

## RFP2025-02 Replace Generator #3

## **Replace Generator #3**

Issue Date: 1/15/2025

Questions Deadline: 2/14/2025 04:00 PM (CT) Response Deadline: 2/20/2025 10:00 AM (CT)

### **Contact Information**

Contact: Mrs. Tammy A. Argento, Purchasing Manager

Address: Purchasing Department

2nd Floor

Harris Central Appraisal District

13013 NW Freeway Houston, TX 77040

Phone: 1 (713) 957-7401 Email: purchasing@hcad.org

### **Event Information**

Number: RFP2025-02 Replace Generator #3

Title: Replace Generator #3

Type: Request for Proposal for Construction

Issue Date: 1/15/2025

Question Deadline: 2/14/2025 04:00 PM (CT) Response Deadline: 2/20/2025 10:00 AM (CT)

Notes: The Harris Central Appraisal District is issuing a formal Request for Proposal to

remove and replace generator #3.

Written or electronic sealed proposals will be accepted in the Purchasing department of the Harris Central Appraisal District, Second Floor, 13013 Northwest Freeway, Houston, Texas by the stated close date and time of the bid event. If you submit using Ionwave Technology software at https://hcad.ionwave.net, paper copies are not necessary.

#### **Question Cut-off**

Questions or comments regarding this bid package must be submitted electronically via the Harris Central Appraisal District's electronic bidding portal no later than 4:00 P.M. February 14, 2025. All bid documents, plans, questions, and addendums will be posted in the electronic bidding system. Bidders must be registered to access the request for proposal.

This request for proposal does not commit the District to enter into any formal or informal construction arrangement, or to incur any costs related to the preparation of a response. All the cost for preparation and submission of proposals is the responsibility of the proposer.

### **Pre-Bid Meeting**

A mandatory pre-bid meeting will be in the seventh floor boardroom, 13013 Northwest Freeway, Houston, Texas, at 10:00 A.M. on January 28, 2025.

### **Bid Opening**

All bids will be opened at 10:00 A.M. and publicly read in the 7th floor boardroom, 13013 Northwest Freeway at 11:00 A.M. on February 20, 2025. Texas Government Code Section 552.104 allows the District to hold all offerors' information confidential until the contract is awarded in a competitive situation.

## **Ship To Information**

Contact: Tammy Argento Address: Purchasing Dept

2nd Floor

Harris Central Appraisal District

13013 NW Freeway Houston, TX 77040

## **Billing Information**

Contact: Accounts Payable Team Address: Accounts Payable

7th Floor

Harris Central Appraisal District

PO Box 920975

Houston, TX 77292-0975

Phone: 1 (713) 957-7401 Email: targento@hcad.org Phone: 1 (713) 957-5211

Email: AccountsPayable@hcad.org

### **Bid Activities**

Request for Proposal to BOD for approval to solicit bids.

1/15/2025 9:30:00 AM (CT)

The RFP will go to the BOD for approval to go out for bid.

**RFP Invitations Emailed** 

1/15/2025 12:00:00 PM (CT)

RFP invitations sent through Ionwave.

First Notice Published in Daily Court Review

1/17/2025 8:00:00 AM (CT)

First Notice Published in Daily Court Review

Second Notice Published in Daily Court Review

1/21/2025 8:00:00 AM (CT)

Second Notice Published in Daily Court Review

Pre-Bid Meeting 1/28/2025 10:00:00 AM (CT)

The mandatory pre-bid meeting will start at 10:00 A.M., in the seventh floor boardroom.

Questions Cut-off 2/14/2025 4:00:00 PM (CT)

Questions will not be answered after cut-off to allow all vendors to prepare their proposals with the most up to date information.

**Deadline for Submission of Bid** 

2/20/2025 10:00:00 AM (CT)

Proposals can be submitted at https://hcad.ionwave.net.

Written proposals are due in the Purchasing Department, Second Floor, HCAD Headquarters, 13013 NW Freeway, Houston, TX 77040.

