



POUDRE SCHOOL DISTRICT R-1
REQUEST FOR PROPOSALS
MIDDLE SCHOOL UNIFORMS
RFP #24-65M-002

RFP SCHEDULE

RFP Issued

April 18, 2024

Questions Due

April 26, 2024 @ 2:00 PM MT

RFP Due Date

May 10 2024 @ 2:00 PM MT

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REQUEST FOR PROPOSALS
Middle School Uniforms

RFP# 24-65M-002

Poudre School District R-1 (the “District”) is requesting electronic sealed bids from professional and qualified vendors (“Vendor”) who can deliver a variety of name and private named brands for Middle School Athletic Uniforms including but not limited to:

- Cross Country
- Softball
- Golf
- Wrestling
- Football
- Volleyball
- Track and Field
- Tennis
- Unified Basketball

These services are to meet the District’s needs as described in this Request for Proposals (“RFP”). All interested vendors are invited to submit a Bid in accordance with the policies, procedures and dates set forth herein.

The District shall provide copies of this RFP to vendors through the electronic solicitation platform www.bidnetdirect.com (“BidNet”) where registered vendors are required to submit their electronic RFP response along with the first and last name, telephone number and e-mail address of the employee within their organization who will be designated as the District’s primary contact with respect to this RFP and the vendor’s response thereto. The District may provide copies of this RFP to other vendors upon request, who are also requested to provide the first and last name, telephone number and e-mail address of the employee within their organization who will be designated as the District’s primary contact with respect to this RFP and their response thereto.

Questions regarding this RFP must be in writing and may only be directed to the District via BidNet any time after the issuance of this RFP through and including **2:00 p.m. MT on April 26, 2024**. Questions received after the date/time and/or not submitted electronically through BidNet may not be addressed.

Each question submitted, as well as the District’s response thereto, shall be provided in a questions and answers document/addendum via BidNet.

Note: Each question must be submitted individually. Multiple questions per entry may not be answered.

The District will only accept and consider electronically submitted Bids from vendors, which must be submitted and received in BidNet on or before **2:00 p.m. MT on May 10, 2024**, at which time the submission portal will close and no further submissions will be allowed or

considered. It is the sole responsibility of the service provider to see that the bids are submitted through BidNet by the submission deadline.

At no time during the solicitation process will communication regarding this RFP be permitted with any District employee other than the Procurement Agent named below until an award has been announced. Communication with a District employee other than the Procurement Agent named below may disqualify your Bid from consideration.

Sales Prohibited/Conflict of Interest: No officer, employee, or member of the School Board, shall have a financial interest in the sale to the District of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the District.

Soliciting or accepting any gift, gratuity favor, entertainment, kickback, or any items of monetary value from any person who has or is seeking to do business with the District is prohibited.

Collusive or sham proposals: Any proposal deemed to be collusive, or a sham proposal will be rejected and reported to authorities as such. Your authorized signature on this proposal assures that such proposal is genuine and is not a collusive or sham proposal.

The District reserves the right to reject any and all proposals and to waive any irregularities or informalities.

Sincerely,

Ivy Sipes
Sourcing Analyst
Strategic Sourcing Department
isipes@psdschools.org

1.0 **BACKGROUND AND CONTEXT**

Poudre School District is a high-performing district, covering more than 1,800 square miles in northern Colorado with diverse school settings. The District's instructional program is centered around District Ends, under the Policy Governance model, developed to support a comprehensive curriculum.

While more than 70% of the District's families choose to send their children to their neighborhood school, the District does support school choice and offers a wide spectrum of educational programs to fit any child's needs. Program options include International Baccalaureate, Core Knowledge, Bilingual/Dual Language Immersion, Hybrid/Online, Expeditionary Learning, Science, Technology, Engineering and Math (STEM) along with extra-curriculars and athletics. The District has two (2) Leadership in Energy and Environmental Design (LEED) certified school buildings and over 30 Energy Star awards and supports operational sustainability in all areas of work.

