

**Maine Public Employees Retirement System**  
**Request for Proposals 2018-021**  
**Snow and Ice Removal Services**

1. **About:** The Maine Public Employees Retirement System (MainePERS) is a quasi-governmental agency operating in Augusta, Maine. For more information about MainePERS please visit our website at [www.maineopers.org](http://www.maineopers.org).
2. **Scope:** The objective of this Request for Proposals (“RFP”) is for MainePERS to procure **snow and ice removal services for two (2) Augusta locations.**
3. **Definition of Parties:** Respondents to this Request for Proposal (RFP) will hereinafter be referred to as “Bidders,” and the Bidder to whom the contract is awarded will hereinafter be referred to as the “Contractor.”
4. **Description of Requirements:** Attachment A describes the products and/or services to be provided by the Contractor to MainePERS pursuant to this RFP.
5. **Terms of Contract:** The Contractor will be required to enter into MainePERS’ standard contract, a copy of which may be found at Attachment B.
6. **Insurance:** For the duration of the contract, the Contractor is required to procure and maintain a liability policy issued by a company fully licensed or designated as an eligible surplus line insurer to do business in the State of Maine by the Maine Bureau of Insurance, which policy includes the activity to be covered by the contract with adequate liability coverage to protect the Contractor and MainePERS from suits. Prior to or upon execution of the contract, the Contractor shall furnish the System with written proof of an acceptable liability insurance policy with policy limits at a minimum of two million dollars (\$2,000,000). The insurance shall be secured by the Contractor, at the Contractor’s expense, and maintained in force, at all times during the term of this Agreement, and, for any claims-made (as opposed to occurrence-based) policy, for a period of not less than two years thereafter; and workers’ compensation and employer’s liability as required by law.
7. **Qualifications:** Each Bidder must demonstrate a minimum of eight years of experience in the business of providing the services and products described in this RFP and have access to appropriate resources to perform as necessary to meet the obligations of this RFP.
8. **Substantive Questions:** All substantive questions must be submitted in writing via e-mail to [mary.rodimon@maineopers.org](mailto:mary.rodimon@maineopers.org) no later than 2:00 p.m. EDT on October 15, 2018. We anticipate issuing answers to substantive questions by 2:00 p.m. EDT on October 17, 2018.
9. **Bidders’ Conference:** A mandatory Bidders’ conference for this RFP will be held at 1:00 p.m. EDT on October 12, 2018. The Bidders conference will be held at 96 Sewall St., Augusta. Participants are asked to register in advance by calling (207) 512-3292 no later than October 11, 2018. A Bidder who fails to register may not participate. During the conference, questions may be asked regarding the RFP. MainePERS may provide answers to

questions at that time or provide a written response. All participants in the Bidders' conference will receive a copy of the written response to questions.

10. **Evaluation Committee:** An Evaluation Committee or person will review, evaluate and score all proposals. Following a preliminary review of all proposals submitted by the deadline, the Evaluation Committee or person may or may not interview those Bidders whose proposals have received the highest scores. The interview would be an opportunity for a Bidder to respond to questions and to clarify its proposal. It will not be an opportunity for the Bidder to submit new information not included in the original proposal submitted. If interviews of the top scoring Bidders are conducted, the Evaluation Committee or person will conduct a post-interview review of the proposals and any further clarification as conveyed through the interview process. Bids will be evaluated using the following weighted criteria:

CRITERIA	WEIGHT	DESCRIPTION
How Services will be Provided	25%	Description of equipment, staffing, supplies and service plan
Experience	25%	Description of experience
References	10%	Local quality references
Previous Experience with MainePERS	5%	Previous business experience with MainePERS.
Cost	35%	Cost is evaluated on a calculation basis with lowest cost proposal receiving full points and all others receiving a ratio of points against the lowest cost proposal.

11. **Proposal Package:** Proposals must be submitted by email and include the following:

- a. Transmittal email which shall include:
  - i. Name and address of the Bidder;
  - ii. Name, title, telephone number, and email address of the contact person for the Bidder;
  - iii. A statement that the proposal is in response to this Request for Proposal; and
  - iv. The Bidder's federal tax I.D. number.
  