Suppliers can unseal their bids, make changes, and re-submit their bids up to February 20, 2025, at 10:00 A.M., when the bid closing will happen.

Bids will be opened in Public

2/20/2025 11:00:00 AM (CT)

**Bids will be opened** at 10:00 A.M. and publicly read in the seventh floor boardroom, 13013 Northwest Freeway at 11:00 A.M., on February 20, 2025, for the purchase of all equipment, material, labor, and performing all work required as specified in this invitation.

**Proposed Bid to Board Meeting** 

3/19/2025 9:30:00 AM (CT)

Staff will present the bids to the board of directors at the March 19, 2025, Board of Directors' meeting.

Pre-Contract Meeting

3/26/2025 10:00:00 AM (CT)

A meeting between supplier and HCAD project manager to discuss specifics for contract.

**Bid Attachments** 

Conflict of Interest.pdf

**Download** 

Please complete and upload this form before submitting your proposal.

GC 2270.002 Agreement.pdf

Download

Please complete and upload this form before submitting your proposal.

W-9 REV 2024.pdf

Download

Please complete and upload this form before submitting your proposal.

Page 3 of 16 pages

Deadline: 2/20/2025 10:00 AM (CT)

RFP2025-02 Replace Generator #3

### **OFFICIAL BID FORM.pdf**

Download

Please complete the form, have it notarized and delivered to HCAD no later than five business days after the bid due

### BidderApplicationForm\_03\_2024.pdf

Download

Please complete and upload this form before submitting your proposal.

### Construction Vendor Reference Request v2.pdf

Download

This form is to be completed by three project managers from completed projects. Please forward this form to those managers and ask them to email the completed form to purchasing@hcad.org. These references are worth 3 points each.

### Prevailing Wage Scale for Building Construction (022223).pdf

**View Online** 

Please review and agree to line 55 under the attribute section.

### 2024-11-11 Permit MEP Plots.pdf

**View Online** 

Controlling Documents dated 11.11.2024 from EBE Consulting Engineers.

## **Requested Attachments**

#### W-9

(Attachment required)

Please download the W-9 form located on the "Attachments" tab and upload the completed form here.

#### Reference Letters

Please download the reference sheet and send request to three customers to complete and email to purchasing@hcad.org. The three references make up 9% of the total score.

### Conflict of Interest Questionnaire (CIQ)

(Attachment required)

Please download the Conflict of Interest Questionnaire (CIQ) form located on the "Attachments" tab and upload the completed form here.

### **Project Schedule**

(Attachment required)

Please create and upload a proposed project schedule for this project.

#### GC 2270.022

(Attachment required)

Please download the GC 2270.022 form located on the "Attachments" tab and upload the completed form here.

### **Proof of Liability Insurance**

(Attachment required)

Please upload proof of liability insurance here.

### **Bidder Application Form**

(Attachment required)

Please download the Bidder Application form located on the "Attachments" tab and upload the completed form here.

#### Official Bid Form

(Attachment required)

Please complete the official bid form, have it notarized, and delivered to HCAD Purchasing Department no later than five business days after the bid due date and time.

#### Statement of Work

(Attachment required)

Please upload your statement of work once you have read all the supporting documents in the attached document section. <u>Please include an estimated project timeline.</u>

#### Safety Record

(Attachment required)

Please upload a loss analysis from your insurance carrier.

## **Bid Attributes**

_	
1	Contract Start Date  HCAD is requesting the contract to start on April 1, 2025. Please enter your anticipated start work date.  [//
2	Expected Contract End Date
	The term of the contract is dependent equipment & material lead-times and contractor availability. Please estimate a date of completion.
	//(Required)
3	Introduction
	There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. **Please select each page on the right-hand side of the blue bar below (at the bottom of this list of attributes) to view the next page of Bid Attributes*
	☐ I have read and agree. (Required: Check if applicable)
_	
4	Communication Statement
4	Contact between vendors and Harris Central Appraisal District personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Harris Central Appraisal District personnel may result in disqualification. All communication shall go through the Purchasing Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. It is highly recommended to submit your questions through the electronic bid system.
4	Contact between vendors and Harris Central Appraisal District personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Harris Central Appraisal District personnel may result in disqualification. All communication shall go through the Purchasing Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. It is highly recommended to submit your questions through the
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	Contact between vendors and Harris Central Appraisal District personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Harris Central Appraisal District personnel may result in disqualification. All communication shall go through the Purchasing Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. It is highly recommended to submit your questions through the electronic bid system.    I have read and agree. (Required: Check if applicable)    Controlling Documents

