



INVITATION TO BID
ITB-002-2009

Sealed bids will be accepted by the City of Lake City, Florida until **Thursday, November 18, 2008 at 11:00 AM** local time in the Purchasing & Contracting Department located on the 2nd floor of City Hall, 205 N Marion Avenue, Lake City, Florida 32055. Any bids received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a bid is received will be resolved against the Bidder. Bids will not be accepted via fax. Bid opening will be promptly at **11:15 AM** in the City Council Chambers located on the 2nd floor of City Hall, at which time all bids will be publicly opened and read aloud for:

PETROLEUM PRODUCTS AND DELIVERED DIESEL FUEL ANNUAL CONTRACT

All bid proposals which are submitted through delivery services such as Federal Express, UPS, or United States Postal Service Express Mail, must be marked on the OUTSIDE of the delivery package with the company or Bidder's name, address, phone number, bid number (ITB-002-2009), bid title (PETROLEUM PRODUCTS AND DELIVERED DIESEL FUEL ANNUAL CONTRACT) the date and time (November 18, 2008 @ 11:00 AM). The bid proposal must be in a sealed envelope INSIDE the delivery package with the same information as listed above. All bid proposals which are hand delivered or delivered through regular mail by the United States Postal Service must have all the same information as listed above on the OUTSIDE of the sealed envelope. Failure to comply may be reason to reject the bid.

One original plus one copy must be included and must be addressed to the following:

City of Lake City
Attention: Purchasing & Contracting
205 N Marion Avenue
Lake City, Florida 32055

Bids must be completed in English language, signed with ink, in spaces provided on the enclosed bid forms and submitted in duplicate or bid will be subject to rejection. Any deviation from the specifications must be explained in detail on sheets attached to the bid form and labeled "Clarifications and Exceptions," and each deviation must be itemized by number and must specifically refer to the applicable specification paragraph and page. Otherwise it will be considered that items offered are in strict compliance with these specifications and the successful Bidder will be held responsible for meeting the specification. Request for additional information

or clarifications must be made in writing to the Purchasing & Contracting Department. Facsimile or e-mail requests are acceptable. The Purchasing & Contracting Department will issue replies to inquiries and additional information or amendments deemed necessary in written addenda, which will be issued prior to the deadline for responding to this Invitation to Bid. Questions must be received no later than 4 PM, Tuesday, November 14, 2008.

(386) 755-6112 – Fax
purchasing@lcfla.com E-mail

The City of Lake City is exempt from State Use Tax, State Retail Tax and Federal Excise Tax. The bid price must be net, exclusive of taxes. Bidder's proposal must be dated, signed by authorized representative, title, firm name, address and telephone number.

Local Vendor Preference: City of Lake City Administrative Policy #18 states that the bid of a resident of Columbia County, Florida will have a 5% preference over the bid submitted by any non-resident of Columbia County. A resident is defined as an individual whose primary residence is within Columbia County, Florida, a partnership whose principals are all residents of Columbia County, Florida, partnership or other business entity whose principal place of business is within Columbia County, Florida, or which maintains a full time business office open to the public within Columbia County, Florida. With these and other contributing factors the City Council reserves the right to award a bid or contract in the best interest of the City.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Purchasing & Contracting Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any Bidder desirous of protesting a bid for any reason must file a written notice of bid protest with the City Manager's office within 72 working hours following posting of notice of intended award. All protest will be in writing stating the bid being protested and the specific reason of the protest. All protest will be signed by the Protestor and include all detail for a complete and thorough review. The decision of the City Manager, after consultation with the City Attorney will be issued within five (5) working days of the receipt of the protest, unless additional time is agreed upon by all parties involved should circumstance warrant such a delay.

By submission of his/her bid, the Bidder certifies that:

A. The bid has been arrived at by the Bidder independently and has been submitted without collusion with any other vendor of materials, supplies or equipment described in the Invitation to Bid.

B. The contents of the bid have not been communicated by the Bidder, his/her employees or agents, to his/her best knowledge and belief, to any person not an employee or agent of the Bidder or his surety in any bond furnished herewith and will not be communicated to any such person prior to the official opening of the bids.

