

WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS



ROAD STRIPING

Invitation to Bid Number: 2009-015
RESPONSES ARE DUE BY: September 30, 2009 BY 2:00 P.M., EST

MAIL OR DELIVER RESPONSES TO:

Wakulla County Board of County Commissioners
Purchasing Office
196 Ochlocknonee Street
PO Box 309
Crawfordville, FL 32327

Contact: Deborah DuBose at 850.926.9500 or via e-mail at
ddubose@mywakulla.com
850.926.9006 FAX

OVERVIEW

Wakulla County, Florida is accepting sealed bids from all qualified persons, companies or corporations subject to the conditions contained herein, for furnishing all labor, equipment, materials and incidentals necessary for Striping Replacement for various county roadways.

All work will be contracted within the terms, conditions, scope of work and other applicable requirements set forth by the Board of County Commissioners and /or its designee, as well as the Florida Department of Transportation's "Local Agency Program/Federal-Aid Contract Requirements for Wakulla County Pavement Marking Project". The successful party will demonstrate qualifications, experience and abilities to successfully accomplish and support all aspects of the prescribed scope of work.

Parties interested in preparing a response to this ITB must complete the requirements set forth in the attached documents. Under the proposal process of Wakulla County, the conditions as set forth herein are binding to the proposer to the extent you confirm acceptance by your binding signature, by an officer, on the cover letter.

Wakulla County welcomes your response. The County reserves the right to reject any bid response found to be non-responsive, vague or non-conforming. The County also reserves the right at any time to withdraw all or part of this bid in order to protect its best interests. The County is not liable for any costs incurred by the party in preparing its response, nor is a response an offer to contract with your firm. Pursuant to Chapter 119, Florida Statutes, all proposal responses are subject to open records laws.

CALENDAR OF EVENTS

All times listed in the Calendar of Events are Eastern Standard Time.

Release of Invitation to Bid	September 9, 2009
Technical Questions due from prospective Respondents (FAX ACCEPTABLE)	September 23, 2009 at 2:00 p.m.
Responses to questions due from the Board of County Commissioners	September 25, 2009 at 5:00 p.m.
Bids due and opened (FAX NOT ACCEPTABLE)	September 30, 2009 at 2:00 p.m.
Posting of Intended Award	October 7, 2009
Anticipated beginning of work	October 12, 2009

MANDATORY REQUIREMENTS

The Board of County Commissioners (BoCC) has established certain mandatory requirements which must be included as part of any response. The use of the terms "shall", "must" or "will" (except to indicate simple futurity) in this Invitation to Bid (ITB) indicate a mandatory requirement or condition. The words "should" or "may" in this indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omissions of, such a desirable feature will not by itself cause rejection of a bid.

Replies which do not meet all material requirements of this bid or which fail to provide all required information, documents, or materials will be rejected as non-responsive. Material requirements of the bid are those set forth as mandatory, or without which an adequate analysis and comparison of replies is impossible, or those which affect the competitiveness of replies or the cost to the Board. Respondents whose replies, past performance or current status do not reflect the capability, integrity or reliability to perform fully and in good faith the requirements of the contract may be rejected as non-responsible.

The Board reserves the right to determine which replies meet the material requirements of the ITB, and which Respondents are responsible and/or responsive.

SCOPE OF WORK

The project consists of road striping replacement for Wakulla County Roadways. All striping shall be 4" thermoplastic. Bidder agrees to perform all work described in the CONTRACT DOCUMENTS for the roadways listed below:

Item No.	Description	Quantity	Unit
1.	Curtis Mills Road	38,122	Linear Foot
2.	Rail Road Avenue	6,970	Linear Foot
3.	Oak Park	14,045	Linear Foot
4.	Persimmon Road	12,144	Linear Foot

NOTES:

1. All bid prices shall include all costs associated with mobilization and maintenance of traffic.
2. Bids shall include sales tax and all other applicable taxes and fees.
3. Bids shall include all necessary material and labor.
4. Bids shall be on the basis of the unit prices and the contractor shall be compensated in full for the quantities used.

Should you require clarification regarding any of these specifications, please contact Debbie Dubose, (850) 926-9500, email: ddubose@mywakulla.com.