#### 6 | Proposal Requirements

- 1. Bidders are encouraged to register through HCAD's electronic bidding system. All sealed paper bids must be on forms provided in this invitation and must be written in ink on the bid forms. Bids must be signed by an authorized officer of the company and acknowledged by a Notary Public. Obligations assumed by the signature must be fulfilled. (You must print the signature page/notary signature page and deliver to HCAD no later than five business days after the bid due date and time.)
- 2. Paper bids require one copy. The statement "RFP2025-02 Enclosed" must be indicated on all bid packages. If a bid is not adequately identified, it will be opened to establish identification and will be processed as any other bid.
- 3. TIME AND DATE: Bids must physically be in the Purchasing Manager's office, 13013 Northwest Freeway, Second Floor, by 10:00 A.M. on the date bids are due; an early postmark will not suffice.
- 4. RETRACT A BID: A bidder may retract their proposal before the due date for the request for proposal. Retracting a bid response does not delete the response that is currently entered. A bidder can find instructions on how to make changes to a submitted bid in the HELP section of the software. Search for "retract a bid."
- 5. The proposal must not be altered.
- 6. Bidders are invited to be present at the BID OPENING. After a contract has been awarded, bid details may be requested through the Purchasing Office, Second Floor, 13013 Northwest Freeway, Houston, Texas.
- 7. All bids must show the FULL NAME of the firm bidding, with the name printed in ink if a paper copy is submitted.
- 8. Bidders having delinquent PROPERTY TAXES will not be considered for the award.
- 9. Bidders are required to submit a properly completed BIDDER APPLICATION FORM with the proposal. It is the responsibility of the bidder to inform the District's Purchasing Office of any changes/deletions to this form as is deemed appropriate.
- 10. Each bidder must furnish a list of two <u>similar PROJECTS</u> the bidder has performed in the past five years with the contact's name, email address and phone number of the project owner for each project. Each bidder must also furnish a list of <u>ON-GOING PROJECTS</u>, the anticipated dates of completion for each and a contact name and phone number of the project owner for each project.
- 11. REFERRALS from three previous jobs are also needed.
- 12. Chapter 2270.002 of the Government Code provides that any government entity may not enter into contract with a company for goods or services unless the contract contains a written verification from the company that it:
- a. Does not boycott Israel; and
- b. Will not boycott Israel during the term of the contract.
- 13. Chapter 2252.152 of the Government Code Contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations. A government entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 8807.051, or 2252.153. Therefore, if this proposal is signed by the Bidder, this serves as an agreement with the statement.
- 14. Chapter 2252.098 section (b) of the Texas Government code states a governmental entity may not enter into a contract described with a business entity unless the business entity, in accordance with the Texas Ethics Commission, and rules adopted under this chapter and section submits a disclosure of interested parties to the government entity at the time the business entity submits the signed contract. The disclosure of interested parties must be submitted on form 1295 as prescribed by the Texas Ethics Commission.

☐ I have read and agree.		
(Required: Check if applicable)		
(Required. Crieck if applicable)		

### Proposal Opening

Any proposal received later than the specified time, whether delivered in person or by any other method shall be disqualified. Any questions pertaining to the proposal procedures during the bid process should be addressed by using the "questions" function within this RFP. After the due date questions can be address to Tammy Argento, Purchasing Manager at targento@hcad.org.