- b. As an attachment to the transmittal email, a PDF file containing the substance of the proposal, including the following mandatory items:
  - i. An executive summary of the proposal;
  - ii. A description of the Bidder's business, a summary of the Bidder's experience (including any experience with MainePERS), any information required by Attachment A, any other information that the Bidder believes is material to its qualifications, and at least three (3) current customer references;
  - iii. A statement that all provisions of Attachment B are acceptable or specifically state any objections to any provisions; and
  - iv. A completed and signed Price Sheet (attached hereto as Attachment C).

- c. All proposals are due no later than 2:00 p.m. on October 26, 2018. Only proposals received as of 2:00 p.m. will be considered. Proposals must be submitted by email to mary.rodimon@mainepers.org. Mailed, faxed, or hand delivered proposals will not be considered. Bidders will receive an email acknowledging receipt of their proposal. A Bidder who has submitted a proposal and not received an acknowledgment should call (207) 512-3292.
12. **Freedom of Access:** Proposals and any other communications received from Bidders are subject to Maine’s Freedom of Access law, 1 M.R.S. ch. 13. If a Bidder believes that a portion of its proposal is exempt from public disclosure under that law, the Bidder must specifically identify that portion and the exemption. Blanket designation of an entire proposal as confidential would be ineffective.
13. **Award:** The contract will be awarded to the Bidder whose proposal receives the highest score following the final review.
14. **Award Notification:** All Bidders will be notified of the award decision in writing. MainePERS will initiate contract negotiations with the selected Bidder. Should MainePERS be unable to reach an acceptable contract agreement with the selected Bidder, MainePERS reserves the right to withdraw the award and to make an award in favor of the Bidder whose proposal received the next highest score.
15. **Rights of MainePERS:** The Request for Proposal does not commit MainePERS to award a contract. MainePERS reserves the right to accept or reject any or all proposals received. MainePERS reserves the right not to check any or all references. MainePERS has the right to interview any or all Bidders after the RFP deadline. MainePERS may also cancel or amend this Request for Proposal in part or in its entirety.
16. **Timeline for this RFP:** MainePERS has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of MainePERS.

EVENT	DATE
RFP Issued	September 27, 2018
Register for Bidders’ Conference	October 11, 2018
Bidders’ Conference	October 12, 2018
Deadline for Questions	October 15, 2018
Questions Answered	October 17, 2018
Proposal Due Date	October 26, 2018
Evaluation of Proposals	October 30, 2018
Execution of Contract	November 6, 2018
Contract Start Date	November 9, 2018

**Attachment A**  
**Specifications of Work to be Performed**  
**and Products to be Provided**

MainePERS is relocating from the 96 Sewall Street Augusta property to 139 Capitol St. Augusta. A definitive relocation date and service start date for 139 Capitol St. is not yet known. Copies of a civil engineering plot plan for 139 Capitol St., showing all parking areas, entrance ways and walkways, will be handed out at the Bidders conference by MainePERS.

It is MainePERS' expectation that services will not occur at both properties the whole 2018-19 winter season, but to have the Contractor service the occupied Sewall St. location at the beginning of the snow/ ice season and the Capitol St. property during the latter part of the season. MainePERS expects there will be an overlap, needing to service both the Sewall St. and Capitol St. properties, for approximately three weeks. Thereafter, the Contractor will service only the 139 Capitol St. Augusta property. Planning and communication will be an important factor to ensure no disruption with services. When a definitive relocation date and service start date for 139 Capitol is determined, MainePERS will inform the Contractor.

**Proposal costs:**

1. Contractor will provide a proposal to service the 96 Sewall St. property. Service will start at the beginning of the 2018 winter and end approximately January 31, 2019. All snow removal and ice melt treatments costs are inclusive.
2. Contractor will provide a proposal to service the 139 Capitol St. property. Service will start around January 10, 2019, and end when winter is over. All snow removal and ice melt treatments are costs inclusive.
3. Contractor will provide an hourly loader/truck/laborer rate for removing and dumping snow off site when requested by MainePERS.
4. Contractor will provide any additional off-site snow dump costs and the location of this dump.
5. Contractor will specify the equipment utilized to service MainePERS properties; loader make/ model/ year, bucket capacity (sq. /yds. and weight) and dump truck make/ model/ year and capacity (sq. /yds. and weight).