METHOD OF PAYMENT –

Payment will be made upon the Project Manager's determination that the tasks as described in the Scope of Work Section have been satisfactorily completed. Should the BoCC not accept a deliverable/task, the Project Manager will notify the contractor(s) in writing of such rejection and provide the reason(s) for rejecting the deliverable/task.

Contractor shall apply for and received payment for work performed in accordance with contract documents.

CONTRACTOR RESPONSIBILITIES

Contractor must adhere to the State of Florida Department of Transportation as required by Section 2. of the Standard Road and Bridge Specifications for Road and Bridge Construction (2007 Edition) as amended, for the sections 711, and 971 only.

Contractor must adhere to the Local Agency Program/Federal-Aid Contract Requirements for Wakulla County Pavement Marking Project, FPID# 426718-1-58-01 (APPENDIX A).

Submission of Deliverables

As described in this ITB, Timelines and Deliverables, the Contractor shall provide a timely submission of the deliverables listed as outlined under the terms and conditions of this bid. The Contractor must report all extenuating circumstances and request exceptions in writing to the Project Manager for consideration immediately upon discovering that the terms of services will not be met in a particular area. Any exceptions not submitted and approved in writing, as specified herein, will be assessed the applicable liquidated damages as described in this ITB.

Staffing Changes

The Contractor shall notify BoCC's Project Manager as soon as possible, but no less than five (5) business days of any changes in the staff assigned to this engagement. Such notification shall be in writing, and shall include information related to replacement staff assigned to this engagement. Replacement team members are subject to review and approval by the Board based on the minimum professional standards described in this ITB.

Sub-Contracts

The Contractor will be the prime service provider and shall be responsible for all work performed and contract deliverables. The Contractor shall not enter into any subcontracts for the delivery of any services described in this contract without the prior written approval of the Project Manager. Proposed use of subcontracts should be included in the Respondent's bid. Requests for use of subcontracts received subsequent to the ITB process are subject to review and approval by the BoCC based on the terms described herein.

HOW TO RESPOND TO THIS ITB

BID RESPONSE FORMAT

In responding to this ITB, each Respondent should review and account for all the requirements contained within this ITB.

The Respondent's bid response will consist of the following and follow the format listed:

Tab 1 - Title Page

The title page must include, at a minimum:

- The title and number of the ITB;
- The Respondent's name (person, organization and firm);
- The name of the organization to which the bid is submitted (Wakulla County Board of County Commissioners);
- The name, title, phone number and address of the person who can respond to inquiries regarding the bid; and
- The signature of the Respondent's authorized signatory.

Tab 2 - Attachments

Bid responses must include the following documents and certifications:

- **Response Transmittal Form (Attachment 1):** Respondents are required to complete, sign, and return the "Response Transmittal Form" with their response submittal. This form must be completed and signed by a representative who is authorized to contractually bind the Respondent.
- **Reference Form (Attachment 2).** A representative who is authorized to contractually bind the Respondent must complete, sign and attach this form.
- **Bid Cost Sheet (Attachment 3).** A representative who is authorized to contractually bind the Respondent must complete, sign and attach this form.
- **Equal Opportunity/Affirmative Action Sheet (Attachment 4).** A representative who is authorized to contractually bind the Respondent must complete, sign and attach this form.
- **Drug Free Workplace Certification (Attachment 5).** Completed, signed and attached by authorized individual for Respondent.
- **Disclosure Statement/Conflict of Interest (Attachment 6).** Completed, signed, and attached by authorized individual for Respondent.
- **Certification Regarding Lobbying (Attachment 7).** Completed, signed and attached.

- **List of Subcontractors (Attachment 8).** Completed, signed and attached.
- **Policy Endorsements & Documentation (Attachment 9).** A representative who is authorized to contractually bind the Respondent must complete, sign and attach this form.

Bid Submission

All bids must be submitted in a sealed envelope and shall be clearly marked on the outside with the solicitation number, date and time of bid opening for which the bid is intended. The BoCC is not responsible for the opening of any envelope which is not properly marked.

Respondents shall submit all data in the formats specified in this ITB. The forms furnished must be used when submitting the bid. Forms are to be filled out in pen and ink or typewritten with alterations, with changes or amendments initialed. All forms must be signed and dated.

BIDS MUST BE RECEIVED AT OR BEFORE THE TIME AND DATE reflected on the timeline in the Calendar of Events of this ITB.

