



INVITATION TO BID  
ITB-014-2011

Sealed bids will be accepted by the City of Lake City, Florida until, **February 1, 2011 at 11:00 A.M.** local time in the Purchasing & Contracting Department located on the 2<sup>nd</sup> floor in 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 A.M. on February 1, 2011 in the City Council Chambers located on the 2<sup>nd</sup> floor of City Hall, at which time all bids will be publicly opened and read aloud for the:**

AVIATION FUELS ANNUAL CONTRACT

One (1) original plus one (1) copies of your bid must be sealed and plainly marked on the outside of the envelope with the bid number, the bid name and opening date. Bids must be addressed to the following:

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

**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-014-2011), bid title (AVIATION FUELS ANNUAL CONTRACT) and date and time (FEBRUARY 1, 2011 @ 11:00 A.M.). 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.**

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. All questions must be in writing and directed to the Purchasing Director. All questions will be answered in writing. Any answers which may alter the scope of work will be answered in the

form of addenda. Any and all Addenda must be signed and returned with the original response to be considered responsive. Deadline for receiving questions is **January 25, 2011 by 5:00 P.M.** Questions received after this date and time will not be considered. Questions may be submitted via e-mail to [purchasing@lcfla.com](mailto:purchasing@lcfla.com) or by mail to City of Lake City, Purchasing & Contracting Department, 205 N. Marion Avenue, Lake City, FL 32055.

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 an authorized representative listing their 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.

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 three (3) working days following bid opening. 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 details 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.

Bids may not be withdrawn for a period of 60 days after the scheduled closing time for receipt of 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

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Wendell Johnson, City Manager

## TERMS AND CONDITIONS

### PART I:

#### SCOPE OF WORK:

THE CITY OF LAKE CITY WILL ACCEPT PROPOSALS FOR AVIATION FUELS – ANNUAL CONTRACT FOR THE CITY OF LAKE CITY MUNICIPAL AIRPORT.

#### A. INSURANCE:

1. Without limiting bidder's indemnification, it is agreed that the successful bidder will purchase at their own 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 bidder's 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) 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 \$100,000.00 per person, \$300,000.00 per occurrence and \$50,000.00 property damage.
  - d. Aviation Excess Liability Insurance coverage covering all fueling related activity to supplement the City of Lake City Municipal Airports liability coverage.

#### B. INDEMNITY:

1. Successful Bidder will indemnify and hold City of Lake City harmless from any loss, cost, damage or injury sustained by any person(s) as a

result of the actions of employees or officers of the Bidder, or the Bidders subcontractors or suppliers.

C. CONTRACT:

1. The proposal of the successful Bidder together with the written Notice of Award, the terms and conditions and the specifications contained in the Invitation to Bid will constitute the contract.
2. Contract term will be for three (3) years\*. The City reserves the right to extend the contract period for two (2) additional one (1) year periods upon mutual agreement with the successful bidder.
3. \*Annual Appropriation – Contingency Statement – Section 287.0582 of the Florida Statutes states performance and obligation to pay under this contract is contingent upon an annual appropriation.

D. TERMINATION:

1. The contract may be terminated by the City for any reason upon a 15 day written notice. Contractor will be paid for all service satisfactorily performed through the date of termination. Termination will be effective upon written notification to the Contractor and such termination will relieve the City from any future obligations with the Contractor.

E. PAYMENT:

1. Supplier must provide the purchaser with 30 day terms without penalty.
2. Other credit terms may be offered including prompt pay discounts and be made a part of the bid proposal.

F. CAPABILITY AND REFERENCES:

1. Bidders must provide with their proposal substantial material for evaluating the ability of the potential Bidder to execute a service of this type. Therefore, the Bidder is required to provide a minimum of (3) three references which will be verified. The list of references must be attached with the bid proposal on the form provided within these specifications. All reference materials provided become the property of the City of Lake City and also become public record.

G. 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.

H. PUBLIC ENTITY CRIME – DRUG FREE WORKPLACE :

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.
2. Drug Free Workplace – Section 287.087 of the Florida Statutes requires bidders to submit the enclosed form with their bid.

I. ADDENDUM:

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

J. AWARD OF CONTRACT:

1. Award of contract will be based on the most responsible and responsive Bidder based on meeting our requirements as set forth in our bidding documents, as well as consideration of the low bid overall for freight, mark-up, rack price at 12:00 noon the day prior to bid opening as well as available amenities. Mark-up and freight prices included in the bid shall remain fixed throughout the term of the contract.
2. Pricing shall be subject to change in accordance with the chosen major oil companies rack price increases and decreases throughout the term of the contract. Actual rack price changes only shall be passed on to the City.
3. Invoices from the successful Bidder must include quantities, rack price, mark up, freight charges and the time the fuel was picked up from the rack.

K. PRODUCT DELIVERY AND CHARGES:

1. All deliveries must be made within 24 hours of order placement.
2. Supplier must provide toll-free telephone number for order placement.
3. The successful Bidder will be required to deliver all fuels during the City of Lake City Municipal Airport normal hours of operation 7 days per week 8 a.m. to 6 p.m.
4. Deliveries must be via supplier transport truck or common carrier transport trucks designed for aviation fuel only. All tanks must be dedicated for fuel grade or proven to be properly cleaned and dried.