9	have	read	and	agree.
(Red	quired:	Check	if app	licable)

#### 8 | Evaluation and Award

1. The District will evaluate proposals and award the contract based on the criteria listed below. The responsive proposals will be assigned a numerical score in each category, not to exceed the maximum allowed score for each category, as determined through the Offeror's attention to the factor detailed in the following sections. The amount of discussion to be applied to each listed topic is an individual choice of the Offeror; however, discussion should be

detailed enough to inform and educate the Evaluation Committee Members.

- 2. All proposals will be reviewed for compliance with the mandatory specifications stated within the request. Proposals deemed non-responsive will be eliminated from further consideration.
- 3. Lowest bid, most responsible, best value, and most advantageous to the District are other criteria the bid evaluation committee will use to determine the best proposal. In addition, the District uses weighted criteria with mandatory elements.
- 4. Responsive proposals will be evaluated on the factors list below. If further evaluation is needed, the responsive Offerors with the best scores will be selected as finalist. The finalist will receive a short list of written questions to further explain their offer. The answers will then be scored by the committee.
- 5. Local Government Code 252.0435 allows the offeror's safety record to be taken into consideration.
- 6. Local Government Code 252.043 addresses the items listed below as possible points for scoring.

o r	
	P 0
	r F
Attended Mandatory Pre-Bid Meeting	
GC 2270.002 Agreement was uploaded or attached to the bid	
Bidder's Application	
W-9 Form	
Certificate of Liability Insurance	
Conflict of Interest Form	
Harris County Taxes are Current	
Paper Bid Was Sealed	
Official Bid Form Was Received Within 5 Business Days of Due Date	
Statement of Work and Project Schedule	
Weighted Criteria	
The amount of the base bid/proposal.	4 5 %

The le	ength of construction time proposed. (complete line 36 below)	5 %				
The p	The probability that the proposer can perform in accordance with the proposal documents.					
Previ	ous success with projects at HCAD.	5 %				
	rences - the responsibility and reputation of the proposer, compliance with laws affecting cts elsewhere.	9 %				
Healt	proposer's safety record, safety record being defined as a proposer's OSHA (Occupational Safety and the Administration) inspection logs for the last three years, a loss analysis from the proposer's insurance er, and a loss history covering all lines of insurance coverage carried by the proposer.	1 0 %				
HUB,	, Nonprofit or Person with Disabilities.	3 %				
Соор	perative Member.	3 %				
proje	nt to which the goods and services meet the District's needs. (Previous jobs similar to this project, cts in process, available to start when district needs to start, onsite manager, manufacturer availability, business hours vs. evening hours.)	1 0 %				
	ove read and agree. ed: Check if applicable)					
1. PE compa 2. PA contra 3. Go comple 4. In contra once a HCAD	ERFORMANCE BOND is required by Government Code 2252.021 if the bid is more than \$100,000. A sure any authorized to do business in the state of Texas must issue the bond. Required with signed contract. AYMENT BOND is required by Government Code GC2252.021 if the bid is more than \$50,000. Required with signed. overnment Code 2252.031 requires a retainage in the amount of 10% from payments until contract work is eted. voice payments comply with Government Code 2251.021 Subsection (b) which states a payment under a context of the contract work is a month or less frequently is overdue on the 46th day after the later event. The contractor shall submit to monthly invoices by the tenth day of the month following that month during which the services were med for which payment is requested. HCAD shall pay the invoiced amount within thirty (30) days of receip	when is only				

Sales and Use Tax.

☐ I have read and agree. (Required: Check if applicable)

an invoice approved by the Purchasing Manager.

The Harris Central Appraisal District is exempt from the Federal Excise and Transportation Tax, and the limited

1 0	Patents  The contractor agrees to indemnify and save harmless the District, the purchasing agent, and his assistants from all suits and actions of every nature and description brought against them, for on account of the use of patented appliances, products or processes and he shall pay royalties and charges which are legal and equitable.  I have read and agree.  (Required: Check if applicable)
1	Previous Job Reference Number One
1	Business Name
	(Required: Maximum 250 characters allowed)
1	Contact Person  Name, phone number and email address.
	(Required: Maximum 250 characters allowed)
1 4	Business Address Enter street address, city, state, zip code
	(Required: Maximum 1000 characters allowed)
1 5	Business Phone Number           ()         ext:           (Required)
16	Email Address Email address of business owner or officer.
	(Required: Email address)
<b>1 7</b>	Description of Services Performed & Dates of Service
	(Required: Maximum 4000 characters allowed)
18	Previous Job Reference Number Two