It is the Respondent's responsibility to assure their bid submittal is delivered at the proper place and time as required in this. **The official date and time of receipt is the date and time the bid is stamped by the Wakulla County Board of County Commissioners.** Late replies will not be accepted.

Respondent's bids must state that their bid constitutes an offer that remains valid for at least 120 days after receipt of the bid.

Bids must be sent by U.S. Mail, Courier, or Hand Delivered to the location indicated below:

Wakulla County Board of County Commissioners
Attn: Debbie DuBose-Purchasing
196 Ochlockonee Street
Post Office Box 309
Crawfordville, FL 32327

The face of the envelope shall clearly state the solicitation number and title and also reflect the bid opening date and time. (If a courier service is used, the bid document must be in a sealed marked envelope inside the shipping envelope.) It is suggested that the bid is hand delivered or sent "Certified Mail", to ensure receipt by the date and time indicated.

Inquiries

Questions related to this must be received in writing by the contact person listed below by the time indicated in the Calendar of Events. The questions may be sent US mail, courier, e-mail, fax, or hand-delivered to the sole point of contact, listed below. No telephone calls will be accepted. Inquiries submitted after the period specified in the Calendar of Events will not be addressed. Answers to written questions received by the time and date listed in the Calendar of Events will be posted on the county's website at: www.mywakulla.com

NOTE – Submit questions in writing to:

Wakulla County Board of County Commissioners

Reference: ITB-2009-015

Attention: Debbie DuBose

196 Ochlockonee Street

PO Box 309

Crawfordville, FL 32327

Fax: 850-926.9006

Email: ddubose@mywakulla.com |

It is the responsibility of all potential Respondents to monitor this site for any changing information prior to submitting a response.

Respondents to this solicitation or persons acting on their behalf may not contact any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, between the release of the solicitation and the BoCC posting the notice of intended award, except in writing to the procurement officer as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

AWARD

This solicitation will be awarded on an **all or none basis to the responsive, responsible respondent providing the lowest total overall cost for the original contract period and optional renewal periods**. The final contract price will be the original response price, if an award is made. The Board reserves the right to make all awards pursuant to the Invitation to Bid.

Responses that do not meet the requirements specified in this ITB will be considered non-responsive or not responsible as applicable. In the best interest of the Wakulla County, the Board reserves the right to reject any and all responses or waive any minor irregularity or technicality in

responses received. Respondents are cautioned to make no assumptions unless their response has been deemed responsive.

A printed copy of the Response tabulation will be posted in the Purchasing Office and at the Board's Administrative Offices and on the county's website (www.mywakulla.com). A copy will also be available upon written request to the Purchasing Office. Each written request must contain a self-addressed, stamped envelope and must reference the solicitation title and number.

Identical Tie Bids

In accordance with Section 287.087, Florida Statutes, preference shall be given to businesses with drug-free workplace programs. If two or more responses which are equal with respect to price, quality and service are received for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Vendor/Contractors must complete the Drug Free Workplace form provided and return it with their response.

In the event that all tied vendors submitted the Drug Free Workplace Certification, award shall be determined by using the number of valid vendor complaints on file or by lot; except that the response that relates to commodities manufactured within this State shall be given preference.

EXECUTING A CONTRACT

The construction, interpretation, and performance of this solicitation, and all transactions under it shall be governed by the laws of the State of Florida and Wakulla County. The contract documents shall include all terms and conditions of this solicitation, any addenda, response, and the BoCC's contract issued as a result of this solicitation.

CONTRACT PERIOD

The original contract period will begin upon execution of the contract or [October 12, 2009] whichever is last. The original contract period will end on [December 12, 2009].

CONTRACT RENEWAL

Any contract that may result from award of this solicitation will not be renewed.

LICENSES, PERMITS AND TAXES

The vendor awarded a contract pursuant to this Request for Bid shall pay for all licenses, permits, taxes, inspection and or architectural fees required for this project. Also, the Contractor

shall comply with all federal, state and local codes, laws, ordinances, regulations and other requirements applicable to the work specified at no additional cost to the BoCC.

