

1.0 PUBLIC NOTICE

PUBLIC NOTICE

The School Committees from the following schools hereby invite sealed bids for the 2019 - 2020 school year:

COPY PAPER: AUBURN, AYER/SHIRLEY REGIONAL, NARRAGANSETT REGIONAL, N. BROOKFIELD, ABBY KELLEY FOSTER REGIONAL CHARTER SCHOOL OXFORD, MILLBURY, SOUTHBRIDGE, WEBSTER, GRAFTON, DUDLEY-CHARLTON REGIONAL, QUABOAG REGIONAL, SUTTON, WEST BOYLSTON, INDIVIDUAL DISTRICTS OF TANTASQUA REGIONAL, WACHUSETT REGIONAL, BLACKSTONE/MILLVILLE REGIONAL, LEICESTER, WINCHENDON, SPENCER/E. BROOKFIELD, QUABBIN REGIONAL, BAY PATH REGIONAL VOCATIONAL AND OTHER PARTICIPATING SCHOOL DISTRICTS.

Specification and bid proposal forms are available from April 15, 2019 through April 29, 2019 at:

French River Education Center, Inc.
672 Main Street, P.O. Box 476
North Oxford, MA 01537
(508) 987-0219

All bids must be in conformity with all pertinent statutes and regulations of the Commonwealth of Massachusetts.

All bids must be sealed and labeled "COPY PAPER" and received at the French River Education Center, Inc., 672 Main Street, North Oxford, MA 01537 not later than 2:00 p.m. on April 29, 2019 at which time and place bids will be publicly opened and read. Faxed bids will not be accepted.

The School Committees reserve the right to reject any or all bids, or any part thereof; when it appears to them that the best interests of the district are served by doing so.

Ricci Hall
Director
French River Education Center,

GENERAL INFORMATION AND BID SUBMISSION REQUIREMENTS

1.1 Proposal and Contract

This bid document and all related appendices, bid proposal forms, compliance forms addenda and bidder's response is an integral part of the contractor's bid proposal and contract for services.

Sealed Bids must be delivered to: French River Education Center Inc.
672 Main Street, P.O. Box 476
North Oxford, MA 01537

By 2:00 p.m. April 29, 2019, at which time all bids will be publicly opened and read. It should be clearly marked on the outside: "COPY PAPER BID". All bids must include a bid bond/bid check, non-collusion form, tax compliance certificate, bid pricing form, and ordering information form.

Sealed bids will be found acceptable only if hand-delivered, delivered by courier, or received through the mail.

Bidders must supply W-9 Form with bid response.

Bidders must supply a Certificate of Authority (Sample included in Section 9.0).

2.2 Addendum

If any changes are made to this Invitation for Bid (IFB), an addendum will be issued. Addenda will be mailed or faxed to all bidders on record as having picked up the IFB.

2.3 Questions

Questions concerning this invitation for bids should be directed to Anne Bossolt, French River Education Center, 672 Main Street, North Oxford, MA before 4:00 p.m. April 26, 2019. Questions may be delivered, mailed, emailed (abossolt@frec.org), telephoned (508) 987-0219, extension 103 or faxed (508) 987-1396. Responses will be sent to all bidders on record as having received the IFB.

2.4 How to Modify or Withdraw Bid

A bidder may correct, modify, or withdraw a bid by written notice received by the French River Education Center, Inc. prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No.____." Each modification must be numbered in sequence, and must reference "Copy Paper Bid" the original IFB.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interest of the participating school districts of fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake on the intended bid is clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly

evident on the face of the bid document, but the intended correct bid is not similarly evident.

2.5 District Right to Cancel IFB or Reject Bids

The School Districts may cancel this IFB, or reject in whole or in part any and all bids, if the Districts determine that the cancellation or rejection serves the best interest of the Districts.

2.6 Bid Price Requirement

All bid prices submitted in response to this IFB must remain firm for ninety (90) days following the bid award meeting on June 6, 2019. Bid price to include all charges related to this purchase. No additional cost will be paid for delivery.

2.7 Unexpected Closures

If, at the time of the scheduled bid opening, the Office of the French River Education Center, Inc. is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 p.m. on the next normal business day.