**Schedule of snow and ice winter service:**

- 96 Sewall Street property (See 96 Sewall St. property site sketch)
  - Site preparation is completed before November 11, 2018.
  - Contractor is prepared to provide full service by November 11, 2018.
  - Contractor will continue to provide full service until MainePERS has fully vacated this building, estimated to be January 18, 2019. MainePERS will provide the contractor two weeks' notice with a definitive date.
  - Contractor will continue to provide a lesser service, only maintaining lot "C" and the walkways around the 96 Sewall St. building until approximately January 31, 2019. MainePERS will provide the contractor two weeks' notice with a definitive date.

- All areas will be cleared by 5:30 a.m. and plowed as needed during business hours; keeping snow below 2 inches.
  - Plow and de-ice with salt as the primary ice control in parking lots A, B and C (extra care shall be taken to remove snow and ice from handicapped parking areas and at entrances extending out 20 feet).
  - Shovel and de-ice all sidewalks leading from parking lot “A”, ensure full unobstructed access to the building and ensure full unobstructed access to the crosswalk leading to the parking garage.
  - Shovel and de-ice the wooden ramp leading to the storage box, and ensure unobstructed access to the wooden ramp.
  - Shovel and de-ice the patio and patio doorway.
  - Shovel and de-ice the top of stairs from rear parking area to patio level.
  - Shovel and de-ice the walkway from the building accessing parking lot “B”.
  - Shovel and de-ice the rear entry steps.
  - Push snow back from corners of Sewall Street and Capitol Streets.
  - Shovel the sidewalk along Sewall Street adjacent to the side of the office building.
  - Shovel the walkway for emergency exit at the Sewall Street and Capitol Street corner of the building.
- 139 Capitol St. property (See 139 Capitol St. site sketch)
    - Site preparation is completed before November 11, 2018.
    - Contractor will provide full service starting approximately January 10, 2018.
    - Contractor will continue to provide service until approximately April 2019. MainePERS will provide the contractor two weeks’ notice with a definitive date.
    - There are two parking lots; one accessed from Florence St. (West) and the other is accessed from Capitol St. (East).
    - All areas will be cleared by 5:30 a.m. and plowed as needed during business hours; keeping snow below 2 inches.
    - Plow and de-ice the exit and entrance for the West parking lot.
    - Plow from Capitol St. through Florence St. to the West parking lot on an as need bases to insure unobstructed passage.
    - Contractor will utilize an area of the northeast end of the Florence St. parking lot to deposit snow. (See the snow dump location on the drawing).
    - Plow and de-ice with salt as the primary ice control in the East and West parking lots (extra care shall be taken to remove snow and ice from handicapped parking areas and at entrances extending out 20 feet).
    - Shovel and de-ice the walkway on the north side of the building leading away from the emergency exit.
    - Shovel and de-ice the patio doorway and around the HVAC equipment on the northeast side (move snow away from HVAC equipment).
    - Shovel and de-ice the walkway and ramps leading to Capitol St. from the eastside entrance.