CONTRACTOR'S RESPONSIBILITIES UPON TERMINATION

After receipt of a Notice of Termination, and except as otherwise specified by the BoCC, Contractor shall:

1. Stop work under the contract on the date, and to the extent specified, in the notice.
2. Complete performance of such part of the work as shall not have been terminated by the BoCC.
3. Take such action as may be necessary, or as the BoCC may specify, to protect and preserve any property related to any contract that results from this ITB which is in the possession of the Contractor and in which the BoCC has or may acquire an interest.
4. Upon the effective date of termination of the contract, the Contractor shall transfer, assign, and make available to the BoCC all property and materials belonging to the BoCC. No extra compensation will be paid to the Contractor for its services in connection with such transfer or assignment.

REMEDIES

The BoCC may impose a \$10 per day fee on orders received after the 31st day from when an order is placed with the awarded vendor. If the awarded vendor continues not to meet the delivery schedule or the quality of the services deteriorates, then the BoCC may proceed with the Termination for Cause as described in section B.24 or PUR 1000, General Contract Conditions.

LIQUIDATED DAMAGES WHEN BOCC TERMINATES CONTRACT

The Board is entitled to completion of the project within the time fixed in this document hereof. In the event of termination of the Contract by the Board prior to completion as provided in the contract, the Contractor shall be liable to the Board for the expenses for additional managerial and administrative services provided to complete the project, and for the per diem liquidated damages provided for herein.

OTHER IMPORTANT INFORMATION

SPECIAL ACCOMODATIONS

Any person requiring special accommodations at the BoCC because of a disability should call the Board Purchasing Office at least five (5) working days prior to any pre-response conference, response opening, or meeting. If you are hearing or speech impaired, please contact the Board's

Purchasing Office by using the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD).

RESPONDENT'S RESPONSIBILITY

It is understood and the Respondent hereby agrees to be solely responsible for obtaining all materials and determining the best methods that will be utilized to meet the intent of the specifications of this solicitation.

Any failure by the Contractor to acquaint themselves with the available information will not relieve them from responsibility for estimating properly the difficulty or cost of successfully performing the work.

Respondents are expected to examine the specifications and all instructions pertaining to the required commodities/services. Failure to do so will be at Respondent's risk.

ADDITIONAL LEGAL REQUIREMENT

All corporations seeking to do business with the BoCC shall, at the time of submitting a response, be on file with the Department of State in accordance with provisions of Chapter 607, Florida Statutes; similarly, partnerships seeking to do business with the BoCC shall, at the time of submitting such response, have complied with the applicable provision of Chapter 620, Florida Statutes. For further information on required filing and forms, please go to the following sites: <http://sunbiz.org/index.html> or <http://www.dos.state.fl.us/doc/index.html>.

PRODUCT/SERVICE REQUIREMENTS

Any deviation from the scope of service/specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with the scope of work/specifications, and the successful vendor will be held responsible therefore. Deviations must be explained in detail on separate attached sheet(s).

ATTACHMENT 1

**Wakulla County Board of County Commissioners
Purchasing Office
196 Ochlockonee Street
Post Office Box 309
Crawfordville, FL 32327**

BID TRANSMITTAL

.....
**COMPLETE AND RETURN THIS FORM
WITH THE ORIGINAL BID**
.....

Invitation to Bid Number: 2009-015

Title: Road Striping

Date & Time of Bid Opening: September 30, 2009, 2:00 p.m. EST

Company Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Federal Employer ID Number: _____

Telephone: () _____ Fax Number () _____

Internet E-Mail Address: _____

Authorized Signature (Manual): _____ Date: _____

Authorized Signature (Typed) and Title: _____

**ATTACHMENT 2
 REFERENCE FORM**

Respondent's Name: _____

Vendors are required to submit with their response three (3) references with which they have provided similar services as requested in this solicitation. Vendors shall use this attachment to provide the required reference information. The Board reserves the right to contact any and all references in the course of this solicitation and make a responsibility determination, not subject to review or challenge. (Please provide at least 2 Contact Names.)