2.8 Bid Deposit/Performance Bond

All bidders must submit with their bids, at no cost to the owner, a CERTIFIED OR CASHIERS CHECK OR AN INSURED BID BOND in the amount of 5% of the total bid price. Such check or bid bond is to be made payable to the French River Education Center (Obligee). The certified check from unsuccessful bidders will be returned within 10 days after the school committees award the bid. The certified/cashiers check from the successful bidder will be returned upon delivery of the performance bond. An INSURED PERFORMANCE BOND, in the amount of 100% of the total bid price shall be required of the successful bidder at no cost to the school departments, guaranteeing all conditions of the specifications. The bond must be in the owner's possession prior to the delivery of the copy paper and within thirty (30) days of award meeting. The performance bond should list the following as the Obligee, "Participating School Districts of the French River Purchasing Cooperative".

2.9 Product Acceptance

The receiving school district shall have fourteen (14) days from the date of delivery to accept or reject the order due to noncompliance with the bid specifications.

3.0 Purchase Description

The participating school districts solicit bids to furnish and deliver COPY PAPER to the locations specified.

White, 8.5"x 11", 20 lbs., and 100% ground wood free, sulfite duplicator paper. Each carton shall consist of 10 reams and each ream shall consist of 500 sheets. Each ream shall be moisture resistant wrapped and labeled 500 sheets per ream. This paper must be suitable to be used on bond copier machines.

All bidders must state and identify the product offered and must submit with their bids complete specifications and descriptive literature. **All bidders must submit a sample ream of copier paper with their bid proposal.**

Vendors may use and list various manufacturers in their response to this RFP provided each manufacturer meets or exceeds the bid specifications.

4.0 Rule of Award

The contract will be awarded to the responsive and responsible bidder or bidders with the lowest unit prices for each category.

Category I – one delivery location per school district.

Category II – multiple delivery locations per school district.

Vendors may bid on one or both categories. Bids must be submitted on the Bid Pricing Form.

5.0 Sample Contract

The successful bidder(s) will be required to sign a contract which includes the language contained in this section of the RFP (section 5.0).

SAMPLE CONTRACT COPY PAPER

FRENCH RIVER EDUCATION CENTER PURCHASING COOPERATIVE
672 MAIN STREET, PO BOX 476
NORTH OXFORD, MA 01537

Telephone: (508) 987-0219 Fax: (508) 987-1396

AGREEMENT

AGREEMENT made this 6th day of June 2019, between the French River Education Center Purchasing Cooperative, and [company], a corporation having a usual place of business at _____ (the "Contractor").

WHEREAS, the Contractor submitted a bid for the product sought by the French River Education Center Purchasing Cooperative, and the Contractor's bid has been found to be acceptable;

NOW THEREFORE, in consideration of the foregoing and for other valuable consideration, the receipt whereof is hereby acknowledged, the French River Education Center Purchasing Cooperative and the Contractor mutually agree as follows:

A. Product Acceptance

The receiving school district shall have fourteen (14) days from the date of delivery to accept or reject the order due to noncompliance with the bid specifications. Product acceptance is "as bid".

B. Purchase Description

The participating school districts solicit bids to furnish and deliver COPY PAPER to the locations specified.

White, 8.5"x 11", 20 lbs., and 100% ground wood free, sulfite duplicator paper. Each carton shall consist of 10 reams and each ream shall consist of 500 sheets. Each ream shall be moisture resistant wrapped and labeled 500 sheets per ream. This paper must be suitable to be used on bond copier machines.

All bidders must state and identify by manufacturer and label the product offered. Vendors may use and list various manufacturers provided each manufacturer meets or exceeds the bid specifications.

C. Billing

Invoices should include the name and address of vendor, date, quantity description, unit price of and total cost. At the discretion of the districts, invoices may not be paid until orders are complete.

No charge will be allowed for federal, state or municipal sales or excise taxes from which the School Districts are exempt.

D. Pricing

All bid prices submitted in response to this IFB must remain firm for ninety (90) days following the award meeting on June 6, 2019. Bid price to include all charges related to this purchase. No additional cost will be paid for delivery.