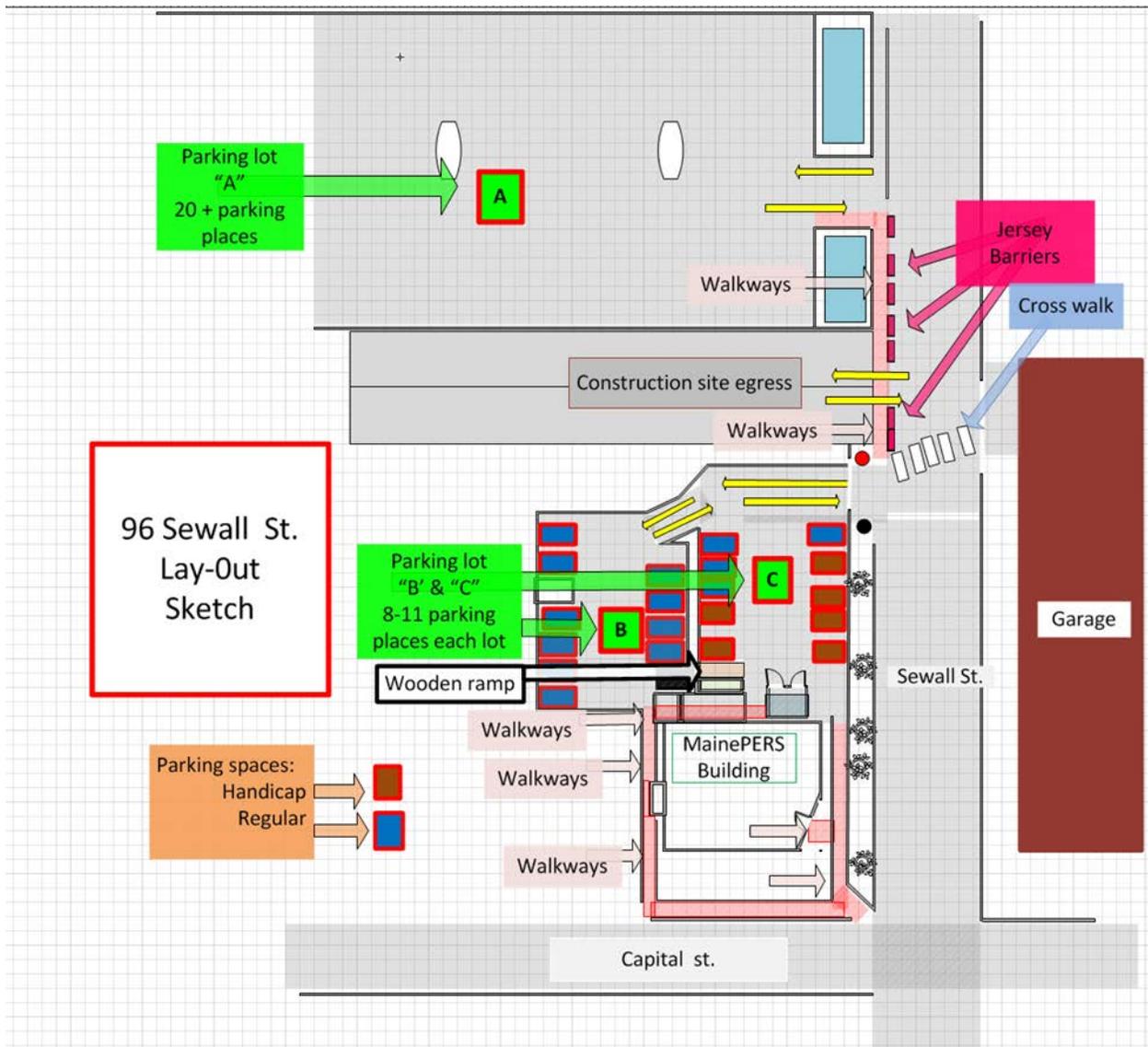
- Shovel and de-ice all walkways and ramps from the west side entrance.
- Shovel and de-ice all walkways leading to Capitol Street from the west side.
- Shovel and de-ice the walkways and mechanical room entrances from the northwest.
- Push snow back from corners of Capitol Street and Florence Street.

