



SPECIFICATIONS FOR
MANCHESTER PUBLIC SCHOOLS
BID #017-006 BOWERS ELEMENTARY SCHOOL
MEDIA CENTER AIR CONDITIONING
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**LEGAL NOTICE
INVITATION TO BID
MANCHESTER PUBLIC SCHOOLS
TOWN OF MANCHESTER, CONNECTICUT**

Manchester Public Schools will receive sealed bids in the Office of the Director of Finance and Management, 45 North School Street, Manchester, Connecticut 06042 on the date and time listed below for the following:

**BID #017-006 BOWERS ELEMENTARY SCHOOL
MEDIA CENTER AIR CONDITIONING**

Bids will be accepted until Tuesday, June 6, 2017, at 10:30 a.m.

**A mandatory pre-bid conference and walkthrough is scheduled for:
Tuesday, May 23, 2017, at 7:45 a.m. at
Bowers Elementary School, 141 Princeton Street, Manchester, CT**

The right is reserved to reject any and all bids. Specifications and forms are available on our website www.mpspride.org.

Manchester Public Schools is an equal opportunity employer and requires affirmative action policy for all of its contractors and vendors as a condition of doing business with the school district, as per Federal Order 11246.

Karen L. Clancy
Director of Finance
and Management
Manchester Public Schools

INSTRUCTIONS TO BIDDERS

1. The bid and any addenda will be issued on the Manchester Public Schools' website at www.mpspride.org/bid. It shall be the responsibility of the bidder to download this information. Manchester Public Schools (MPS) will not mail a separate hard copy of addendum to bidders. Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the Contract Documents. No addendum shall be issued less than 2 calendar days before the due date unless it is to change the due date.
2. The attached bid is signed by the bidder with full knowledge of an agreement with the general specifications, conditions and requirements of this bid.
3. Submit two (2) originals of the bid in an envelope marked with the bidder's name and address on the upper left hand corner. Bids shall be made out in the exact form as described under Content and Organization of Bid of enclosed Invitation to Bid, on bidder's letterhead and shall be signed by an officer of the company or corporation. **Bids are to be plainly marked in the lower left hand corner with bid number, name of bid, opening date and time.**
4. **A mandatory pre-bid conference and walk through is scheduled for Tuesday, May 23, 2017, at 7:45 a.m, Bowers Elementary School, 141 Princeton Street, Manchester, CT.**
5. Bids sent by mail or hand delivered should be addressed to the Director of Finance and Management, Manchester Public Schools, 45 North School Street, Manchester, CT 06042.
6. Bids received later than the date and time specified will not be considered. Amendments to or withdrawals of bids received later than the date and time set for bid opening will not be considered.
7. All bids shall be opened publicly and read aloud. Bidders may be present at the opening of bids. All bids shall be tabulated and copies of said tabulation shall be made available to bidders upon their request.
8. All deliveries of commodities shall comply with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by MPS are exempt from the payment of Federal Excise Taxes and the State of Connecticut Sales Tax and such taxes must not be included in the bid prices. All prices are FOB to Manchester, CT.
9. MPS reserves the right to reject any and all bids, to waive technical defects and to make such awards including accepting a bid, although not the low bid, as it is deemed to be in the best interest of MPS.
10. MPS may withhold acceptance of work and payment when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until work is to MPS official and/or authorized agent's satisfaction, and all work is certified.
11. MPS may make such investigation as deemed necessary to determine the ability of the bidder to discharge a contract. The bidder shall furnish MPS with all such information and data as may be required for this purpose. MPS reserves the right to reject any bid if the bidder fails to

satisfactorily convince MPS that he/she is properly qualified by experience and/or does not have the facilities to carry out the work called for herein. Conditional bids will not be accepted.