Our Schools:

- 32 elementary schools
- 10 middle schools
- 4 comprehensive high schools
- 2 combined middle/high schools
- 6 option (100% choice) schools
- 3 alternative high schools
- 5 charter schools
- 1 online school

2.0 **SCOPE OF WORK AND SPECIAL CONDITIONS**

- 2.1 Award preference will be given to Vendor offering a discount off retail pricing during the one year term with the option to renew for an additional five one-year term.
- 2.2 Sublimation printing will be used for uniform graphics.
- 2.3 The District shall submit the pricing for name and private name brands and models that are listed in Exhibit A.
- 2.4 Vendor shall submit the following information with its bid response for each item.
 - 2.4.1 Brand and model for each item line
 - 2.4.1.1 Supplier part number
 - 2.4.1.2 Price
 - 2.4.1.3 Quantity
 - 2.4.1.4 Current lead time

- 2.4.2 Private named brand and model for each item line
 - 2.4.2.1 Supplier part number
 - 2.4.2.2 Price
 - 2.4.2.3 Quantity
 - 2.4.2.4 Current lead time
- 2.5 All pricing shall include shipping, handling, freight charges, and inside delivery.
- 2.6 All uniforms shall be new and of recent manufacture and best quality.
- 2.7 The awarded Vendor(s) must provide warranty information on all warranties for the Items in the Vendor's proposal. Warranty period will begin at the time the product is placed in complete and full-time use, and upon written acceptance by the District. The Vendor(s) agrees to repair the product or to replace any necessary parts at no charge to the District during this period.
- 2.8 Vendors are not required to bid all items in order to be considered responsive. This is a line item bid and one or multiple Vendors may be awarded. For lines the Vendor is unable to bid, please indicate "No Bid" in the form provided.
- 2.9 While the quantities stipulated in this solicitation will be used by the District for the purposes of determining the successful Vendor(s) meeting specifications, it is hereby agreed and understood that the District has a right to adjust (increase or decrease) the quantities ordered in conjunction with this solicitation based on available budget.
- 2.10 As this solicitation specified the estimated number of items to be purchased by the District, it is understood and agreed that the District may, within (365) days after the terms and conditions of this contract have been fulfilled through the delivery and acceptance of the items, the District may purchase additional quantities of the same model or brand of item from the awarded Vendor(s). Pricing will remain fixed and firm for this (365) day period. This option, if exercised, is the prerogative of the District and shall be honored by the Vendor(s) as a condition of award.
- 2.11 All items shall be delivered F.O.B. destination to the District's central warehouse located at 1502 South Timberline Road, Fort Collins, CO 80524, or address indicated on the Purchase Order, during normal business hours between 7:30 a.m. to noon and 12:30pm and 3:00 p.m. MST, Monday through Friday, excluding holidays by the guaranteed delivery date specified. All deliveries shall be made to the attention of: Athletics Department. All shipping and handling costs shall be included in the pricing submitted in Exhibit A.

- 2.12 If Vendor experiences a back order of items from its Vendor or distributor, the Vendor shall insure that such back orders are filled within a reasonable period of time.
- 2.12.1 The Vendor(s) shall not invoice the District for back ordered items until items are delivered and accepted by the District authorized representative. All invoices must reference the District's Purchase Order.
- 2.12.2 Pricing will remain fixed and firm for the initial term and all extensions of the Agreement.
- 2.12.3 The District shall determine what constitutes a reasonable period of time and may verbally cancel back orders, seek the items from another Vendor, and charge the Vendor for any re-procurement costs.
- 2.13 Prior to bid submission, Vendors are encouraged to check the BidNet website to ensure additional requirements are incorporated into its submissions.
- 2.14 Vendor shall provide the delivery time after receipt of valid purchase order for the products listed in Exhibit A.

3.0 **MINIMUM VENDOR QUALIFICATION REQUIREMENTS**

- 3.1 Vendor must have an established office within 100 miles of Fort Collins, Colorado at the time of submission.
- 3.2 **Sales Representative.** Vendor shall provide contact information for a dedicated sales representative ("Sales Representative"), including office phone number, cell phone number, email, and a general customer service after-hours contact.
- 3.2.1 The Vendor shall additionally provide the names of the Sales Representative's manager and regional representative for escalation of issues.
- 3.2.2 District reserves the right to request a change in Sales Representative.
- 3.2.3 The Sales Representative will meet at a minimum, on a quarterly basis, with the District Athletic Office ("Project Manager") and any other identified District representatives, to review spend, questions or concerns, provide recommendations to the District, and any other necessary topics.
- 3.2.4 The Sales Representative shall provide the following Services and any others as needed throughout the term of the agreement, and any extensions:

- 3.2.4.1 Handle all District concerns or inquiries about any products or Services.
- 3.2.4.2 Address any identified issues within twenty-four (24) hours, and if approved by the District designated Project Manager in writing, no more than forty-eight (48) hours from the time of the District notice.
- 3.2.4.3 Coordinate the distribution of reports to the District designated Project Manager and any other identified District representatives.
- 3.2.4.4 Research and resolve any questions and issues regarding invoicing and billing.