FORMER CLIENTS-Provide Three (3)	
Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Authorized Signature: _____

Title: _____

**ATTACHMENT 3
 PRICE BID PAGE**

Road	Material Cost	Labor Cost	Total Cost
Curtis Mills Road 38,122 Linear Feet			
Rail Road Avenue 6,970 Linear Feet			
Oak Park 14,045 Linear Feet			
Persimmon Road 12,144 Linear Feet			
TOTAL COST OF ALL (4) ROADS			
Project Completion Date			

 Printed Name of Authorized Representative

 Signature of Authorized Representative

 Title

 Company

ATTACHMENT 4

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____
Title: _____
Firm: _____
Address: _____

ATTACHMENT 5

DRUG FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more response which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
- 5) Impose a sanction, on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDOR _____ TITLE _____

AUTHORIZED SIGNATURE _____ DATE _____

ATTACHMENT 6

**DISCLOSURE STATEMENT
CONFLICT OF INTEREST DISCLOSURE**

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. Respondents must disclose with their bids whether any officer, director, employee or agent is also an officer or an employee of the Board of County Commissioners. All firms must disclose the name of any state officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent's firm or any of its branches or affiliates. All Respondents must also disclose the name of any employee, agent, lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind, or who has registered or is required to register under Section 112.3215, Florida Statutes, in seeking to influence the actions of the Board in Connection with this procurement.

Names of Officer, Director, Employee or Agent that is also an Employee of the Board:

Name of a County Employee that owns 5% or more in Respondent's firm:

Not applicable: _____

Name

Company

Date

ATTACHMENT 7
CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS,
LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

Name of Authorized Individual

Name of Company/Organization

Address of Company/Organization

ATTACHMENT 8

LIST OF SUBCONTRACTORS

Each Respondent shall submit with their response a list of the subcontractors who will perform work under the contract(s) that result from this solicitation. The Respondent shall have determined to their own complete satisfaction that a listed subcontractor has been successfully engaged in performing road striping projects for a minimum of 2 years as required by this specification and is qualified to provide the services for which he/she is listed.

In the event that no subcontractor will be used, this list shall be returned indicating “No Subcontractors will be used.”

NO SUBCONTRACTORS WILL BE USED: _____
Signature and Date of Authorized Representative

Subcontractor Name:	
Business Type:	
Address:	
City and Zip	
Phone #	
Licenses #	

Subcontractor Name:	
Business Type:	
Address:	
City and Zip	
Phone:AR	
License #	

Subcontractor Name:	
Business Type:	
Address:	
City and Zip	
Phone #	
Licenses #	

Subcontractor Name:	
Business Type:	
Address:	
City and Zip	
Phone:	
License #	

ATTACHMENT 9

REQUIRED POLICY ENDORSEMENTS & DOCUMENTATION

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Wakulla County, Florida, its Officers, employees and volunteers)
General Liability & Automobile Liability

Primary and not contributing coverage-
General Liability & Automobile Liability

Waiver of Subrogation (Wakulla County, Florida, its officers, employees and volunteers)-
General Liability, Automobile Liability, Workers' Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability,
Automobile Liability, Worker's Compensation & Employer's Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box:

Coverage is in place Coverage will be placed, without exception

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name _____
Typed or Printed

Signature _____

Date _____

Title

(Company Risk Manager or Manager with Risk Authority)

[ATTACHMENT 10]

BID CHECKLIST

(DOES NOT NEED TO BE RETURNED WITH YOUR RESPONSE)

This Checklist is provided as a guideline, only, to assist Respondents in preparation of their response. Included are some important matters that the Respondent should check. This checklist is just a guideline, and is not intended to include all matters required by the ITB. Respondents are responsible to read and comply with the ITB in its entirety.

Check off each of the following:

- ___ 1. The Response Transmittal Form has been completed, manually signed, and enclosed in the original response.
- ___ 2. The Reference Form (Attachment 2) has been completed with three references as required in solicitation.
- ___ 3. The Cost Sheet (Attachment 3) has been completed, reviewed for accuracy and signed by authorized representative who is authorized to contractually bind the Respondent.
- ___ 4. The Drug Free Workplace Certification (Attachment 4), Disclosure Form (Attachment 5), Lobbying Form (Attachment 6) have been read, completed, signed, and enclosed in the original response, if applicable.
- ___ 5. The List of Sub-Contractors, if applicable (Attachment 7) has been completed, signed, and attached if applicable.
- ___ 6. The Technical Specifications section has been thoroughly reviewed for compliance to the solicitation requirements.
- ___ 7. The original response must be received, at the location specified, prior to the Bid Opening Date and Time designated in the Invitation to Bid Document.
- ___ 8. On the lower left hand corner of the envelope transmitting your original response, write in the following information:

Solicitation Number: 2009-015

Title: Road Striping

Bid Opening Date & Time: September 30, 2009 at 2:00 p.m. (Eastern Time)