5. Title to product must pass to purchaser upon off loading into storage at the City of Lake City Municipal Airport.
6. Freight charges must be based on suppliers closest delivery source within the State of Florida regardless of actual source of delivery.
7. Billing is to be based on net temperature adjusted gallons.
8. Material Safety Data Sheets (MSDS) are required for fuels supplied.
9. Contractor must meet FDOT required weight loads.
10. In the event of a natural disaster which disables the City's ability to dispense fuel from our pumps, the successful Bidder shall cooperate with the City to the fullest extent possible to assist in keeping vehicles fueled. This assistance may include leaving a fuel truck at our facilities so that we may fuel our vehicles directly from the fuel truck.

L. PRICE CHANGES DURING CONTRACT PERIOD:

1. Any price increases during the contract period must be attributable to wholesale cost changes only (rack prices) and not bidder operating cost or profit increases.

M. CREDIT CARDS:

1. Supplier must accept without processing fee at least two (2) major oil company credit cards.
2. Supplier must accept State and Federal Government issued credit cards without fee.
3. Supplier must accept other general used credit cards such as Visa, MasterCard and American Express at a processing fee not to exceed 3%.
4. Successful vendor shall supply an electronic credit card machine, with all credit card supplies, forms, materials, etc. free of charge to the City of Lake City Municipal Airport.
5. Supplier must provide toll-free credit card authorization service.
6. Supplier's credit card shall provide for normal airport related charges in addition to fuel such as, tie down fees, hangar or lease payments, pilot supplies, minor repairs, and flight and/or weather service.
7. Supplier shall reimburse the City of Lake City for credit transmittals within seven (7) days or receipt by check.

8. Supplier must provide a grace period not less than sixty (60) days for the acceptance of all other company credit cards.

N. QUALITY CONTROL/INSPECTION:

1. Supplier must provide purchaser with written product quality reports on an annual basis and certification of quality for each delivery.
2. Supplier must inspect all fuel handling equipment on an annual basis and provide the purchaser with written inspection reports.

O. TRAINING:

1. Supplier must provide line service and quality control training to the City of Lake City Municipal Airport employees on site at the beginning of this contract, and also provide additional training for any new employees during this contract period at no charge.
2. Supplier must provide F.A.A. (Federal Aviation Administration) part 139 (or latest revision) training to purchaser's employees free of charge.

P. ADVERTISING:

1. Supplier must include purchasers in all directory advertising free of charge.

Q. SIGNAGE:

1. Supplier must provide one (1) large airport sign for air viewing, decals on ground equipment and fuel farm at no charge. State descriptions and what size your company will supply with bid proposal.
2. If your Company provides any amenities other than stated above, please list in detail. Some consideration could be given to such items as additional signage, advertising, etc.

R. PROPOSAL:

1. The Bidder must provide proposal on the form included within this document.
2. The Bidder must provide the following on the bid proposal for AvGas and Jet A fuels:
  - a. Location of closest primary terminal which will be used.
  - b. Rack price per gallon at the closest primary terminal on the three different dates provided on the proposal form.
  - c. Fixed markup per gallon.
  - d. Fixed freight cost per gallon.

"SPECIFICATIONS"

ITEM I: AVIATION FUELS:

A. PRODUCTS/SPECIFICATIONS:

1. Avgas 100LL – meets or exceeds ASTM (American Society of Testing & Materials) 910.
2. Jet A with Prist fuel additive pre-mixed - meets or exceeds ASTM 1655.

B. QUANTITY/TERM:

1. Avgas 100LL – approximately 40,000 – 60,000 gallons per year.
2. Jet A – approximately 60,000 – 100,000 gallons per year.
3. All deliveries must be in full transport amounts not less than 7,500 gallons.



**PROPOSAL – PAGE 1**

**ITEM I: AVIATION FUELS**

AvGas

Based on approximately 40,000 – 60,000 gallons per year.

1. Location of closest primary terminal which will be used: \_\_\_\_\_

2. AvGas (rack price) cost per gallon at closest primary terminal on:

October 1, 2010 \_\_\_\_\_

November 1, 2010 \_\_\_\_\_

December 1, 2010 \_\_\_\_\_

3. Fixed markup in cents based on no minimum \$ \_\_\_\_\_ per gallon

4. Fixed freight cost \$ \_\_\_\_\_ per gallon

**TOTAL PRICE** \$ \_\_\_\_\_ **PER GALLON**

**RACK PRICE DATE OF JANUARY 31, 2011** \$ \_\_\_\_\_

**THIS FORM MUST BE USED FOR BID PROPOSAL**



## 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: \_\_\_\_\_  
Email: \_\_\_\_\_  
Length of time services provided: \_\_\_\_\_
2. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_  
Length of time services provided: \_\_\_\_\_
3. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_  
Length of time services provided: \_\_\_\_\_

**THIS FORM MUST BE INCLUDED WITH 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. A predecessor or successor of a person convicted of a public entity crime; or
- b.** 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 or 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 INCLUDED WITH 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.

\_\_\_\_\_  
Firm Date

\_\_\_\_\_  
Authorized Signature Printed or Typed Name and Title

**THIS FORM MUST BE INCLUDED WITH 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 PROPOSAL**

**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says that:

1. He/She is \_\_\_\_\_ of \_\_\_\_\_ the Bidder  
Title Company Name  
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 Bidder 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 Bidder, 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 Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, 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 Bidder 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 PROPOSAL**

# 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.

\_\_\_\_\_ 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-please 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

\_\_\_\_\_ **PLEASE INITIAL**