4.0 **SUBMITTAL REQUIREMENTS**

As set forth in more detail below, the District is requiring the following information from all potential Vendors as part of their response as it relates to the content of this RFP:

- 4.1 All Vendors must fill out and submit the included Exhibit A.
- 4.2 All Vendors must fill out and submit the included Reference form in Section 11.0.
- 4.3 All Vendors must sign and submit the Bid Certification Form in Section 12.0
- 4.4 Sample Kit shall include one sample item for each line item submitted from Exhibit A.

5.0 **GENERAL TERMS AND CONDITIONS**

- 5.1 Information and materials submitted in response to this solicitation may be considered public records subject to disclosure under the Colorado Open Records Act ("CORA"), C.R.S. §§ 24-72-200.1 to -205.5. Information and materials that the vendor believes are confidential and not subject to disclosure under CORA must be submitted separately with a citation to the section of CORA and any other relevant law under which the vendor believes they are confidential. The District, not vendor, shall determine whether information and materials so identified will be withheld as confidential, but will inform the vendor in advance of disclosure to give it an opportunity to take legal action to protect its interests vis-à-vis the party making the CORA request.
- 5.2 The District is a public-school district exempt from the payment of sales and use taxes under Colorado Tax Exempt No. 98-03335. A copy of the District's Certificate of Exemption issued by the Colorado Department of Revenue is available upon request. The District is exempt from city, county, and state sales and use tax and federal excise taxes or federal transportation taxes.

- 5.3 Each Vendor, its employees, representatives and subcontractors agrees to abide by all applicable Federal, State and Local codes, laws, rules and regulations.
- 5.4 All issues regarding the formation, performance and/or legal enforcement of the contract shall be governed by and construed in accordance with the laws of the State of Colorado. Venue for the resolution of any disputes arising out of or relating to the contract shall be in Larimer County, Colorado.
- 5.5 The District shall issue a written addendum if substantial changes, which impact the technical submission of Bids, are required. A copy of such addenda will be distributed via BidNet. In the event of conflict with the original contract documents, addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.
 - 5.5.1 The Vendor shall be solely responsible for confirming receipt of all addenda prior to Bid submittal.
 - 5.5.2 Amendments or clarifications to the submitted bids not requested by the District evaluation committee will not be accepted, nor considered in awarding of the contract.
- 5.6 The District confirms and the Vendor agrees that there is no expressed or implied obligation for the District to reimburse Vendors for any expenses incurred in preparing the Vendor's response to this RFP.
- 5.7 This solicitation does not commit the District to select or contract with any bidder that provides a response, or to pay any costs incurred by bidders in responding to the solicitation or negotiating a contract.
- 5.8 The District reserves the right to reject any and all responses to this solicitation at any point in the process, to waive any irregularities and/or informalities with respect to the solicitation procedures and deadlines, and to select the bidder whose response it deems in its sole discretion to be in the best interest of the District.
- 5.9 Vendor must provide all requested information. Failure to do so may result in rejection of the response at the option of the District.
- 5.10 Bid responses must meet or exceed specifications contained in the solicitation document.
- 5.11 Vendor agrees to furnish the products or services covered as a result of this solicitation in strict accordance with the District's specifications.
- 5.12 All information and supplemental documentation required in conjunction with this solicitation shall be furnished by the Vendor with their bid responses. If the Vendor fails to supply any required information or documents, their bid response may be considered non-responsive and ineligible for award.