**Service Requirements:**

- Contractor and MainePERS will exchange all relevant, up-to-date contact and cellphone information.
- Contractor will be responsible to prep all properties for the snow and ice season; installation of markers, providing 5-gallon buckets containing ice melt, etc. Contractor will be responsible to remove and collect markers, buckets, etc., at the end of snow and ice season.
- Contractor will not store materials or equipment on MainePERS properties.
- In the event the Contractor damages the property, the Contractor is responsible for all costs associated with fixing/ correcting the damage. Repairs or replacement will be completed in a timely manner, relevant to circumstances and MainePERS discretion. To insure the damage has been fully corrected, MainePERS will perform a final inspection. It is suggested that the Contractor provide photos of the property prior to service.
- Contractor will notify Agreement Administrator of any hazardous conditions that may exist.
- Service shall commence automatically once snow accumulation has reached or is anticipated to reach one inch, or icy conditions are apparent or anticipated.
- Monday through Friday, all walkways, stairs, ramps and parking areas are to be free and clear of ice and snow starting no later than 5:30 AM and throughout the day until 5:00 PM
- On Saturdays and Sundays, the Contractor is to ensure a safe means of travel to and from the building including driving lanes, sidewalks, steps and parking spaces close to the building by no later than 8:00 AM and continue throughout the day until 6:00 PM.
- Contractor will perform “ice watch” duty when the possibility of ice formation exists and to respond in order to eliminate all hazardous conditions. During periods when ice is present, Contractor is at all times to respond promptly to ensure that all areas, walkways, ramps and stairs have been treated to allow safe passage for traffic and pedestrians.
- Contractor will remove all snow from all parking lots and driveway areas to ensure all areas, at the times specified below, are free from snow and ice to allow safe passage for all vehicles and pedestrians.
- The Contractor will remove all snow to the full width and length of the walkways, parking lot and drive areas.
- Contractor will place snow in locations to ensure line of sight is not blocked or inhibited at driveways, walkways, parking spaces, fire lanes and handicapped spaces. Cars occupying parking spaces are not to be plowed or blocked in.
- Contractor will place/ pile/ store snow at strategic locations and will avoid occupying value drive lanes, parking and walkways areas, and not store, deposit or bank snow against any

curbing or walkways. And provide after-hours services to remove heavy snow accumulation around the parking lot, walkway, and drive areas.

- All products to be used in driveways and parking lot areas are to be such as to not cause damage to the underlying material. Contractor will not apply sand or treated sand mix, but will utilize chemicals on sidewalks that will not damage pavers, brick, concrete or other material and shall be assumed to be the material of choice unless approval is obtained from the Contract Administrator for use of an alternate material by the Contractor prior to application thereof.
- Contractor will remove accumulated snow using loader and truck upon request at a per diem rate.
- Contractor will supply of salt/de-ice to all building entrances and refill the 5-gallon buckets on an as need bases or upon request.
- Contractor will remove, upon request, accumulated snow using a loader and truck. See site drawing for the 139 Capitol Street property which shows the snow dump location. Only snow from MainePERS parking and walk areas will be deposited in this snow dump. Contractor will maintain a snow dump location to ensure there is ample room to support the residue snow from the Florence St. parking area and walkways for the winter season.
- The Contractor will provide all personnel, equipment, tools, supplies, supervision and other items and services necessary in providing reliable responsive snow and ice removal services for MainePERS.
- It is MainePERS expectation that all walkways, parking and drive areas be brought down to bare pavement or concrete after each snow and ice event.
- Contractor will, to avoid damaging any curbing, provide and install a temporary ramp allowing egress over the curb at the snow dump location.





**Attachment B**  
**SNOW AND ICE REMOVAL SERVICES AGREEMENT**

THIS SNOW AND ICE REMOVAL SERVICES AGREEMENT (“Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 2018 by and between the MAINE PUBLIC EMPLOYEES RETIREMENT SYSTEM (“MainePERS”) and \_\_\_\_\_ (the “Contractor”).

NOW, THEREFORE, MainePERS and the Contractor hereby agree as follows:

**Section 1 SERVICES OF THE CONTRACTOR**

- 1.1 Scope of Services. The Contractor shall furnish services as requested by MainePERS and as set forth in the Snow and Ice Removal Services Request for Proposals, Number 2018-021, issued September 27, 2018 (“RFP”) and the Contractor’s proposal in response to the RFP, which are incorporated herein by reference and portions of which are attached hereto as Exhibits 1 and 2, respectively.
- 1.2 Compliance with Law. The Contractor warrants and represents that it will comply with all governmental ordinances, laws and regulations. This Agreement shall be governed in all respects by the laws, statutes and regulations of the United States of America and the State of Maine. Any judicial proceeding brought by one party against the other party shall be brought in the courts of the State of Maine.
- 1.3 Licenses, Permits, and Fees. The Contractor shall obtain, at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement.
- 1.4 Insurance. The Contractor shall keep in force insurance as specified in the RFP issued by a company licensed to do business in the State of Maine. Prior to the execution of this Agreement, and subsequently at the request of MainePERS, the Contractor shall furnish MainePERS with written or photocopied verification of the existence of such insurance.