12. All measurements are the responsibility of the bidder.
13. Specifications cannot be modified by anyone other than the assigned agent for MPS.
14. Successful bidder is responsible for obtaining all necessary building permits as required by any authority having jurisdiction. Town fees for town permits will be waived. State fees for town permits cannot be waived by the Town of Manchester.
15. **Security for Faithful Performance:** Simultaneously with his delivery of the executed contract, the contractor shall furnish a surety bond or bonds as security for faithful performance of this contract and for the payment of all persons performing labor and materials under this contract. The Performance Bond and the Labor and Materials Bond shall be equal to one hundred percent (100%) of the contract price and shall be furnished within ten (10) business days of the Notice of Award or prior to the start of Work, whichever comes first. The surety on such bond or bonds shall be a duly authorized surety company qualified to do business under the laws of the State of Connecticut and satisfactory to MPS.
16. Successful bidder shall, after being awarded the contract, and before doing any work, furnish Certificates of Insurance, including Automobile Property Damage Liability, Public Liability and Workers Compensation Insurance in the amounts shown in Insurance Requirements. The contractor shall carry insurance under which Manchester Public Schools and the Town of Manchester, CT, shall be named as an additional insured for the duration of this work. All Liability Insurance required herein shall be Comprehensive, General and Automobile Bodily Injury and Property Damage Policy or Policies. Certificate of Contractor Liability shall be filed with MPS before work is started and contain a ten (10) day written notice of cancellation clause.
17. The Contractor shall provide all administration, labor, materials, tools and equipment necessary to undertake and complete the work in a prompt and efficient manner. Equipment and tools owned by MPS shall not be available to the Contractor.
18. MPS shall provide dumpsters at no cost to the Contractor for the disposal of waste materials and recycling of recyclable materials. The Contractor shall be responsible for removing materials from the building and disposing of materials into dumpsters.
19. The work site and the Contractor's operation as a whole shall be maintained in a clean, organized and safe manner, policed daily. Any work left incomplete at end of each day shall be made safe and secure, with no potential for items to fall and stored material positioned out of travel path and doorways.
20. The Contractor shall coordinate with the work of other contractor's, and employees of MPS who will be doing work concurrent with the Contractor.
21. The school will be open on a limited basis to community programs during the construction period. The construction area will be vacant during the time construction activities are taking

- place. The Contractor shall provide and maintain barricades as required to prevent intentional or unintentional access to the work area and dust barriers to limit the migration of dust.
22. The Contractor shall access the site through designated doors of the building. Construction vehicles shall be parked in designated parking spaces in the primary parking lot, except during times of delivery.
 23. The work is subject to funding that is anticipated, though not guaranteed to be received in May 2017. Contracts for the work shall not be issued until such time as funding is received. Bids shall remain valid until June 30, 2018.
 24. All work done under this bid must comply with all State and Town codes and licensed tradesmen will be used where applicable.
 25. Payments for labor and material will only be made upon installation. No payments will be made for material stored on the site.
 26. The work included in these specifications covers all labor, material equipment, and services required to complete what is listed in the Invitation to Bid.
 27. All work must be scheduled during normal MPS working hours.
 28. The contractor shall and does hereby, as part of the contract, guarantee all materials and workmanship to be of first quality and that the finished work will remain in satisfactory condition for a period of one (1) year from the date of final acceptance of work performed or as specified in the bid. The date of acceptance is considered to be the date of final payment for the work involved.
 29. The contractor shall be required to submit the AFFIRMATIVE ACTION STATEMENT with their completed bid package. The successful contractor shall comply in all respects with the Equal Employment Opportunity Act. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations will be sufficient reason for revocation or cancellation of this contract.
 30. The contractor shall be required to complete the CONTRACTOR INDEMNIFICATION with their completed bid package.
 31. The contractor shall be required to complete the NON-COLLUSIVE PROPOSAL STATEMENT with their completed bid package.
 32. **Code Requirements:**
 - A. Contractors should be aware that all Public Schools are required by State and Federal regulations to comply with all laws pertaining to asbestos containing building materials (ACBM) in their schools.
 - B. It is required that any design professional and/or contractor that enters into a contractual agreement with MPS, pertaining to building renovations or additions shall ensure that all building materials specified and/or to be installed are of a non-asbestos material. In order

to verify this, MPS requires the successful contractor to submit Material Safety Data Sheets (MSDS) detailing the building material.