- 5.13 The accuracy of the bid responses is the sole responsibility of the Vendor. No changes in the bid response shall be allowed after the submission deadline, except when the Vendor can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended.
- 5.14 The apparent silence or omissions within this solicitation regarding a detailed description of the materials and services to be provided shall be interpreted to mean that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used.
- 5.15 The award of this solicitation to a selected bidder is contingent upon the execution of a mutually acceptable agreement. If a mutually acceptable agreement is not executed, the District reserves the right, at its sole discretion, to negotiate with a subsequent bidder(s) who submitted a responsive and responsible response to this solicitation per the specified terms herein.
- 5.16 The District may, at its sole and absolute discretion:
- 5.16.1 Reject any and all or parts of any or all bid responses submitted by prospective Vendors;
 - 5.16.2 Re-advertise this solicitation;
 - 5.16.3 Postpone or cancel the solicitation process for this solicitation;
 - 5.16.4 Waive any irregularities or technicalities that are not qualified as a requirement for responsiveness in this solicitation or in bid responses received in conjunction with this solicitation; and/or
 - 5.16.5 Determine the criteria and process whereby bid responses are evaluated and awarded.
- 5.17 The District shall be the sole judge in determining equals in regard to quality, price and performance.
- 5.18 Vendor shall provide the services under this RFP as an independent contractor of the District. As such, Vendor shall have the right to determine how and by whom the Services will be provided and the right to provide the Services free from the direction and control of the District, subject to and consistent with the terms and conditions of a District issued purchase order or agreement.
- 5.18.1 Vendor shall be exclusively responsible for: (a) all compensation, employment tax withholdings and payments, and all fringe benefits for its employees (if any) in full compliance with all applicable federal, state and local laws; (b) all insurance coverages and benefits for its employees (if any) in full compliance with all applicable federal, state and local laws, including but not limited to pension or retirement benefits, workers' compensation, unemployment compensation, and Social Security benefits;

and (c) all payments to its contractors and subcontractors for goods and/or services directly or indirectly related to this RFP.

5.18.2 Nothing in this Solicitation shall be construed as creating a single enterprise, partnership, joint venture or employer-employee relationship between Vendor and the District. Vendor is not a partner, agent or representative of the District and shall not represent itself to be a partner, agent or representative of the District. The District is not a partner, agent or representative of Vendor and shall not represent itself to be a partner, agent or representative of Vendor.

5.18.3 Vendor shall not attempt or purport to extend the faith and credit of the District to any third party, person or entity. Vendor acknowledges and agrees that it has no authority to enter into any contract with a third party that would bind or in any way obligate the District. The District shall not attempt or purport to extend the faith and credit of Vendor to any third party, person or entity. The District acknowledges and agrees that it has no authority to enter into any contract with a third party that would bind or in any way obligate Vendor.

5.19 The Vendor shall not assign an agreement, as a result of this solicitation, or any of its rights, interests or obligations without the prior written consent of the District. The consent may be withheld for any reason or no reason as determined by the District in its sole discretion.

5.20 It is agreed that no otherwise qualified vendor shall be excluded from participating in, be denied the benefits of, or be subject to discrimination, including harassment, under any provision of this RFP on the basis of race; creed; color; national origin; age; sex; pregnancy; physical recovery from childbirth or a related condition; sexual orientation; marital status; veteran status; religion; genetic information; gender expression; gender identity; ancestry; or disability.

5.21 Vendors may offer a cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for the Bid evaluation purposes.

5.22 **Invoicing.** The District utilizes an online vendor portal to collect, validate, and manage vendor information, including but not limited to tax identification verification, sanction monitoring, receipt of W9 and other required forms. Prior to the issuance of a purchase order or payment, the Contractor will be required to complete the online registration process through the online vendor portal, which shall include the Contractor providing all required documentation, and receiving approval of the submission of all documentation, including but not limited to, taxpayer identification number and bank account verification.

5.22.1 Invoices for Services provided shall be submitted directly to the District's accounts payable department within thirty (30) days of completion of Services. Invoices for such Services shall include (a) date on which

Services were provided, (b) the District Location for which the Service were provided, (c) details of Products delivered, (d) and purchase order number. All invoices must be submitted within 30 days of fiscal year end June 30 and may not include items received by the District outside of the fiscal year July 1 – June 30.