The City of Lake City reserves the right to accept or reject any/all bids and to award the contract in the best interest of the City of Lake City, Florida.

CITY OF LAKE CITY, FLORIDA

Scott Reynolds
City Manager

EXHIBIT "A"
SPECIFICATIONS

THE CITY OF LAKE CITY WILL ACCEPT PROPOSALS FOR PETROLEUM
PRODUCTS AND DELIVERED DIESEL FUEL

PART I: GENERAL:

A. DESCRIPTION OF WORK:

1. The supplier must furnish to the City of Lake City petroleum products and delivered diesel fuel for the use and operation of public owned vehicles, equipment and storage tanks.

B. LICENSE:

1. All Bidders must be qualified under the laws, rules and regulations of the State of Florida and the City of Lake City to perform the work required by these documents.

C. INSURANCE:

1. Without limiting Bidders indemnification, it is agreed that the successful Bidder must purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Bidders policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy.
 - a. Statutory Workers Compensation insurance as required by the State of Florida.
 - b. Commercial General Liability insurance to provide coverage of not less than \$1,000,000.00 combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
 - c. Comprehensive Automobile Liability insurance covering all owned, hired and non-owned vehicles with coverage limits not less than \$1,000,000.00 per person, \$1,000,000.00 per occurrence and \$1,000,000.00 property damage.

D. CONTRACT:

1. The proposal of the successful Bidder together with the written Notice of Award, and the terms, conditions and specifications contained in the Invitation to Bid will constitute the contract. The contract term will be for a one (1) year period. The City reserves the right to extend the contract period for four (4) additional one (1) year terms, upon mutual agreement with the successful Bidder.

E. EVALUATION/AWARD:

1. Evaluation of bids will be based on the total add-on per gallon. Other consideration by the City will include the type of service center, hours of operation and locations.

F. FUELING SITES:

1. The successful Bidder must have one or more fueling sites in the Lake City area. The facility must be equipped with either an automated system or a manual system.
2. The automated system must be self-serve but requires a key or card system for recording date, type fuel, number gallons, odometer reading and some form of identification (i.e. name or vehicle).
3. The manual system must be a manned facility that will record the same information listed under automated system and provide a receipt to the operator. The exact format is subject to approval by the City of Lake City. The facility must be manned twenty-four (24) hours per day, seven (7) days per week.

G. DELIVERED DIESEL FUEL:

1. The successful Bidder must deliver diesel fuel to the Lake City Municipal Airport, Wastewater Treatment Plant Facilities, Water Plant Facilities, Public Safety Building and any additional City locations on an as needed basis.

H. TERMINAL CODES:

1. The Jacksonville, Florida terminal codes must be used to refer to the Oil Price Information Service (OPIS) prices, 4550 Montgomery Avenue, Suite 700 North, Bethesda, Maryland 20814. The OPIS average price for Jacksonville, Florida terminal must be used as a basis for prices for fuel under this contract.

I. PRICES:

1. Fuel prices must be based on the weekly average price for all companies at the Jacksonville, Florida terminal location indicated as reported by the OPIS report plus a firm markup or discount. The firm markup or discount must not change during the term of the contract. Discounts from the OPIS average price must be considered as a negative add-on. All applicable taxes, including State, County, Federal Superfund, State Inland Protection, State Water Quality, State Coastal Protection and State Agriculture Inspection Fee, must be added at time of invoicing. No other charges will be added. The successful Bidder must provide weekly copies of the OPIS report along with the invoices.

J. INVOICING:

1. Invoice prices for sales during any calendar week must be based on the previous weeks (Thursday) OPIS average price for all companies for the specified product at the specified terminal.

K. PAYMENT:

1. Invoices must be submitted weekly to the City of Lake City Purchasing & Contracting Department for each City Department for payment monthly.

L. CANCELLATION:

1. The City of Lake City reserves the right to cancel any contract if in its opinion there is any failure to adequately perform the requirements of these specifications. Cancellation will be effective immediately upon written notification to the Contractor and such cancellation will relieve the City of Lake City from any obligation to purchase any item under such purchasing agreement.

