair Labor Standards Act (FLSA) (29 U.S.C. 201 et seq); the Davis-Bacon Act (40 U.S.C. 3141 et seq.); McNamara-O’Hara Service Contract act (41 U.S.C. 351 et seq); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et seq); Walsh-Healy Public Contracts Act (41 U.S.C. 35 et seq); Copeland Anti-Kickback Act (40 U.S.C 3145).

Proposers shall at all times comply with the Occupational Safety and Health Act (OSH Act)(29 U.S.C. chapter 15) and the South Carolina OSHA-approved state plan, which covers most private sector workers and all state and local government workers.

Proposers shall make best efforts to ensure that minority and disadvantaged businesses are offered a fair opportunity to fully participate in the overall procurement of subcontracted goods and services.

#### **Acceptance of Services**

The services rendered as a result of an award from this solicitation shall not be deemed complete, until accepted by the Town and shall be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event that the service does not conform to the specifications, the Town reserves the right to terminate the contract and will not be responsible to pay for any such service.

#### **Local Preference**

The Local Vendor Preference program has been implemented by the Town of Bluffton under the Town of Bluffton Ordinance No. 2010-13. The ordinance allows the Town to implement more favorable evaluation criteria for vendors that are certified as local vendors. Any vendor certified as a local vendor shall be given preference in the following manner:

##### A. Definition of a Certified Local Vendor:

- Company maintains a local office within the legally defined boundaries of Beaufort County; has a majority of full time employees, chief officers and managers regularly conducting work at this location; properly licensed for commercial operations; is open to the public; and is in compliance with local zoning requirements;
- Company has held a valid Town Business License for a consecutive period of at least two (2) years prior to application for certification; and
- Company has submitted a Local Preference Certification statement and is on file.

##### B. Evaluation Processes:

- Selection criteria shall include (if applicable) the local vendor preference program or demonstrated local content with a minimum weighting of five (5) percent.

## **4. SUBMITTALS and FORMAT**

By submitting a statement of qualifications, the firm certifies that it has full knowledge of the scope, nature, and quality of work to be performed. Submittals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the scope of work.

The Town reserves the right to award a contract pursuant to this RFQ without further discussion with proposers. Therefore, it is important that each submittal is complete, adheres to the format and instructions contained herein, and is submitted in the most favorable manner possible. Failure to provide the requested information will render your proposal as non-responsive.

Due to the current state of pandemic emergency, packages shall be **PDF submitted electronically through the Vendor Registry portal**. Click the large red SUBMIT BID tab to upload the RFP response.



The contents of the proposal shall include the following:

**A. Signatory Sheet**

Attached.

**B. Letter of Transmittal**

Limit to one (1) or two (2) printed pages.

- Briefly state the firm's understanding of the work to be done and the commitment to perform the work.
- Give the names of the persons who will be authorized to make representations for the firm, their titles, and contact information.
- The letter must be signed by an authorized representative of the company who has the authority to commit the company to their proposal as submitted.

**C. Firm's Profile and Qualifications**

- State the location of the office from which the work is to be performed.
- Describe the firm, the qualifications of the arborist(s), the number of crews and/or personnel available to work on Town task orders
- Provide an equipment inventory to show capabilities.

**D. Firm's Experience and References**

- Indicate firm's proven, positive past experiences with projects of similar scope and complexity.
- Provide three (3) references on contracts performed within the last five (5) years. Provide details about the scope of the job or on-going contract. Provide the name, title, email address and phone number of the reference.

**E. Local Vendor Preference**

- Vendors who provide evidence of meeting the local vendor criteria, defined above, are eligible to receive an additional 5% weighting on their evaluations.

## **5. EVALUATION, SELECTION, NEGOTIATION and AWARD**

The Town of Bluffton procurement code will be followed to secure the awarded firm. The contact listed within this solicitation, in coordination with the Purchasing Administrator, will be the coordinator for the selection process and the sole point of contact for all respondents. In addition to the materials provided in the written responses to this RFQu, the Town may utilize site visits or may request additional material, information, interviews,

presentations or references from the respondent(s) submitting qualification packages.