- 5.22.2 Invoices received from the Contractor pursuant to this Agreement will be reviewed and approved by the District's representative, indicating that services have been rendered in conformity with the Agreement and then will be sent to the Finance Department for payment. Payment for Services not approved by the District in writing, shall not be considered valid and the District will not be responsible for covering associated costs. Invoices will generally be paid within thirty (30) days following the District representative's approval.
- 5.22.3 Invoices which do not conform with the agreement will be paid thirty (30) days from receipt of a revised and corrected invoice.
- 5.22.4 Invoices shall be sent to ap@psdschools.org.
- 5.22.5 The District is exempt from federal and state taxes under Colorado Tax Exempt Number 98-03335.
- 5.22.6 The District utilizes the PaymentWorks vendor portal to collect, validate, and manage vendor information. The service provider must complete the registration process in the portal and be approved by the District prior to the issuance of a purchase order.
- 5.22.7 If the contract results in the right to use an asset, the Contractor shall provide the District, if requested, documentation necessary to facilitate the District's compliance with the Governmental Accounting Standards Board ("GASB") issued GASB Statement No. 87, Leases.

6.0 EVALUATIONS AND AWARD OF CONTRACT

- 6.1 Vendor responses to this RFP shall be evaluated on ability to meet the scope and specification, minimum qualifications, and submittal requirements as set forth in this RFP.
- 6.2 The evaluation committee will score submissions using the criteria that follows:

Evaluation Criteria	Max Score
1. Alignment to specifications listed for the potential solution area/s outlined in Section 2.0	10

2. Customer support and response options	40
3. Quality of sample products from sample kits	30
4. Cost	
Name Brand Pricing	10
Private Brand Pricing	10
Total Score	100

- 6.3 During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information, or clarifications from bidders, or to allow corrections of errors or omissions. Amendments or clarifications to submitted response not requested by the District will not be accepted, nor considered following the opening of the response.
- 6.4 Responses to this solicitation will be independently evaluated by an evaluation committee to be established for such purpose.
- 6.5 Responses submitted will be evaluated using pre-determined rating criteria. Those responses that are clearly non-responsive to the stated requirements may be eliminated prior to the evaluation. Prior to response submission, bidders are encouraged to review the requirements stated in this solicitation document and BidNet for any related addenda to ensure requirements are incorporated in their responses.
- 6.6 The District reserves the right to request additional information, negotiate, award, or negotiate an agreement further with one or more Vendor.
- 6.7 Should the District determine in its sole discretion that only one Vendor is fully qualified or that one Vendor is clearly more highly qualified than the others under consideration, an agreement may be negotiated and awarded to that Vendor.
- 6.8 For the purposes of solicitation evaluation, bidders must indicate any variances to the specifications and terms and conditions, no matter how slight. If variations are not stated in the bidder's response, it shall be construed that the proposal fully complies with the specifications and terms and conditions. Notwithstanding the above, it is hereby agreed and understood that the District reserves the right to reject these variations if they individually or, as a whole, do not meet the standards established in the specifications.
- 6.9 Modification to this document, or addenda will be considered invalid will not accepted in any format by the District, and may be cause for disqualification. Proposed modifications may be submitted through BidNet with the submission of a Bid response. Proposed modifications are not considered as accepted unless formally accepted in writing by the procurement agent prior to the intent to award. Submission of a modification, and an intent to award from a solicitation shall not

be considered in any way, an acceptance of any proposed modifications by the Vendor.

- 6.10 Award of contract shall be made to the responsive and responsible Vendor meeting the specifications and as deemed to be in the best interests of the District. Interviews may be requested with one or more respondents. Final evaluation may be based on, but not limited to, any or all of the following: price, adherence to specifications, performance, previous experience with similar projects, references, product availability and delivery time. Those Bids that are clearly non-responsive to the stated requirements may be eliminated prior to this evaluation.
- 6.11 This solicitation, or submitted agreement from Vendor, does not commit the District to award a contract or to pay any costs incurred in the preparation of a proposal or to procure a contract for the services. The District reserves the right to accept or reject any or all proposals received as a result of this request or to cancel in part or in its entirety this solicitation if it is deemed to be in the best interest of the District. The District reserves the right to accept any portion of the proposal or the entire proposal as deemed in the best interest of the District.