1	Business Name		
•			
	(Required: Maximum 250 characters allowed)		
20	Contact Person Name, phone number and email address.		
	(Required: Maximum 250 characters allowed)		
2	Business Address Enter street address, city, state, zip code		
	(Required: Maximum 1000 characters allowed)		
2 2	Business Phone Number           () ext:           (Required)		
2 3	Email Address  Email address of business owner or officer.  (Required: Email address)		
2 4	Description of Services Performed & Dates of Service		
	(Required: Maximum 4000 characters allowed)		
2 5	Previous Job Reference Number Three		
2 6	Business Name		
	(Required: Maximum 250 characters allowed)		

27	Contact Person  Name, phone number and email address.		
	(Required: Maximum 250 characters allowed)		
28	Business Address Enter street address, city, state, zip code  (Required: Maximum 1000 characters allowed)		
2 9	Business Phone Number  () ext:		
3 0	Email Address  Email address of business owner or officer.  (Required: Email address)		
3	Description of Services Performed & Dates of Service  (Required: Maximum 4000 characters allowed)		
3 2	Ongoing Project Number One  This is a project your company is currently working on. This information is to get a good look at your schedule and availability for HCAD's project.		
3	Project Name  (Required: Maximum 250 characters allowed)		
3 4	Company (Customer) Name  (Required: Maximum 250 characters allowed)		

3 5	Total Cost  \$ (Required: Numbers only)
3	Projected Completion Date // (Required)
3	Ongoing Project Number Two  This is a project your company is currently working on. This information is to get a good look at your schedule and availability for HCAD's project.
38	Project Name  (Required: Maximum 250 characters allowed)
39	Company (Customer) Name  (Required: Maximum 250 characters allowed)
4	Total Cost  \$ (Required: Numbers only)
4	Projected Completion Date // (Required)
4	Ongoing Project Number Three  This is a project your company is currently working on. This information is to get a good look at your schedule and availability for HCAD's project.
43	Project Name
4	Company (Customer) Name
	(Optional: Maximum 250 characters allowed)

ļ	Total Cost  \$ (Optional: Numbers only)
<b>!</b>	Projected Completion Date // (Required)
ļ	Insurance Requirements
	The contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsement, and subject to terms and conditions.  • Commercial General Liability Insurance for the project written on an occurrence form with policy limits of not less than \$1,000,000 each occurrence, \$1,000,000 general aggregate, and \$2,000,000 aggregate for products-completed operations hazard, providing coverage for claims including:  • o damages because of physical damage to or destruction of tangible property, including the loss of use of such property.  • o bodily injury or property damage arising out of completed operations; and  • the contractor's indemnity obligations.  • Automobile Liability covering vehicles owned by the contractor and non-owned vehicles used by the contractor, with policy limits of not less than \$1,000,000 per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.  • Workers Compensation at statutory limits for the State of Texas and applicable Federal Statutory.  • Employers' Liability with policy limits not less than \$500,000 each accident, \$500,000 each employee, and \$500,000 policy limit.
1	Conflict of Interest  Please check the box to acknowledge the Conflict of Interest form is attached.  Yes, the form has been uploaded.  (Required: Check if applicable)
1	Bidder Application  Please check the box to acknowledge the Bidder Application form is attached.  Yes (Required: Check if applicable)
	W-9 Please check the box to acknowledge the W-9 form is attached.  Yes, the W-9 form is attached.  (Required: Check if applicable)
	Bid Form  Please check the box to acknowledge the bid form is attached.  Yes, the Bid Form is attached.  (Required: Check if applicable)
	Texas Government Code 2270.002  Please check the box to acknowledge the Texas Government Code 2270.002 is attached.  Yes, the agreement is attached.  (Required: Check if applicable)