M. CAPABILITY AND REFERENCES:

1. Bidders must provide with their proposal substantial material for evaluating the ability of the potential Bidder to execute a project of this type. This includes references for the company. Therefore, the Bidder is required to provide a minimum of three (3) references ***included in bid proposal on the form provided herein.*** The list of references should include names, affiliation, addresses and phone numbers of an appropriate contact person(s). All reference materials provided become the property of the City of Lake City and also become public record.

N. ADDITIONAL INFORMATION:

1. The City of Lake City Purchasing & Contracting Department reserves the right to request any additional information needed for clarification from any Bidder for evaluation purposes.

O. PUBLIC ENTITY CRIME:

1. Public Entity Crimes – Section 287.133 (3) (n) of the Florida Statutes requires that a vendor/contractor submit a sworn statement concerning Public Entity crimes. Bidders are required to submit the enclosed form with their bid, failure to do so may be reason for rejection of bid.

P. ADDENDUM:

1. It will be the sole responsibility of the bidder to contact the Purchasing & Contracting Department prior to submitting a bid to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their bid.

“SPECIFICATIONS”

ITEM I: PETROLEUM PRODUCTS AND DELIVERED DIESEL FUEL:

A. PRODUCTS:

1. All products must conform to Florida Department of Agriculture Standards.
 - a. Unleaded Supreme E-10 Gasoline
 - b. Unleaded Regular Unleaded E-10 Gasoline
 - c. Ultra Low Sulfur Diesel Fuel
 - d. Low Sulfur Diesel Fuel dyed (off road)

B. QUANTITIES:

1. All quantities listed below are estimates only. Actual purchases may be more or less than shown. In the event of nationwide or local shortages, the successful Bidder must agree to furnish the City of Lake City the same percentage of product as may be furnished to any other purchaser providing that such agreement must not contravene regulations which may be established by the Government of the United States.

FUELING SITES:

Unleaded Supreme E-10 -	At the present time the City of Lake City is not purchasing this type fuel.
Unleaded Regular E-10 -	Approximately 97,000 gallons per year
Ultra Low Sulfur Diesel -	Approximately 34,000 gallons per year
Low Sulfur Diesel dyed - (off road)	Approximately 23,000 gallons per year

DELIVERED DIESEL FUEL:

Water Treatment Plant -	Approximately 8,000 gallons per year
Wastewater Treatment Plant -	Approximately 6,000 gallons per year
Lake City Airport -	Approximately 1,000 gallons per year
Public Safety Building -	Approximately 100 gallons per year

C. FREIGHT:

1. Freight for delivered diesel fuel must be F.O.B. destination.

PROPOSAL

ITEM I: PETROLEUM PRODUCTS AND DELIVERED DIESEL FUEL:

	<u>MARK-UP</u>	<u>TAXES</u>	<u>TOTAL TAXES AND MARK-UP</u>
Unleaded Supreme E-10 Gasoline_____	_____	_____	_____
Unleaded Regular E-10 Gasoline _____	_____	_____	_____
Ultra Low Sulfur Diesel _____	_____	_____	_____
Low Sulfur Dyed Diesel (off road) _____	_____	_____	_____
CURRENT APPLICABLE TAXES	<u>GASOLINE</u>	<u>UNDYED L/S DIESEL</u>	<u>DYED H/S DIESEL</u>
State Taxes _____	_____	_____	_____
County Taxes _____	_____	_____	_____
Federal Superfund _____	_____	_____	_____
State Inland Protection _____	_____	_____	_____
State Water Quality _____	_____	_____	_____
State Coastal Protection _____	_____	_____	_____
State Agriculture Inspection Fee_____	_____	_____	_____
TOTAL TAXES _____	_____	_____	_____

THIS FORM MUST BE USED FOR PROPOSAL FORM

FIRM NAME _____

ADDRESS _____

CITY,STATE,ZIP _____

TELEPHONE _____

FAX # _____

E-MAIL ADDRESS _____

Authorized Representative (PLEASE PRINT OR TYPE)

SIGNATURE _____

DATE _____

THIS FORM MUST BE USED FOR PROPOSAL FORM

VENDOR CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA, CITY OF _____

Before me, the undersigned authority, personally appeared _____, who was duly sworn deposes and states:

1. I am the _____ of _____
with a local office in _____ and principal office in _____
_____ and principal office in _____.
City & State City & State
2. The above named entity is submitting a Proposal for the City of Lake City ITB-002-2009 described as Petroleum Products and Delivered Diesel Fuel – Annual Contract.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity’s submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity not its affiliates, nor any one associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor any one associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity’s ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
9. I certify that no member of the entity’s ownership or management, or staff has a vested interest in any aspect of the City of lake City.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

DATED this _____ day of _____ 20____.