E. Termination

If, through any cause, the Vendor shall fail to fulfill in a timely or proper manner his obligations under this Contract, or if the Vendor shall violate any of the covenants, agreements, or stipulations of the Contract, the Customer shall have the right to immediately terminate this Contract upon written notice to the Vendor of such termination and specifying the effective date of termination. Any damage incurred through any default, shall be a charge against any amounts due from the Customer to the Vendor.

The Participating School Districts reserve the right to terminate any outstanding orders if delivery does not occur within sixty (60) days of purchase order issuance. If this occurs, payments will be made on items received, but outstanding items may be ordered elsewhere. Any additional cost of such items will be paid by seizing all or some portion, of the bidders' performance bond.

F. Incorporated by Reference

The Non – collusion form, Tax Compliance Certificate, Bid Pricing Form, and the French River Education Center's Invitation for Bids and addenda, if any, are hereby incorporated into this contract.

IN WITNESS WHEREOF, the French River Purchasing Cooperative, and _____ have duly executed this Contract, and a duplicate thereof, on the day and year first above written.

By: _____
Mr. Ricci Hall
French River Education Center
672 Main St., PO 476
N. Oxford, MA 01537

By: _____
Contractor:

Date: _____

Date: _____

6.0 Billing Requirement

Invoices should include the name and address of vendor, date, quantity description and unit price of each item and total cost of an item. Bid price to include all charges related to this purchase. No additional cost will be paid for delivery. At the discretion of the district, invoices may not be paid until orders are complete. The school districts reserve the right to process payment of invoices prior to or after July 1, 2019.

No charge will be allowed for federal, state or municipal sales or excise taxes from which the School Districts are exempt.

7.0 Termination of Contract

The Participating School Districts reserve the right to terminate any outstanding orders if delivery does not occur within sixty (60) days of purchase order issuance. If this occurs, payments will be made on items received, but outstanding items may be ordered elsewhere. Any additional cost of such items will be paid by seizing all or some portion, of the bidders' performance bond.

8.0 Delivery Requirements

All orders must be filled and delivery made between June 17, 2019 and August 16, 2019. Dates of delivery shall be at the discretion of the school departments. School Districts must be notified of impending delivery at least one day prior to delivery.

Category I: One delivery location per school district.

Category II: Multiple delivery locations per school district.

Please note that some deliveries require trucks to have lifts so that pallets may be lowered to the ground.

CATEGORY I: WILL BE AWARDED TO ONE BIDDER

8,820 Cartons, White Copy Paper as specified.

For one (420 or 840 cartons) delivery location within a school district.

Delivery at ground level shall be made in accordance with the following locations:

| | | |
|----|--|---|
| 1 | Truckload (840 cartons) Loading Dock: Yes | Sutton Public Schools 383 Boston Road Sutton, MA |
| .5 | Truckload (420 cartons) Loading Dock: Yes | Abby Kelley Foster RCS 10 New Bond Street Worcester, MA |

| | | |
|-----|---|--|
| .5 | Truckload (420 cartons) Loading Dock: Yes | Quabbin Middle High School 800 South Street Barre, MA |
| .5 | Truckload (420 cartons) Loading Dock: No | Bay Path Regional Vocational 57 Old Mugget Hill Road Charlton, MA |
| 1.5 | Truckloads (1260 cartons) Loading Dock: No | Southbridge Public Schools 185 Guelphwood Road Southbridge, MA |
| .5 | Truckload (420 cartons) Loading Dock: Yes | Blackstone/Millville Regional Frederick Hartnett Middle School 35 Federal Street Blackstone, MA |
| .5 | Truckload (420 cartons) Loading Dock: Yes | W. Boylston Middle/High School 125 Crescent Street W. Boylston, MA |
| 1 | Truckload (840 cartons) Loading Dock: No | Leicester Middle School 70 Winslow Avenue Leicester, MA |
| .5 | Truckload (420 cartons) Loading Dock: No | Murdock High School 3 Memorial Drive Winchendon, MA |
| .5 | Truckload (420 cartons) Loading Dock: No | N. Brookfield Elementary New School Drive N. Brookfield, MA |
| .5 | Truckload (420 cartons) Loading Dock: Yes | Tantasqua High School 320 Brookfield Road Fiskdale, MA |
| .5 | Truckload (420 cartons) Loading Dock: No | Tantasqua Junior High School 319 Brookfield Fiskdale, MA |
| .5 | Truckload (420 cartons) Loading Dock: Yes | Burgess Elementary School 45 Burgess School Road Sturbridge, MA |
| 1 | Truckload (840 cartons) Loading Dock: Yes | Oxford High School 100 Carbuncle Drive Oxford, MA |

| | | |
|----|---|--|
| .5 | Truckload (420 cartons) Loading Dock/Yes | Bartlett High School 52 Lake Parkway Webster, MA |
| .5 | Truckload (420 cartons) Loading Dock/Yes | Park Ave Elementary 58 Park Ave. Webster, MA |