**A. Evaluation Criteria**

Proposals will be evaluated on the following criteria:

<b>EVALUATION CRITERIA</b>	<b>POINTS</b>
Firm's Profile and Qualifications	Up to 50
Firm's Experience and References	Up to 45
Local Vendor Preference	0 or 5
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

**B. Evaluation Method**

All responsive submittals will be reviewed and evaluated by a Review and Selection Team. This three (3) to five (5) member committee approach will require selected staff to evaluate the submittals through the following processes:

- Individually provide a detailed review and thorough evaluation of each submittal;
- Individually score each submittal utilizing the scoring method given;
- Combining the scores of each individual team member to form an overall team score;
- Potential participation in a team discussion, which may include group interaction after individual review and scores are achieved.

The Town reserves the right to request additional information and/or clarification of any information submitted by any respondent at any time during the evaluation process. This includes, but is not limited to information that indicates financial resources as well as the ability to provide and maintain the services as requested. The Town reserves the right to make investigations of the qualifications of the respondent as it deems appropriate, including but not limited to background investigations.

**C. Selection Method**

If no single top ranked firm can be clearly identified by review of the written submittals alone, then the Review and Selection Team shall request the Purchasing Administrator to schedule the top ranked firms for presentations / interviews.

The Town may choose to conduct oral interviews with, or receive oral presentations from, one or more of the Proposers. If the Town chooses to allow oral interviews and/or presentations, such interviews or oral presentations will be open to the public. The Town will not be liable for any costs incurred by a Proposer in connection with such interviews/presentations (i.e., travel, accommodations, etc.)

The Selection and Review team will rank all complete submittals received and/or formal oral presentations/interviews in order of preference and outcomes will be based on the determination of which firm will meet the highest qualifications as it pertains to the requirements of the scope of work.

**D. Negotiations**

The Town reserves the right to negotiate a final agreement with the top ranked proposal(s) that meets the needs of Town of Bluffton. If a contract cannot be negotiated with the highest ranking firm, negotiations may be conducted with the second, and then the third, and so on until a satisfactory contract can be agreed upon and executed.

**E. Award and Contract**

Award will be made in accordance with the Town of Bluffton's purchasing policy and procedures. A contract resulting from an award shall be the Town of Bluffton's purchase order and/or contract, containing the Town's terms and conditions. A sample of the contract has been attached to this solicitation for viewing. Contracts from firms submitting a proposal will not be accepted.

**Attachments**

1. Signatory Sheet
2. Sample Town of Bluffton Agreement
3. Pricing Schedule Form



# TOWN OF BLUFFTON

SOLICITATION NO: 2021-12  
 ISSUED BY: Derrick Coaxum  
 EMAIL: dcoaxum@townofbluffton.com

**CLOSING DATE: Thursday, October 1, 2020**  
**CLOSING TIME: 2:00 pm**

**FAX / E-Mail not accepted**

**PROJECT TITLE & DESCRIPTION: Request for Qualifications – Arborist and Tree Service**

**ACKNOWLEDGEMENT OF ADDENDA:** This bid is submitted subject to Addenda numbers \_\_\_\_\_ through \_\_\_\_\_.

**THIS FORM MUST BE SIGNED TO BE CONSIDERED FOR AWARD**

COMPANY NAME:

DATE:

MAILING ADDRESS:

PHONE:

FAX:

CITY:

STATE:

ZIP:

SSN OR FEDERAL TAX NO:

TITLE OF AUTHORIZED REPRESENTATIVE:

E-MAIL:

WEB URL:

AUTHORIZED SIGNATURE:

PRINTED NAME:

By my signature I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting a response to this solicitation for the services to be provided, and is in all respects true, accurate and without collusion or fraud. I certify that pricing submitted is valid for 90 days from the date of submittal.

Check items attached to this signatory sheet:

<input type="checkbox"/>	Price submittal	<input type="checkbox"/>	Narrative of qualifications	<input type="checkbox"/>	References
<input type="checkbox"/>	Cover letter	<input type="checkbox"/>	Narrative of experience	<input type="checkbox"/>	License, Certs, Local Vendor attachments