- C. All contractors/design professionals are encouraged to inspect the AHERA Asbestos Management Plan prior to commencing any work. Any questions regarding ACBM or this requirement should be addressed to MPS's Asbestos Management Planner.
 - D. Any asbestos encountered in construction shall be brought to MPS's attention prior to continuation of work. Removal will be done in accordance with all Federal, State and local laws and regulations.
33. **Disabilities Code Requirements:**
- A. In order to meet the needs of persons with disabilities, when applicable all items shall comply with the current Connecticut Basic Building Code including ICC/ANSI A 117.1-1998, Section 504 Rehabilitation Act 1973 including the Uniform Federal Accessibility Standards (UFA) and 504 Regulations, and the Americans with Disabilities Act Title II including Americans with Disabilities Act Accessibility Guidelines (ADAAG) and ADA Regulations.
 - B. Compliance with the current Connecticut Fire Safety Code and current OSHA – Title 29/Labor is also required when applicable. Contractor must provide proof of having attended OSHA 10 hour Construction Standard Training course for any projects over \$100,000 (effective July 2007).
 - C. The “items” shall include, but are not limited to; fixtures, furnishings, equipment, workstations (including built-ins), playground equipment, laboratory fume hoods, darkroom equipment, welding stations, shop equipment, etc.
34. There shall be no smoking or other use of tobacco products in any school building nor on school ground at any time. Proper attire is to be worn at all times. Contractor's personnel shall use extreme caution while driving motor vehicles on school property.
35. The contractor shall not sublet, sell, transfer, assign or otherwise dispose of contract or any portion thereof or of his right, title or interest therein, or of his obligations thereunder, without consent of MPS.
36. **Hold Harmless:** The contractor/insured shall indemnify and hold harmless MPS and, if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by MPS, arising out of or resulting from the performance of the work and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and (b) is caused in whole or in part by any negligent act or omission of the contractor/insured, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.
37. **Prevailing Wage Rates:** The wages paid on an hourly basis to any mechanic, laborer or workman employed upon the work herein contracted to be done and the amount of payment of contribution paid or payable on behalf of each such employee to any employee welfare fund defined in subsection (h) of this section (31-53 of the General Statutes,) shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in

which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such employee to any such employees' welfare fund shall pay to each employee as of his wages the amount of payment or contribution for his classification on each payday.

Upon the award of any contract subject to the provisions of this section the Contractor to whom such contract is awarded shall certify, under oath to the Labor Commissioner, the pay scale to be used by such contractor and any of his subcontractors for work to be performed under such contract. The Contractor shall fully comply with all provisions of Public Act 93-392 including weekly submitted of certified payrolls accompanied by a Compliance Statement and shall be subject to such sanctions mandated for violations of said Public Act.

The provisions of this section shall not apply where the total cost of all work to be performed by ALL Contractors and Subcontractors in connection with new construction of any public works project is less than Four Hundred thousand dollars or where the total cost of all work to be performed by ALL Contractors and Subcontractors in connection with any remodeling refinishing, refurbishing, rehabilitation, alteration or repair of any public works project is less than ONE HUNDRED thousand dollars.

NOTICE TO ALL CONTRACTORS, BUILDERS AND HOMEOWNERS

Please pay particular attention to the following list of inspections. Requirements will be strictly adhered to.

Pursuant to Section 113.0 of the State of Connecticut Basic Building code, the following inspections **are required** by the Manchester Building Department:

1. Site inspection – before permit is issued.
2. When footing forms are in place and before concrete is placed.
3. When foundation forms are in place and before concrete is placed.
4. After foundation is erected, waterproofed and footing drains installed.
- 4a. ***Before construction above foundation is started two “As Built” foundation location plans must be filed with the Building Department.
5. When forms for structural slabs, panels or columns are in place and before concrete is placed.
6. Fireplace when the top of the smoke chamber is reached.
7. 1st roof/felt/ice and water shield (nailing shall be at 6 nails per shingle including new construction.)
8. **Rough inspections:**
 - Plumbing before any piping is concealed.
 - (Complete duct work and plumbing shall be installed before electrical wiring is started.)
 - Heating pipes and/or ducts before they are concealed.
 - Electrical before any wiring is concealed.
 - Framing before any interior wall covering is applied.
 - Insulation before drywall.
9. Final inspections when all construction details and utility installations re: complete and house numbers, as designated by the Engineering Department, are installed.
10. Other inspections which may be requested by the building or contractor and/or required by the building official or his designee.
11. The permit holder or his agent shall notify the building official when the work is ready for inspections, **giving not less than seventy-two (72) hours’ notice.**
12. **Inspection for issuance of Certificates of occupancy requires a 10 day prior notification to the Building Department.**

NOTE: Complete ductwork and plumbing shall be installed before electrical wiring is started.

CONTENT AND ORGANIZATION OF BID

The Invitation to Bid (Bid) is intended to provide interested bidders with information concerning the conditions and requirements for submitting bids. Bidders must examine all information and materials contained in this bid. **Failure to do so will be at the bidder's risk.** In response to the bid, bidders shall adhere to the established format. By doing so, comparable objective data will be provided for Manchester Public Schools' (MPS) review and analysis. The bid shall contain the following sections, in order and format described.

A. Submittal Letter

A letter of transmittal addressed to **Mrs. Karen L. Clancy, Director of Finance and Management**, which includes a statement by the bidder accepting all terms, conditions and requirements contained in the bid. The letter should also include a brief discussion of the bidder's background, experience and ability to perform this contract in accordance with the scope of services. Also to be included is a listing of municipal or private sector references for whom recent (3 years or less) similar services were provided.

B. Price Bid

Vendors shall submit a price bid which indicates their full cost to provide the scope of services outlined. All costs associated with the performance of these services must be clearly delineated.

C. Exceptions

Bidders wishing to take any exceptions to any requirement in the bid shall state and explain such exceptions. MPS may accept bids which take exception to any requirements of the bid. Any exception must be clearly delineated and cannot materially affect the substance of this bid.

INSURANCE REQUIREMENTS

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions and coverage of Insurance Services Office (ISO) policies, forms and endorsements.
- B. If the Contractor/Insured has self-insured retentions or deductibles under any of the following minimum required coverage, the Contractor/Insured must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be the Contractor/Insured's sole responsibility.
- C. **Commercial General Liability:** The Contractor/Insured will maintain commercial general liability insurance covering all operations by or on behalf of the Contractor/Insured on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits:

Minimum Limits: \$1,000,000 each occurrence
 \$2,000,000 each occurrence if blasting is required
 \$2,000,000 general aggregate with dedicated limits per
 Project site
 \$2,000,000 products and completed operations aggregate
 \$1,000,000 personal and advertising injury.

Should blasting be required, all necessary permits for the use of explosives shall be obtained by the contractor/insured or insured from the Fire Marshal.

- D. **Automobile Liability:** The Contractor/Insured will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.

Minimum Limits: \$1,000,000 combined single limit each accident

- E. **Worker's Compensation:** The contractor/insured will maintain workers' compensation and employer's liability insurance.

Minimum Limits: Worker's compensation: statutory limit
 Employer's Liability: \$1,000,000 bodily injury or each accident
 \$1,000,000 bodily injury by disease for each employee
 \$1,000,000 bodily injury disease aggregate

- F. **Umbrella/Excess Liability:** The contractor/insured will maintain umbrella/excess liability insurance on an occurrence basis of the underlying commercial general liability, auto liability and workers' compensation insurance. The coverage shall be at least as broad as each of the underlying policies. The amounts of insurance required may be satisfied by purchased coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limit specified for general liability, auto liability and workers' compensation when added to the limit specified in this section.

Minimum Limits: \$5,000,000 combined single limit and aggregate limit.

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

TO: All Vendors

FROM: Karen L. Clancy
Director of
Finance and Management

SUBJECT: **AFFIRMATIVE ACTION**

Manchester Public Schools is an Equal Opportunity Employer, and will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to:

Karen L. Clancy
Director of
Finance and Management

STATEMENT OF POLICY

It is the employment policy of _____
that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Opportunity and Civil Rights Statutes noted above.

Date

Signed (Name/Title of Company Officer)

Telephone

Street Address

Fax

City/State/Zip Code

CONTRACTOR INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall, defend, indemnify and hold harmless the School District and its respective officers, employees and agents from any and all loss, liability, damage, penalty, expense or fee, including attorneys' fees, or other costs or obligations arising from or relating to (i) the Contractor's breach of this Contract; (ii) any negligence or willful misconduct of the Contractor and its officers, employees, and agents; or (iii) any other action or event arising out of or in any way connected with this Contract. The Contractor agrees that the School District shall have the right to participate in the defense of any such claim through counsel of its choosing. This indemnity shall not be affected by other portions of this Contract.

The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further undertakes to reimburse MPS for damage to property of MPS caused by the Contractor, or its employees, agents, subcontractors or delivery persons, or by faulty, defective or unsuitable material or equipment used by him/her or them.

STATE OF CONNECTICUT:

COUNTY OF: _____ Signed _____

Contractor

By _____

Name

Street

City/State/Zip Code

Date

Subscribed and Sworn to before me on this

_____ day of _____ 20____

Notary Public

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

TO: All Vendors

FROM: Karen L. Clancy
Director of
Finance and Management

SUBJECT: NON-COLLUSIVE STATEMENT

The undersigned vendor, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

1. The bid has been arrived at by the vendor independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the Invitation to Bid, designed to limit independent bidding or competition, and;
2. The contents of the bid have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

The undersigned vendor further certifies that this statement is executed for the purposes of inducing Manchester Public Schools to consider the vendor and make an award in accordance therewith.

Legal Name of Vendor

Business Address

Name and Title of Authorized Signor

Signature

Date

Telephone

Fax

eMail Address

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

SPECIFICATIONS FOR BID

Funding Notice:

This project is subject to funding which is believed to become available in June, but receipt of which is not assured. Should the funding not be made available in time for the completion of the work by August 18, 2017 the owner may abandon the project or delay award of the work pending discussion with the successful bidder.

Purpose

The purpose of this specification is to describe in general terms the desired outcome of the work, its location, the major components that are to be provided and the existing utilities and systems that will need to be modified to cause the desired outcome to be achieved and the schedule for its performance. It is the contractor's responsibility to identify and include in their proposal the specific materials to be used and methods to be followed to accomplish the work such that the desired outcomes are achieved.

Plans entitled "Bowers Elementary School Media Center Air Conditioning" dated 3/31/17 as prepared by Bemis Associates are a part of this specification.

General Conditions

The Contractor shall provide all administration, labor, materials, tools and equipment necessary to undertake and complete the work in a prompt and efficient manner. Equipment and tools owned by the Town of Manchester shall not be available to the contractor.

Contractor may use elevator for delivery and removal of materials only.

All Permits required by any authority having jurisdiction are to be obtained by the contractor. Town fees for town permits will be waived. State fees for town permits, currently at \$0.27 / \$1,000 of construction value cannot be waived by the town of Manchester.

The Town of Manchester is tax exempt. A certificate shall be provided to the contractor.