CATEGORY II: WILL BE AWARDED TO ONE BIDDER

7,140 Cartons, White Copy Paper as specified.

For delivery to multiple locations within a school district.

Delivery at ground level shall be made in accordance with the following locations:

| <u>SCHOOL DISTRICT</u> | <u># CARTONS</u> | <u>DELIVERY LOCATION</u> |
|--------------------------------|------------------|---|
| <u>MILLBURY PUBLIC SCHOOLS</u> | (420) | |
| Loading Dock/No | 220 | Millbury Jr.Sr. High School 12 Martin Street, Millbury, MA |
| Loading Dock/ No | 100 | Shaw Elementary School 58 Elmwood Street, Millbury, MA |
| Loading Dock/ No | 100 | Elmwood St. School 40 Elmwood Street, Millbury, MA |
| <u>AUBURN PUBLIC SCHOOLS</u> | (420) | |
| Loading Dock/No | 60 | Auburn High School 99 Auburn Street, Auburn, MA |
| Loading Dock/No | 60 | Auburn Middle School 9 West Street, Auburn, MA |
| Loading Dock/No | 50 | BrynMawr School 35 Swanson Road, Auburn, MA |
| Loading Dock/No | 70 | Swanson Road Intermediate 10 Swanson Road, Auburn, MA |
| Loading Dock/No | 50 | Pakachoag Elementary 110 Pakachoag Street, Auburn, MA |

| | | |
|------------------------------|--------|--|
| Loading Dock/No | 100 | Town of Auburn 104 Central Street, Auburn, MA |
| Loading Dock/No | 30 | Central Office 5 West Street, Auburn, MA |
| <u>NARRAGANSETT REGIONAL</u> | (420) | |
| Loading Dock/No | 320 | Narragansett Regional MHS 464 Baldwinville Road Baldwinville, MA |
| Loading Dock/ No | 100 | Phillipston Memorial Elementary 20 The Commons Phillipston, MA |
| <u>WACHUSETT REGIONAL</u> | (1260) | |
| Loading Dock/Yes | 75 | Naquag Elementary 285 Main Street, Rutland, MA |
| Loading Dock/Yes | 60 | Central Tree Middle 281 Main Street, Rutland, MA |
| Loading Dock/No | 25 | Thomas Prince School 170 Sterling Road, Princeton, MA |
| Loading Dock/No | 50 | Chocksett Middle School 32-40 Boutelle Road, Sterling, MA |
| Loading Dock/No | 75 | Dawson School 155 Salisbury Street, Holden, MA |
| Loading Dock/No | 393 | Wachusett Regional High 1401 Main Street, Holden, MA |
| Loading Dock/No | 90 | Houghton School 32 Boutelle Road, Sterling, MA |
| Loading Dock/No | 60 | Davis Hill School 78 Jamieson Road, Holden, MA |
| Loading Dock/No | 110 | Paxton Center School West Street, Paxton, MA |
| Loading Dock/No | 30 | Jefferson School 1216 Main Street, Jefferson, MA |
| Loading Dock/No | 70 | Mayo Elementary Bullard Street, Holden, MA |

| | | |
|---------------------------|-------|--|
| Loading Dock/Yes | 110 | Mountview School Shrewsbury Street, Holden, MA |
| Loading Dock/No | 100 | Glenwood Elementary 65 Glenwood Road Rutland, MA |
| Loading Dock/No | 12 | Early Childhood Center 1745 Main Street Jefferson, MA |
| <u>QUABOAG REGIONAL</u> | (420) | |
| Loading Dock/No | 220 | Quaboag Reg. Middle/High 284 Old West Brookfield Road Warren, MA |
| Loading Dock/No | 100 | Warren Elementary 51 Schoolhouse Drive West Warren, MA |
| Loading Dock/Yes | 100 | W. Brookfield Elementary 89 N. Main Street W. Brookfield, MA |
| <u>TANTASQUA REGIONAL</u> | (420) | |
| Loading Dock/Yes | 125 | Brimfield Elementary 22 Wales Road Brimfield, MA |
| Loading Dock/Yes | 70 | Holland Elementary 28 Sturbridge Road Holland, MA |
| Loading Dock/No | 140 | Brookfield Elementary 37 Central Street Brookfield, MA |
| Loading Dock/No | 85 | Wales Elementary 41 Main Street Wales, MA |

SPENCER/E. BROOKFIELD (420)

| | | |
|------------------|-----|--|
| Loading Dock/ No | 105 | David Prouty High School 302 Main Street, Spencer, MA |
| Loading Dock/No | 130 | Wire Village School 60 Paxton Road, Spencer, MA |
| Loading Dock/ No | 105 | Knox Trail Jr. High School 73 Ash Street, Spencer, MA |
| Loading Dock/ No | 80 | E. Brookfield Elementary 401E. Main Street, E. Brookfield, MA |

GRAFTON PUBLIC SCHOOLS (840)

| | | |
|------------------|-----|--|
| Loading Dock/Yes | 80 | Grafton High School 24 Providence Road Grafton, MA |
| Loading Dock/ No | 40 | Grafton Middle School 22 Providence Road Grafton, MA |
| Loading Dock/ No | 280 | Millbury Street School 105 Millbury Street Grafton, MA |
| Loading Dock/No | 80 | North Grafton Elementary 46 Waterville Street N. Grafton, MA |
| Loading Dock/No | 80 | South Grafton Elementary 90 Main Street S. Grafton, MA |
| Loading Dock/No | 280 | North Street School 60 North Street Grafton, MA |

DUDLEY/CHARLTON REGIONAL (840)

| | | |
|-------------------|-----|---|
| Loading Dock/ Yes | 140 | Mason Road School 20 Mason Road, Dudley, MA |
| Loading Dock/Yes | 40 | Charlton Elementary 9 Burlingame, Charlton, MA |
| Loading Dock/ Yes | 460 | Charlton Middle School 20 Oxford Road, Charlton, MA |
| Loading Dock/ Yes | 80 | Dudley Elementary 16 School Street, Dudley, MA |
| Loading Dock/ Yes | 100 | Dudley Middle School 70 Dudley Oxford Road, Dudley, MA |
| Loading Dock/ Yes | 20 | SHRHS 68 Dudley Oxford Road, Dudley, MA |

AYER/SHIRLEY REGIONAL (1680)

| | | |
|-------------------|-----|--|
| Loading Dock/ Yes | 420 | Ayer Shirley Regional High School 141 Washington St., Ayer, MA |
| Loading Dock/No | 420 | Page Hilltop Elementary School 115 Washington St., Ayer, MA |
| Loading Dock/ No | 420 | Ayer Shirley Regional Middle School 1 Hospital Rd., Shirley, MA |
| Loading Dock/ No | 420 | LAW Elementary School 34 Lancaster Rd., Shirley, MA |

9.0 TAX COMPLIANCE CERTIFICATION/CERTIFICATE OF AUTHORITY

TAX COMPLIANCE CERTIFICATION

COPY PAPER

AUBURN, AYER/SHIRLEY REGIONAL, NARRAGANSETT REGIONAL, N. BROOKFIELD, ABBY KELLEY FOSTER REGIONAL CHARTER SCHOOL OXFORD, MILLBURY, SOUTHBRIDGE, WEBSTER, GRAFTON, DUDLEY-CHARLTON REGIONAL, QUABOAG REGIONAL, SUTTON, WEST BOYLSTON, INDIVIDUAL DISTRICTS OF TANTASQUA REGIONAL, WACHUSETT REGIONAL, BLACKSTONE/MILLVILLE REGIONAL, LEICESTER, WINCHENDON, SPENCER/E. BROOKFIELD, QUABBIN REGIONAL, BAY PATH REGIONAL VOCATIONAL AND OTHER PARTICIPATING SCHOOL DISTRICTS.