**Section 2 COMPENSATION**

- 2.1 Contract Pricing. [To be filled in.]
- 2.2 Method of Payment. [Payment terms to be filled in.] Invoices and all other billing communications should be directed to:

Maine Public Employees Retirement System  
Accounts Payable  
P.O. Box 349  
Augusta, ME 04332-0349  
accounting@mainepers.org

(207) 512-3117

- 2.3 Independent Contractor. In the performance of this Agreement, the parties hereto agree that the Contractor, and any agents and employees of the Contractor, shall act in the capacity of an independent contractor and not as officers or employees or agents of MainePERS.

### **Section 3 COORDINATION OF WORK**

- 3.1 Agreement Administrator. Lew Robichau is hereby designated to be the MainePERS Agreement Administrator during the term of this Agreement (“Agreement Administrator”). MainePERS shall have the right to designate another Agreement Administrator upon written notice to the Contractor. All correspondence and related submission from the Contractor shall be submitted to:

Lew Robichau, Agreement Administrator  
Maine Public Employees Retirement System  
P.O. Box 349  
Augusta, ME 04332-0349

- 3.2 Amendments. This Agreement may be modified, amended, changed, added to or subtracted from by the mutual consent of the parties hereto, if such amendment or change is in written form and executed with the same formalities as this Agreement and attached to the original Agreement to maintain continuity.
- 3.3 Assignment. The Contractor shall not assign or subcontract the whole or any part of this Agreement without the prior written consent of MainePERS, and any attempt to so assign or subcontract shall be invalid. No assignment shall relieve the Contractor of its obligations hereunder. This Agreement will be binding upon the Contractor’s successors and permitted assignees.

### **Section 4 TERM**

- 4.1 Term. Unless earlier terminated by MainePERS in accordance with subsection 4.2 below, the term for this Contract shall begin on November 9, 2018, and shall continue until April 20, 2019 except that subsections 5.4, 5.7, 5.8, and 5.9 below shall survive.
- 4.2 Termination. MainePERS may terminate this agreement for any reason by giving the Contractor at least 30 days written notice of termination.

### **Section 5 MISCELLANEOUS PROVISIONS**

- 5.1 Conflicts of Interest. The Contractor shall not engage any Trustee or employee of MainePERS in a position that would constitute a violation of 17 M.R.S. § 3104.
- 5.2 Background Checks. The Contractor shall perform a criminal background check on all of its employees who perform work on MainePERS’ property. The Contractor’s employees performing work on MainePERS’ property must not have been convicted of a felony or any crime involving theft. A list of employees authorized to work on MainePERS’ property

and the results of their background checks shall be provided to MainePERS by the Contractor upon request.

- 5.3 Unauthorized Persons. Unless specifically authorized by the Agreement Administrator, under no circumstance shall another person or persons accompany the Contractor or the Contractor's employees onto MainePERS' property while the Contractor is conducting work under this contract.
- 5.4 Confidential Information/Security. Confidentiality of MainePERS information is required. All materials and documents located in MainePERS buildings shall constitute confidential information. The Contractor shall maintain confidentiality in accordance with industry standards and State and federal law. Neither the Contractor nor its employees will disclose, release or communicate any confidential information to any third person, individual, organization or entity without specific authorization by MainePERS. Any violation or breach of this provision will constitute grounds for immediate termination of the Agreement and shall entitle MainePERS to all remedies available in law or equity.
- 5.5 Solicitors. The Contractor warrants that it has not employed or contracted with any company or person, other than for assistance with the normal study and preparation of a proposal, to solicit or secure this Agreement and that it has not paid, or agreed to pay, any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon, or resulting from the award for making this Agreement. For breach or violation of this warranty, MainePERS shall have the right to annul this Agreement without liability or, in its discretion to otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
- 5.6 Non-Discrimination in Employment: MainePERS' contracts for services are subject to statutory conditions related to non-discrimination in employment, 5 M.R.S. § 784. The Contractor has read and agrees to these conditions.
- 5.7 Access to Records. The Contractor shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to this Agreement for a period of seven (7) years following termination of this Agreement. The Contractor shall allow inspection of pertinent documents by MainePERS or its authorized representatives at the Contractor's office upon reasonable notice and shall furnish copies of the documents if requested.
- 5.8 MainePERS Held Harmless. The Contractor will indemnify, defend, and save harmless MainePERS, its Trustees, employees, and agents from any and all claims, costs, expenses, injuries, liabilities, losses and damages of every kind and description resulting from or arising out of the performance of this Agreement by the Contractor, its employees, agents, or subcontractors. This indemnification does not extend to a claim that results solely and directly from (i) MainePERS' negligence or unlawful act, or (ii) action by the Contractor taken in reasonable reliance upon an instruction or direction given by an authorized person acting on behalf of MainePERS in accordance with this Agreement. Nothing in this Agreement shall be construed as a waiver of the privileges or immunities of MainePERS, its Board of Trustees, or its employees.