(Affiant)

Typed Name and Title

Sworn to and subscribed before me this _____ day of _____ 20____.

Personally Known _____ Or produced identification _____

Identification type: _____

Notary Public-State of _____

Printed, typed, or stamped commissioned name of notary public

My commission expires: _____.

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES _____ NO _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO _____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO _____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Lake City, ITB-002-2008, Petroleum Products and Delivered Diesel Fuel – Annual Contract.

Firm _____ Date _____

Authorized Signature _____ and Title Printed or Typed Name and Title _____

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, _____ (print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee’s community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

“As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”

Authorized Signature

Date Signed

State of Florida

County of _____

Sworn to and subscribed before me this ____ day of _____ 20____.

Personally known _____ or Produced Identification _____
(Specify type of identification)

Signature of Notary
My Commission Expires: _____

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL

NON-COLLUSION AFFIDAVIT OF PROPOSER

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that:

1. He/She is _____ of _____
Title Company Name

the proposer that has submitted the attached proposal;

2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

3. Such Proposal is genuine and is not a collusive or sham proposal;

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other proposer, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm, or person to fix the price or prices in the attached proposal or any other proposal, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Lake City, Florida or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED _____

TITLE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____.

Notary Public, State of Florida My Commission Expires: _____

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL

**SWORN STATEMENT UNDER SECTION
287.133(3)(n), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid No._____.

2. This sworn statement is submitted by _____ whose business address is _____ and (if applicable) its Federal Identification No.(FEIN) is _____. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement_____.

3. My name is _____ and my relationship to the entity named above is_____.

4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.

5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:
 - a. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with a convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with, and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

Signature: _____ Date _____

STATE OF _____

COUNTY OF _____

Personally appeared before me, the undersigned authority, _____ who after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____ 20____.

Notary Public, State at large

My Commission expires:

THIS FORM MUST BE USED FOR PROPOSAL FORM

REFERENCES

As per the General Specifications Section, below is a list of at least three (3) client/customer references including company name, address, contact person, telephone number and length of time services provided. (Note: only list those client/customers in which a similar type of equipment/product of scope of work/service was provided.)

1. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Length of time services provided: _____
Contact Person: _____
Length of time services provided: _____

2. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Length of time services provided: _____
Contact Person: _____
Length of time services provided: _____

3. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Length of time services provided: _____
Contact Person: _____
Length of time services provided: _____

THIS FORM MUST BE USED FOR PROPOSAL FORM

CITY OF LAKE CITY BIDDER'S CHECK LIST

BIDS MAY NOT BE CONSIDERED if the following documents and/or attachments are not completely filled out and submitted with your bid.

Before sending in your bid, please make sure you have completed all of the following:

_____ Enclose two (2) sets of the Bid form (one marked original and one copy), including all handwritten sections. Please make and retain a separate copy of this bid package for your records.

_____ Bid Form, must be complete and have a manual signature (original signature) preferably signed in blue ink.

_____ Include proof of proper licensing as stated in bid documents.

_____ Every page that has anything hand written on it, must be imprinted with the company's name on the top right-hand corner of the page.

_____ Return bid in an envelope with the bid number and name of bid printed on the front of the envelope. If Fed-Ex or UPS- keep bid in a separate sealed envelope when placing it in their packaging

_____ Acknowledge in the bid any and all addendums issued and manually sign each addendum sheet and submit it with your bid.

_____ Erasures or other descriptive literature, brochures and/or data must be initialed by the person signing the bid.

FORMS

- _____ References
- _____ Public Entity Crime Statement
- _____ Conflict of Interest
- _____ Disputes Disclosure
- _____ Drug Free Work Place
- _____ Non-Collusion Affidavit of Proposer

_____ **PLEASE INITIAL**

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL