

City of Kingston Purchasing Department
RFP#: K16-12
Off Street Public Parking Kiosks, and Remote Payment Systems
Tuesday, October 18, 2016
11:00pm

Request for Proposal

OFF STREET PUBLIC PARKING KIOSKS, and REMOTE PAYMENT SYSTEMS

KINGSTON, NY



RFP Release Date: **Monday, September 19, 2016**

Proposals Due: **Tuesday, October 18, 2016 at 11:00A.M.**

It is recommended that proposals be submitted in advance, at least one day prior to the specified date and time to allow for a timely receipt. LATE PROPOSALS will NOT be considered.

Send three (3) copies of each proposal, and one (1) electronic copy (on CD or thumb drive).

Please use the above RFP number on all correspondence.

REQUEST FOR PROPOSAL DEFINITION:

An RFP defines the situation or object for which the goods and or services are required, how they are expected to be used and/or problems that they are expected to be addressed. Vendors are invited to propose solutions that will result in the satisfaction of the City's objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may not be the primary consideration.

**Steven T. Noble
John Tuey
Brian J. Woltman**

**Mayor of the City of Kingston
Comptroller
Purchasing Agent**

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Introduction

The City of Kingston, NY is soliciting proposals from interested and qualified firms, vendors and/or contractors to furnish an off-street pay station parking system for its business districts. The system will include (but not be limited to) kiosk-style pay station hardware, software, oversight of installation and debugging of the system along with a module to host a mobile software applications which will allow for the remote payment for the City's on-street locations. The City intends to purchase/lease approximately fifteen (15) pay stations.

SECTION 1: SCOPE OF SERVICES

The City will accept proposals from qualified firms, vendors or contractors with demonstrated experience in providing, installing and maintaining multi-space parking meter systems. The City is looking for a qualified vendor to provide a kiosk-style pay station system. The City anticipates entering into a lease or purchase, and maintenance agreement with the selected vendor for the equipment.

The parking pay stations are intended to improve customer convenience by offering multiple ways to pay, enhanced security and reliability and ability to pay at multiple locations. The system must be vandal resistant, and a communication system capable to integrate with the City enforcement and citation system.

Technical Requirements

As part of the RFP, the vendor shall supply, deliver and install kiosk-style systems, capable of being monitored and adjusted from a remote location by the City of Kingston. The system shall consist of the following general components:

The proposal shall describe the pay stations and how they will meet the following requirements:

1. **Housing:** Graffiti, vandal and weather resistant.
2. **Collection Vault:** Including locking system and security measures.
3. **Coin Validator:** Vandal resistant and accept different user defined coins.
4. **Card Reader:** Accept multiple payment methods including smart cards, credit cards and microprocessor cards.
5. **Pay by Smartphone:** Allow users to pay via smartphone application technology.
6. **Power:** Prefer solar power, but also be able to include other non-hard-wired power supply options, including battery.
7. **Display:** Description of display including size, color, and character and language capability.
8. **Coin Canister:** Portable cash box system with built-in security components.

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9. **Printer:** Printer capabilities including font and character and graphic capability, paper type and receipt design and programmability.
10. **Wireless:** Wireless two-way communications capability to monitor status of pay stations and be able to have seasonal and variable pricing capabilities implemented by the City.
11. **Electronic Components:** Description of all electronic components and protective measures used to protect components from weather and vandalism.
12. **Spare parts:** Establish recommended supply and spare part plan.
13. **Memory:** Proposal shall describe memory type and function including capacity and limitations.
14. **Color and Appearance:** Pay Stations should blend aesthetically into the City streetscape.
15. **Drawings:** Proposal shall include installation drawings and specifications.
16. **Installation:** The vendor shall install the pay stations in the parking areas. The installation will include placing anchors in the surfaces at the locations designated by the City.
17. **Transactions:** Information related to online real time approval and settlement of debit and credit card transactions. Ability to purchase time from any pay station or by cell phone without the need to return to the vehicle or display a ticket.
18. **Credit Card and Data Security:** Information on credit card transaction and data transfer security and protection measures.

Proposals for pay stations shall include these services specifications:

1. **Back Office Software:** Information on all software and hardware associated with back office operations and remote access. City shall own and be provided with a copy of the software and source code.
2. **Electronic Data Files:** Describe the nature and content of data files transmitted to and from the pay station.
3. **Software:** The City prefers management software to support system operations that provides operational control to City through a locally hosted PC, MAC, or web-based access with the ability to produce detailed revenue reports and real-time downloads of information via a secure wireless communication system. City shall own and be provided with a copy of the software and source code.
4. **Alarms:** The alarm notifications should be real-time to permit a timely maintenance or collections response. The performance information should be easily exportable to the City's system and the report formats should be

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customizable to the City's reporting needs. Local Product Support: Proposal shall establish local product support to select meter installation locations, train City staff on proper station maintenance and use, provide troubleshooting assistance, and ensure the proper operation and maintenance of pay station equipment and operating system.

5. **Warranty:** Begins after City takes possession of pay stations and shall include full coverage for machines or components for abnormal failure in service.
6. **Technical Support:** Provide for personnel availability, support, and troubleshooting services.
7. **Technical Manuals:** Provide operation manuals, including management software product.
8. **Performance Standards:** The City expects reasonable performance standards to apply to various elements of pay station operation at an individual machine level. The City will negotiate performance standards with the successful respondent for inclusion in contract prior to contract award.

The following is a suggestion of some performance elements the City might reasonably expect:

1. Availability/Access to data 24/7/365.
2. Availability of local and technical support.
3. Reporting - pay station to server communication.
4. Real time alarms sent to user via text message or other cross platform application.
5. Statistical data and interpretation/analysis package.
6. Credit card transactions file data integrity.
7. Data accuracy.
8. Pay station reliability and customer payment flexibility.
9. Ability to integrate with citation and enforcement equipment.
10. Maintenance response time.
11. Ability to mix kiosks and meters.
12. Integration of on and off street systems.

The City values product innovation, operational flexibility and the ability to develop future product and service offerings to meet technological changes. The City encourages this proposal to include a discussion of this and other proposed innovative concepts.

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City Responsibilities

The City will make available City staff as required to meet with the contractor and provide such reasonable information as requested. The City's project manager will oversee the work and provide support as needed.

The following will be the responsibility of the City:

1. Bankcard authorization and settlement
 - a. The City shall provide successful proposal with transaction file layout and specifications for City payment gateway.
 - b. The City shall be responsible for all bank clearance and settlement charges.

1. Hardware, software, and operational components and projected maintenance expenses. For purposes of this proposal, the proposed cost should be based upon the purchase or long-term lease of fifteen (15) pay stations (the actual number may vary). Proposals can include financing and long-term lease option packages.

Selection Process

- A. A review committee will evaluate all responses to the RFP that meet the submittal requirements and the submittal deadline. Those submittals that do not meet the submittal requirements or the deadline will not be considered.
- B. Following initial evaluation of RFP's, up to three (3) Proposers will be chosen by the City to continue in the selection process and will be contacted in writing for interviews. RFP's will be ranked based on a combination of the evaluation of the RFP and the interview.
- C. Interviews will be approximately thirty minutes for presentations and fifteen minutes for questions by the selection group.
- D. A selection group composed of City staff will evaluate the RFP's and conduct the interviews.
- E. The selection group will rank the vendors. Final ranking of vendors will be based on the Request for Proposals, and ratings from the interview.
- F. The City may then proceed with negotiating an agreement with the highest-ranked group. If an agreement cannot be reached in a reasonable time period, the City will terminate negotiation and, at its option, negotiate with the next-ranked group.

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Selection Criteria includes, but is not limited to:

- A. Overall Experience.
- B. Ability to respond in a timely manner.
- C. Ability to meet technical requirements of the RFP.
- D. Cost (Capital and Maintenance), and Benefit Analysis.
- E. Ability to meet contract and insurance requirements.
- F. Customer Service and Availability.

Conclusion

The City reserves the right to accept or reject any or all Proposals, or to alter the selection process in any way, to postpone the selection process for its own convenience at any time, and to waive any defects in the proposals. The City also reserves the right to accept or reject any individual sub-consultant that a candidate proposes to use.

This RFP and the interview process shall in no way be deemed to create a binding contract or agreement of any kind between the City and the Proposer. By submitting a response to this RFP, the successful Proposer agrees to enter into an agreement with the City. The City reserves the right to negotiate any and all terms of the agreement, including the Term, Scope of Service and Compensation.

Each submitted Proposal in response to this RFP acknowledges and agrees that the preparation of all materials for submittal to the City and all presentations, related costs and travel expenses are the vendor's sole expense and the City shall not, under any circumstances, be responsible for any cost or expense incurred by the Proposer. In addition, each vendor acknowledges and agrees that all documentation and/or materials submitted with the RFP shall remain the property of the City.

RFP Contact Person:

The Contact person for this project is Brian J. Woltman, he may be contacted at:

Email: bwoltman@kingston-ny.gov

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SECTION 2: RECEIPT OF PROPOSALS:

Proposals Due Date:

All proposals must be delivered to the office of the City of Kingston Purchasing Department by **Tuesday, October 18, 2016 at 11:00AM** after which they will be publicly opened. No proposals shall be accepted or considered after that time. It is the responsibility of each offeror to ensure that their proposal arrives on time.

RFP submissions shall be in a sealed envelope addressed to:
City of Kingston Purchasing Department
420 Broadway
Kingston, NY 12401

On face of said envelope the following information shall be included:

- 1) NAME AND ADDRESS OF RESPONDER:
- 2) TITLE OF RFP:

For purposes of this RFP the terms “Responder, Respondent”, “Company”, “Firm” or any other general business related term shall mean the single individual, company, agency, organization or a collaboration of the above responding with a proposal to provide required services. All specifications apply to every Respondent whether submitting a single proposal or as part of a group/partnership.

All Responder's shall be required to submit **three (3) copies** of their proposal, and (1) electronic copy (on CD or thumb drive) to the Purchasing Office.

The proposal submission should be printed on both sides of 8.5” x 11” paper. Pages should be paginated.

The proposal shall be clear, concise and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase the City’s requirements, but rather shall provide a convincing rationale to address how the Responder intends to meet these requirements. Responders shall assume that the City (1) has no prior knowledge of their facilities and experience, and (2) will base its evaluation on the information presented in the Responder’s proposal.

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Elaborate brochures or documentation, binding, detailed artwork, or other embellishments are unnecessary and are not desired. Similarly, for oral presentations, elaborate productions are unnecessary and are not desired.

Proposals may NOT be submitted in plastic sleeves or spiral binders. Illustrations may be included. All plans are subject to City of Kingston approval. No telegraphic or facsimile proposals will be accepted. The proposal will be evaluated on the basis of its content, not length.

- 2.1 Each proposal submitted will be the document upon which the City will make its initial judgment regarding each proposer's qualifications, methodology and ability to provide the requested services.
- 2.2 Those submitting proposals do so entirely at their own expense. There is no express or implied obligation by the City to reimburse any firm or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by the City, or participating in any selection interviews.
- 2.3 Submission of any proposal indicates an acceptance of the conditions contained in this Request for Proposals unless the submitted proposal clearly and specifically states otherwise.
- 2.4 The City reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.
- 2.5 Any award of the work shall be conditioned on the later execution of a formal written contract. The City reserves the right to revoke or rescind any award at any time prior to the full execution of a formal written contract.
- 2.6 If deemed necessary by the evaluation committee, interviews may be scheduled with selected prospective agencies. This will permit further evaluation and will allow the City to inquire further into the experience the agency has had on similar projects, willingness to work closely with City personnel, thorough understanding of the various aspects of the project, ability to maintain a schedule and complete the services on time , and other pertinent matters.

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SECTION 3: SUBMISSION CONTENT AND FORMAT:

- 3.1 In order for the City to conduct a uniform review process of all proposals, proposals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection of a proposal because adherence to this format is critical for the City's evaluation process.

PART 1 - GENERAL INFORMATION/QUALIFICATIONS

Each proposer shall provide a statement of qualifications including:

- 1) A brief history and description of the firm submitting the proposal.
- 2) Identification of the firm's professional staff members who will be assigned to this engagement if the firm's proposal is selected. Include a resume for each such professional staff member that details qualifications, years and types of experience, education, accomplishments, etc. Specify the extent of the availability and commitment of each such professional staff member who will be assigned to this engagement if the firm's proposal is selected. If the firm will be subcontracting any work, describe the tasks to be subcontracted in this section and provide the proposed subcontractor's qualifications. Who would be working directly with the City on cost saving options, administrative issues, questions or problem solving? Please provide the roles and qualifications of each person.
- 3) Provide references using the form found on page 16 of this specification, include: name, address, phone number and period of time associated with your organization. Provide a minimum of three (3) references of clients that are of a similar size and scope to the City.
- 4) A signed cover letter from a person within the firm who is authorized to make representations on behalf of the firm and to bind the firm including their name, title, phone number, address and email address.
- 5) A summary of the firm's general experience in providing employee health benefits consulting services, and a summary of the firm's specific experience in providing group benefits consulting services to large public sector employers/plan sponsors. Proposer shall assign and designate a specific individual from the firm to the City's account. Describe any other facets of your organization and your firm's experience that are

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relevant to this proposal that have not been previously described and that you feel warrant consideration.

- 6) Any additional information which would serve to distinguish the firm from other firms submitting proposals.
- 7) The City may make such inquiries as it deems necessary to determine the ability of each proposer to perform the services contemplated by this RFP. Proposers shall promptly furnish all information and data for this purpose as may be subsequently requested by the City.
- 8) Describe the form of professional liability or errors and omissions insurance carried by your company and the amount of coverage (Copies of current insurance coverage will suffice as well).
- 9) Compliance with Laws, Licenses and Required Professional Designations: The Consultant and any of the services or supplies provided hereunder are contingent and expressly conditioned upon the ability of the Consultant to provide the specified services or supplies consistent with all federal, state and local laws and regulations. The Consultant agrees that he or she will fully comply with federal, state and local policies, procedures, standards, laws, rules and regulations. The Consultant and any subcontractors shall secure and maintain any necessary licenses, permits and professional designations as may be required to provide the services or supplies under the contract and pay all related charges. If, for any reason, the Consultant's required licenses, permits or designations are terminated, suspended, revoked or in any manner modified from their status at the time the contract becomes effective, the Consultant shall notify the City immediately of such condition in writing.

SECTION 4: ALTERNATIVES:

- 4.1 Proposals may include alternative matters or items not specified or requested in this RFP such as modifications and refinements to the services sought by the City which may reflect unique capabilities and experience. However, all such alternative matters or items must be listed separately from the proposal and the cost(s) thereof must be separate and itemized.

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SECTION 5: QUESTIONS:

5.1 All inquiries with respect to this Request for Proposals shall be directed to:

Mr. Brian J. Woltman, Purchasing Agent
City of Kingston
Purchasing Department
420 Broadway
Kingston, NY 12401

Email: bwoltman@kingston-ny.gov

5.2 All questions about the meaning or intent of the specifications shall be submitted in writing using the form found on page 13 of this specification. Please email question forms to the individual referenced in Section 9.1 above. **The deadline for the submission of questions is 4:00PM, Thursday, October 6, 2016.** Substantive questions will be answered in the form of an addendum no later than **Tuesday, October 11, 2016.** Copies of all addendums will be sent to all respondents that have registered to receive this RFP. Only questions answered by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect.

SECTION 6: MODIFICATION AND WITHDRAWAL OF PROPOSALS:

6.1 Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner that a proposal must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of proposals.

6.2 If within twenty-four (24) hours after the proposals are opened, any proposer files a duly signed written notice with the City and promptly thereafter demonstrates to the reasonable satisfaction of the City that there was a material and substantial mistake in the preparation of its proposal, that proposer may withdraw its proposal. Thereafter, that proposer will be disqualified from further proposal on the work.

Payment Terms

The City's standard payment term is thirty (30) to sixty (60) days upon receipt of invoice and originally signed voucher after services are performed or goods delivered.

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Payment Processing:

The successful Responder will invoice the City monthly. Each invoice shall be prepared in such form and supported by such documentation as the City may reasonably require. Payments cannot be processed by the City until an invoice referring to the Contract Number is mailed to the proper departmental address. The City will pay the proper amounts due the vendor within sixty (60) days of receipt by the City of the vendor's invoice by the Department Head and the Office of the City Comptroller.

Other General RFP Requirements and Conditions:

The City of Kingston reserves the right to postpone or cancel this RFP, or reject all proposals, if in its judgment it deems it to be in the best interest of the City to do so. Responders are advised that the City of Kingston has the option of selecting the Contractor without conducting discussions or negotiations. Therefore, Responders should submit their best proposals initially, since discussions or negotiations may not take place. The award of this contract is subject to applicable provisions of Federal, State, and local laws and executive orders requiring affirmative action and equal employment opportunity.

All RFP submission materials become the property of the City of Kingston. Proposal submission material will generally be made available for inspection and copying by interested parties upon written request, except when exempted from disclosure under the New York State Freedom of Information Law. The City of Kingston is subject to the New York State Freedom of Information Law, which governs the process for the public disclosure of certain records maintained by the City of Kingston. Individuals or firms that submit proposals to the City of Kingston may request that the City except all or part of such a proposal from public disclosure, on the grounds that the proposal contains trade secrets, proprietary information, or that the information, if disclosed, would cause substantial injury to the competitive position of the individual or firm submitting the information. Such exception may extend to information contained in the request itself, if public disclosure would defeat the purpose for which the exception is sought. The request for exception must be in writing and state, in detail, the specific reasons for the requested exception. It also must specify the proposal or portions thereof for which the exception is requested. If the City of Kingston grants the request for exception from disclosure, the City will keep such proposal or portions thereof in secure facilities.

The City of Kingston shall not be liable for any costs incurred by responders in the preparation of proposals or for any work performed in connection therein.

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**SUBMIT ALL QUESTIONS PERTAINING TO THIS RFP
IN WRITING NO LATER THAN 4:00 PM Thursday, October 6, 2016.**

Please use this form and email questions to Brian Woltman at bwoltman@kingston-ny.gov all substantive questions will be responded to in the form of an addendum no later than Tuesday, October 11, 2016.

Date: _____

Company Name: _____

Contact Name: _____

Telephone Number: _____

Fax Number: _____

E-mail: _____

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PLEASE RETURN THE FOLLOWING SHEETS
WITH YOUR PROPOSAL

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INFORMATION SHEET

NAME OF RESPONDER: _____

ADDRESS: _____

TYPE OF ENTITY: Corp. _____ Partnership _____ Individual _____
LLC _____

If a non-publicly owned Corporation: NAME OF CORPORATION: _____

List Principal Stockholders (holding over 5% of outstanding shares) _____

LIST OFFICERS: _____

LIST DIRECTORS: _____

DATE OF ORGANIZATION: _____

If a partnership:
PARTNERS: _____

NAME OF PARTNERSHIP: _____

DATE OF ORGANIZATION: _____

* If the business is conducted under an assumed name, a copy of the certificate required to be filed under the New York General Business Law must be attached

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REFERENCE SHEET

All Responders shall be required to complete this form providing three (3) references of past performance. References should involve projects and/or service situations of similar size and scope to this RFP. References must have had dealings with the proposer within the last thirty-six (36) months. The City reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the proposer before the actual award of the RFP and/or contract. Completion of the reference form is required.

RESPONDERS NAME: _____

DATE FILED: _____

Responders Address: _____

Reference's Name: _____

Address: _____

Telephone: _____ Contact Person: _____

Period of Association: _____

Reference's Name: _____

Address: _____

Telephone: _____ Contact Person: _____

Period of Association: _____

Reference's Name: _____

Address: _____

Telephone: _____ Contact Person: _____

Period of Association: _____

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AFFIDAVIT OF NON-COLLUSION

NAME OF RESPONDER: _____

BUSINESS ADDRESS: _____

I hereby attest that I am the person responsible within my firm for the final decision as to the prices(s) and amount of this proposal or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other contractor, responder or potential responder.
2. Neither the price(s), nor the amount of this proposal, have been disclosed to any other firm or person who is a responder or potential responder on this project, and will not be so disclosed prior to proposal opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from responding to this RFP, or to submit a proposal higher than the proposal of this firm, or any intentionally high or non-competitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary proposal.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by an firm or person to refrain from responding to this RFP or to submit a complementary proposal on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any project, in consideration for my firm's submitting a complementary proposal, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's proposal on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.

8. By submission of this proposal, I certify that I have read, am familiar with, and will comply with any and all segments of these specifications.

The person signing this proposal, under the penalties of perjury, affirms the truth thereof.

Signature & Company Position

Print Name & Company Position

Company Name

Date Signed

Federal I.D. Number