- 5.9 Notice of Claims. The Contractor shall give the Agreement Administrator immediate notice in writing of any legal action or suit filed related in any way to this Agreement or which may affect the performance of the Contractor under this Agreement.
- 5.10 Severability. The invalidity or unenforceability of any particular provision or part thereof of this Agreement shall not affect the remainder of said provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.
- 5.11 Force Majeure. The performance of an obligation by a party under this Agreement shall be excused in the event that performance of that obligation by that party is prevented by an act of God, act of war, riot, fire, explosion, flood or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party. In the event of the Contractor's non-performance caused by any of the foregoing reasons, MainePERS may, at its discretion, extend the time period for performance of the obligation excused under this section by the period of the excused delay together with a reasonable period to reinstate compliance with the terms of this Agreement.
- 5.12 Vendor Security Requirements. The Contractor will comply with MainePERS' Vendor Security Requirements, which are attached hereto as Exhibit 3 and incorporated herein by reference.
- 5.13 Entire Agreement. This document contains the entire Agreement of the parties, and neither party shall be bound by any statement or representation not contained herein. No waiver shall be deemed to have been made by any of the parties unless expressed in writing and signed by the waiving party. The parties expressly agree that they shall not assert in any action relating to the Agreement that any implied waiver occurred between the parties which is not expressed in writing. The failure of any party to insist in any one or more instances upon strict performance of any of the terms or provisions of the Agreement, or to exercise an option or election under the Agreement, shall not be construed as a waiver or relinquishment for the future of such terms, provisions, option or election, but the same shall continue in full force and effect, and no waiver by any party of any one or more of its rights or remedies under the Agreement shall be deemed to be a waiver of any prior or subsequent rights or remedy under the Agreement or at law.

IN WITNESS WHEREOF, MainePERS and the Contractor, by their representatives duly authorized, have entered into this Agreement as of the date first written above.

Maine Public Employees  
Retirement System

Company Name

By: \_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Name:  
Title:

## **EXHIBIT 3**

### **MainePERS Vendor Security Requirements**

The Contractor shall cooperate with MainePERS in protecting the integrity, security, and confidentiality of MainePERS' information and assets by:

- participating in an annual vendor due diligence process by providing information reasonably requested by MainePERS within 10 business days;

**[Other requirements to be identified based on particular Bidder and proposal and subject to negotiation]**

**Attachment C  
Price Sheet**

Proposed pricing:

- 96 Sewall St. property  
Snow and Ice removal Cost \$ \_\_\_\_\_
  
- 139 Capitol Street property:  
Snow and Ice removal Cost \$ \_\_\_\_\_
  
- Snow removal/dumping hourly rate:      Truck \$ \_\_\_\_\_      Loader \$ \_\_\_\_\_  
Laborer \$ \_\_\_\_\_
  
- Any additional snow dump cost:      \$ \_\_\_\_\_

Any Special Payment Terms: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any Additional or Explanatory Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Bidder Name: \_\_\_\_\_

Bidder Signature (written): \_\_\_\_\_ Date: \_\_\_\_\_

Bidder Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_