5 3	STATEMENT OF WORK  I have read the Statement of Work, located as number one in the Bid Lines section. I have uploaded my company's Statement Of Work for your review.
	☐ Yes, I read the Statement of Work. (Required: Check if applicable)
5 4	Required Bonds  PERFORMANCE BOND is required by Government Code 2252.021 if the bid is more than \$100,000. A surety company authorized to do business in the state of Texas must issue the bond. Required with signed contract.  PAYMENT BOND is required by Government Code GC2252.021 if the bid is more than \$50,000. Required with signed contract.  Yes, the bond will be provided.
	(Required: Check if applicable)
<b>5 5</b>	Prevailing Wage Scale for Building Construction In accordance with Chapter 2258 of the Texas Government Code contractors and subcontractors must pay the general prevailing wage rates for building construction for each craft or type of worker or mechanic employed in the execution of any building construction or repair.
	The wage scale requirements are found in the "Attachments" tab of this bid. Please read and respond to the statement below.  I have read and agree. (Required: Check if applicable)
5 6	The business submitting this bid is a Disadvantaged Business Enterprise (DBE), a HUB or a Minority Owned Business.
	A <u>Disadvantaged Business Enterprise</u> , <b>DBE</b> , is a for-profit small business concern that is at least 51 percent owned and controlled by socially and economically disadvantaged individuals.
	A <u>Historically Underutilized Business</u> , <b>HUB</b> , is a certification by the State of Texas Comptroller for Public Accounts Statewide program.
	A <u>Minority Owned Business</u> , <b>MOB</b> , is one that is 51 percent owned by one (1) or more people self-declaring their Race in accordance with the guidelines established by the U.S. Census Bureau ACS and Office of Management and Budget. Any person with origins in any of the original people of the following are considered to be minority.
	<ul> <li>Black Africa</li> <li>Europe, the Middle East, North Africa</li> <li>North America, Central America, South America</li> <li>Far East, Southeast Asia, the Indian Subcontinent</li> <li>Hawaii, Guam, Samoa, other Pacific Islands</li> <li>Two or More Races</li> </ul>
	The company must be registered in the state of Texas and upload their certificate that gives them this title.  □ Bidder is a DBE □ Bidder is a HUB
	☐ Bidder is a MOB ☐ Bidder is none of the above.  (Required: Check all that apply)

# **Bid Lines**

1	Dismantle Generac 300 kW SN2108858 and replace with resound enclosure as outlined in the drawings (Controlling Dattached, prepared by EBE Consulting Engineers. Scope of installation of the new generator. This includes connection electrical connection of all feeders and any associated auxinstallation of any wiring for control points and the associate points in the client BAS system. (Response required)	ocuments) dated 11/11/ f work includes all work of natural gas service a liary power for accesso ed programming and up	24 issued for permit as for the full and complete and any required modifications; ories; connection and adates for the monitoring of
	Quantity: 1 UOM: EA Price	e: \$	Total: \$
	Manufacturer: (Required)		No bid  Alternate specification
	Manufacturer #:		(Attach separate sheet)
	(Required) Supplier Notes:		Additional notes (Attach separate sheet)
	Ship To Information		
	Contact: Tammy Argento Address: Purchasing Department 2nd Floor Harris Central Appraisal District 13013 NW Freeway Houston, TX 77040 Phone: 1 (713) 957.7401 Email: targento@hcad.org		
2	2 Salvage all parts identified by HCAD and place in storage of (Response required)	n HCAD property for fut	ture use.
		e: \$	Total: \$
	Supplier Notes:		No bid  Alternate specification (Attach separate sheet)  Additional notes (Attach separate sheet)

Supplier intor	mation	
Company Name:		
Contact Name:		
Address:		
_		
Phone:		
Fax:		
Email:		
Supplier Notes	S	
herein stated and in which are made a pa	accordance with the Invitation to Bid, C	boods and/or services as specified at the prices and terms Clarification Letters, and General Conditions of Bidding, all of form, including but not limited to the conditions of bidding and for all purposes.
Print Name		Signature