7.0 **SUBMISSION OF BID**

- 7.1 By signature of the Bid Certification Form, contained within this RFP, and accepted submission through BidNet to this solicitation, the Vendor certifies that submission of this RFP is made without any previous understanding, agreement, or connection either with any persons, firms or corporations offering a RFP for the same items or with the District.
- 7.2 Bid responses shall contain a signature of an authorized representative in the space provided on the Bid Certification Form.
- 7.3 The Vendor through submission of the Bid Certification Form certifies that this solicitation is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.
- 7.4 Submission of a bid response is deemed as acceptance of all terms, conditions and specifications contained in the solicitation package initially provided to the Vendor.
- 7.5 It shall be the sole responsibility of the Vendor to ensure their Bid is submitted through BidNet by the submission deadline. Late responses will not be accepted.

8.0 **COOPERATIVE PURCHASING EFFORTS**

The District is a member of, or affiliated with, several regional professional procurement organizations within Colorado and Wyoming. These organizations are comprised of governmental purchasing agents, or agency representatives responsible for the purchasing function. These organizations include:

- 8.1.1 Colorado Educational Purchasing Council (CEPC) - A cooperative purchasing organization comprised of purchasing agents/buyers representing all Colorado public school districts.
- 8.1.2 Multiple Assembly of Procurement Officials (MAPO) - A cooperative purchasing organization comprised of procurement representatives from state, county, municipal, governments, special districts, or school districts along the front range of the Rocky Mountains in Colorado.
- 8.1.3 Rocky Mountain Governmental Purchasing Association (RMGPA) - A chapter member of the National Institute of Governmental Purchasing (NIGP), consisting of public procurement professionals and their representative agencies which include approximately 100 state, county, and municipal governments; school districts and higher education; and other special districts.
- 8.1.4 Members of these organizations, at their discretion, may request use of the contracts or awards that result from this solicitation. Each governmental entity which uses a contract resulting from this solicitation would establish its own contract, issue its own orders, schedule deliveries, be invoiced individually, make its own payments, and issue its own exemption certificates as required by the Vendor. It is understood and agreed that the Poudre School District R-1 is not a legally binding party to any contractual agreement made between another governmental entity and the Vendor as a result of this solicitation. The District shall not be liable for any costs or damages incurred by any other entity. Usage by any other entity shall not have a negative impact on the District in the current term or in any future terms.

9.0 **REFERENCES**

References – List three (3) references for which your company has completed similar services for projects of similar scope. Preference will be given to references in the k-12 industry.

9.1 Company Name _____
Address _____
Contact Person _____
Telephone _____
Email _____
Describe type of work/service performed or items supplied _____

9.2 Company Name _____
Address _____
Contact Person _____
Telephone _____
Email _____
Describe type of work/service performed or items supplied _____

9.3 Company Name _____
Address _____
Contact Person _____
Telephone _____
Email _____
Describe type of work/service performed or items supplied _____

10 **BID CERTIFICATION FORM**

**MIDDLE SCHOOL UNIFORMS
RFP #24-65M-002**

The District will only accept and consider electronically submitted proposals from Vendors, which must be submitted and received in the www.bidnetdirect.com electronic solicitation portal on or before May 10, 2024, 2:00 p.m. MT.

The undersigned hereby affirms that:

- Vendor is a duly authorized agent of the company issuing this Bid and that all information provided in the Bid is true and accurate.
- Vendor has read the conditions and technical specifications, which were made available to the company in conjunction with this RFP, and fully understands and accepts these terms unless specific variations have been expressly listed in the Bid.
- Vendor will adhere to all terms and conditions and provide, at a minimum, all services as expressed in the RFP and/or the company's Bid responding to the RFP.
- Vendor meets or exceeds all of the required criteria as specified by this RFP, or if not, has submitted a Justification for Consideration addressing any failure to meet the criteria.
- Vendor's Bid is being offered independently of any other Vendor and in full compliance with the terms specified in the RFP.
- Vendor will accept any awards made to it, as a result of this RFP for a minimum of ninety (90) calendar days following the date and time of the RFP closing.

Company Name: _____

Signature of Agent: _____

Printed Name: _____

Title: _____

E-mail address: _____

Mailing address: _____

Phone Number: _____

Contact Person: _____

(If different from Agent – include e-mail address and phone number)

NOTE: Bids submitted without the signature of an authorized agent of the company may be considered non-responsive and ineligible for the award.