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, am in compliance with all laws of the Commonwealth related to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of Individual or Corporate Name

Corporate Officer (if applicable)

Social Security or Federal Identification Number

Date

CERTIFICATE OF AUTHORITY

I hereby certify that I am the Clerk/Secretary of _____
(insert full name of Corporation)

corporation, and that _____
(insert the name of officer who signed the **contract and bonds**)

is the duly elected _____
(insert the title of the officer in line 2)

of said corporation, and that
on _____
(insert a date that is **ON OR BEFORE** the date the officer signed
the **contract and bonds.**)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors
were present or waived notice, it was voted that

_____ the _____
(insert **name** from line 2) (insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on
behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract
of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall
be valid and binding upon this corporation; and that the above vote has not been amended or
rescinded and remains in full force and effect as of the date set forth below:

ATTEST: _____
(Signature of **Clerk or Secretary**)*

AFFIX CORPORATE SEAL HERE

Name: _____
(Please print or type name in line 6)*

Date: _____
(insert a date that is **ON OR AFTER** the
date the officer signed the **contract and**
bonds.)

*The name and signature inserted in lines 6 & 7 **must** be that of the **Clerk or Secretary** of the
corporation.

10.0 Non-Collusion Form

NON-COLLUSION FORM

COPY PAPER

AUBURN, AYER/SHIRLEY REGIONAL, NARRAGANSETT REGIONAL, N. BROOKFIELD, ABBY KELLEY FOSTER REGIONAL CHARTER SCHOOL OXFORD, MILLBURY, SOUTHBRIDGE, WEBSTER, GRAFTON, DUDLEY-CHARLTON REGIONAL, QUABOAG REGIONAL, SUTTON, WEST BOYLSTON, INDIVIDUAL DISTRICTS OF TANTASQUA REGIONAL, WACHUSETT REGIONAL, BLACKSTONE/MILLVILLE REGIONAL, LEICESTER, WINCHENDON, SPENCER/E. BROOKFIELD, QUABBIN REGIONAL, BAY PATH REGIONAL VOCATIONAL AND OTHER PARTICIPATING SCHOOL DISTRICTS.

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of Person Submitting Bid or Proposal

Name

11.0 Bid Pricing Form

Bids will be awarded by Category

CATEGORY I – One delivery location per school district.
Full and/or half truckload

| <u>REQUESTED QUANTITY</u> | <u>UNIT BID PRICE</u> | <u>MANUFACTURER</u> | <u>PRIVATE LABEL</u> |
|-------------------------------|---------------------------|---------------------|--------------------------|
| 8,820 CARTONS | _____ | _____ | _____ |

CATEGORY II – Multiple delivery locations per school district.

| <u>REQUESTED QUANTITY</u> | <u>UNIT BID PRICE</u> | <u>MANUFACTURER</u> | <u>PRIVATE LABEL</u> |
|-------------------------------|---------------------------|---------------------|--------------------------|
| 7,140 CARTONS | _____ | _____ | _____ |

I agree to all terms and conditions as presented in this bid proposal.

| | |
|---|---------------|
| _____ Signature of Authorized Person | _____ Date |
|---|---------------|

| | |
|--|--------------------|
| _____ Printed Name of Authorized Person | _____ Telephone |
|--|--------------------|

| | |
|----------------------|--------------|
| _____ Firm's Name | _____ Fax |
|----------------------|--------------|

| | | |
|-----------------|---------------|----------------|
| _____ Street | _____ City | _____ State |
|-----------------|---------------|----------------|

Email address

12.0 Ordering Information Form

Company Name

Street

City

State

Zip

Phone number for **ORDERS**

Fax number for **ORDERS**

Email for **ORDERS**

13.0 Checklist Form

CHECKLIST FORM

Please include the following items in your bid proposal:

| <u>ITEM</u> | <u>COMPLETED AND INCLUDED</u> |
|------------------------------|-------------------------------|
| Bid Bond/Bid Check | _____ |
| Non-Collusion Form | _____ |
| Tax Compliance Certification | _____ |
| Bid Pricing Form | _____ |
| Ordering Information Form | _____ |
| Certificate of Authority | _____ |
| W 9 Form | _____ |