The contractor shall provide dumpsters for the disposal of waste materials and recycling of recyclable materials. Contractor shall be responsible for removing materials from the building and disposing of materials into dumpsters.

The work site and the contractor's operation as a whole shall be maintained in a clean, organized and safe manner, policed daily. Any work left incomplete at the end of each day shall be made safe and secure, with no potential for items to fall and stored material positioned out of travel paths and doorways.

Contractor shall coordinate with the work of other contractor's, and employees of the Owner who will be doing work concurrent with the contractor.

The school will be occupied by students ranging in age from 6 to 18 years old during the construction period. The contractor shall provide and maintain barricades as required to prevent intentional or unintentional access to the work area and dust barriers to limit the migration of dust.

Contractor shall access site through designated doors of the building. Construction vehicles shall be parked in designated parking spaces in the primary parking lot, except during times of delivery.

Schedule

Once work commences, work will continue uninterrupted daily until complete, during the hours of 7 AM to 3:30 PM Monday through Friday, excluding Holidays recognized by the Town of Manchester Board of Education. Upon mutual agreement additional hours during which contractor may work may be available provided there is no additional cost to the owner.

Contractor shall provide final cleaning of materials installed removing any foreign material that would impact the appearance finished surfaces.

Work it to be complete by August 18, 2017.

Scope of Work

Intent is to replace the existing air handler servicing the media center and adjoining rooms with a new air handler as shown on drawings. This work includes, but is not limited to the installation of steel to support the air handler, new duct work, fire proofing, DDC controls, new valves for existing hot water coils located downstream of the air handler, electrical, roofing including creating penetrations and reroofing to make installation watertight in compliance with the existing roof warranty.

The roof is under a manufacturer's warranty. Roofing is to be performed by Silktown Roofing. Mr. Jim Barba has been advised of the project and may be reached at 860-549-3348.

The building operates with, and the air handler and valves shall be connected to the Allerton AscentCompas Direct Digital Control System represented by Automated Building Systems. Mr. David Campbell may be reached at 860-982-1708. Existing pneumatic controls connected to air handler and hot water valves are to be cut and capped. Copper lines are to be soldered.

Demolition

Demolish only that which needs to be removed to undertake new work, to include concealing new electrical circuits. Remove only that amount of roofing that can be made watertight at the end of the work day.

Remove suspended ceiling system from room kindergarten room and store for reinstallation. Associated electrical work is to be performed to make space safe for the performance of the work described on drawings.

Fire Alarm

Dismiss note 6 on page E1.1. Owner will install necessary fire alarm devices.

Balancing

Balancing is not included in the work. The owner may undertake balancing at its own expense and contractor will coordinate and cooperate with balancing company if necessary.

Warranty:

Contractor shall warranty all work for a period of 1 year after final payment. Manufacture's standard warranties for products and materials warranted by manufacturer shall be provided to owner.

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

COST PROPOSAL FOR MEDIA CENTER AIR CONDITIONING
BOWERS ELEMENTARY SCHOOL

I/WE, the undersigned, hereby agree to furnish and deliver the requested services at the prices named herein, subject to and in accordance with the Cost Proposal, and Specifications, all of which are made a part of this BID.

Pricing submitted shall reflect net pricing. Any payment for travel time, mileage to and from any jobsite, and/or miscellaneous expenses, will not be allowed.

FIRM FIXED FOR TOTAL COST OF PROJECT:

In figures: \$ _____

In Writing: _____ dollars.

BIDDER INFORMATION

PROPOSER: _____
(Print Business, Partnership or Corporate Name)

ADDRESS: _____

SIGNED BY: _____ TITLE: _____
(Authorized Signature)

NAME: _____ DATE: _____
(please print)

TELEPHONE: _____ FAX: _____

FEDERAL TAX IDENTIFICATION NUMBER (FEIN): _____

E-MAIL: _____

NOTE: Proposals may not be withdrawn for a period of 90 days after bid opening