



Purchasing Division

**Invitation for Bid**  
**IFB-5126-22-KH**

**Fiber Sort Conveyor**

**Responses Due:**

October 20, 2022 prior to 2:00 P.M. Local Time

**Accepting Electronic Responses Only**  
**Responses Only Submitted Through the Rocky Mountain E-**  
**Purchasing [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado)**

(Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. 800-835-4603)

**Purchasing Representative:**

Kassy Hackett, Buyer

[kassyh@gjcity.org](mailto:kassyh@gjcity.org)

Phone (970) 244-1546

**NOTE: All City solicitation openings will continue to be held virtually.**  
**See Section 1.4 for details.**

This document has been developed specifically to solicit competitive responses for this solicitation, and may not be the same as previous City of Grand Junction solicitations. All vendors are urged to thoroughly review this solicitation prior to responding. Submittal by **FAX, EMAIL or HARD COPY IS NOT ACCEPTABLE** for this solicitation.

# **Invitation for Bids**

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# 1. Instructions to Bidders

- 1.1. **Purpose:** The City of Grand Junction is soliciting competitive bids from qualified and interested companies for all labor, equipment, and materials required to **provide a mobile fiber sort conveyor for our recycling division**. All requirements and scope of work should be verified by Bidders prior to submission of bids.

The City would like to remind all Vendors, Sub-Contractors, Vendors, Suppliers, Manufacturers, Service Providers, etc. that (with the exception of Pre-Bid or Site Visit Meetings) all questions, inquiries, comments, or communication pertaining to any formal solicitation (whether process, specifications, scope, etc.) must be directed (in writing) to the Purchasing Agent assigned to the project or Purchasing Division. Direct communication with the City assigned Project Managers/Engineers is not appropriate for public procurement, and may result in disqualification.

- 1.2. **The Owner:** The Owner is the City of Grand Junction, Colorado and is referred to throughout this Solicitation. The term Owner means the Owner or his authorized representative.
- 1.3. **Procurement Process:** Procurement processes shall be governed by the most current version of the City of Grand Junction [Purchasing Policy and Procedure Manual](#).
- 1.4. **Submission:** Each proposal shall be submitted in electronic format only, and only through the Rocky Mountain E-Purchasing (BidNet Colorado) website, [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado). The uploaded response shall be a single PDF document with all required information included. This site offers both “free” and “paying” registration options that allow for full access of the Owner’s documents and for electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please Plan accordingly.) Please view our “**Electronic Vendor Registration Guide**” at [www.gjcity.org/501/Purchasing-Bids](http://www.gjcity.org/501/Purchasing-Bids) for details. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. **800-835-4603**)

Solicitation Opening, Fiber Sort Conveyor IFB-5126-22-KH  
Oct 20, 2022, 2:00 – 2:30 PM (America/Denver)

Please join my meeting from your computer, tablet or smartphone.  
<https://meet.goto.com/573109109>

You can also dial in using your phone.  
Access Code: 573-109-109  
United States: +1 (224) 501-3412  
- One-touch: tel:+12245013412,,573109109#

Join from a video-conferencing room or system.  
Meeting ID: 573-109-109  
Dial in or type: 67.217.95.2 or inroomlink.goto.com

Or dial directly: 573109109@67.217.95.2 or 67.217.95.2##573109109

Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>

- 1.5. Printed Form for Price Bid:** All Price Bids must be made upon the Bid Form attached and should give the amounts both in words and in figures and must be signed and acknowledged by the bidder.

Bidder shall specify a unit price in figures for each pay item for which a quantity is given and shall provide the products (in numbers) of the respective unit prices and quantities in the Extended.

Where the unit of a pay item is lump sum, the lump sum amount shall be shown in the "extended amount" column and included in the summation of the total Bid.

Bids by corporations must be executed in the corporate name by the president or vice president or other corporate office accompanied by evidence of authority to sign. The corporate address and state of incorporation shall be shown below the signature.

Bids by partnerships must be executed in the partnership name and signed by a partner whose title must appear under the signature and the official address of the partnership must be shown below the signature.

All names must be typed or printed below the signature.

The Bid shall contain an acknowledgement of receipt of all Addenda, the numbers of which shall be filled in on the Vendor's Bid Form.

The contact information to which communications regarding the Bid are to be directed must be shown.

- 1.6. Exclusions:** No oral, telephonic, emailed, or facsimile bid will be considered
- 1.7. Contract Documents:** The complete IFB and bidder's response compose the Contract Documents. Copies of these documents can be obtained from the City Purchasing website at [www.gjcity.org/501/Purchasing-Bids](http://www.gjcity.org/501/Purchasing-Bids).
- 1.8. Examination of Specifications:** Bidders shall thoroughly examine and be familiar with the project Statement of Work. The failure or omission of any Bidder to receive or examine any form, addendum, or other document shall in no way relieve any Bidder from any obligation with respect to his bid. The submission of a bid shall be taken as evidence of compliance with this section.
- 1.9. Questions Regarding Specifications:** Any information relative to interpretation of Scope of Work or specifications shall be requested of the Purchasing Representative, in writing, in ample time prior to the response time.
- 1.10. Addenda & Interpretations:** All Questions shall be submitted in writing to the appropriate person as shown in Section 1.1. Any interpretations, corrections and changes to this

solicitation or extensions to the opening date shall be made by a written Addendum by the Owner. Sole authority to authorize addenda shall be vested in the Purchasing Representative. Addenda will be issued electronically through the Rocky Mountain E-Purchasing website at [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado). Bidders shall acknowledge receipt of all addenda in their response and are solely responsible for obtaining all solicitation documents.

- 1.11. **Taxes:** The Owner is exempt from State retail and Federal tax. The bid price must be net, exclusive of taxes.
- 1.12. **Offers Binding 60 Days:** Unless otherwise specified, all formal offers submitted shall be binding for sixty (60) calendar days following opening date, unless the Bidder, upon request of the Purchasing Representative, agrees to an extension.
- 1.13. **Collusion Clause:** Each bidder by submitting a bid certifies that it is not party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any and all bids shall be rejected if there is evidence or reason for believing that collusion exists among bidders. The Owner may, or may not, accept future bids for the same services or commodities from participants in such collusion.
- 1.14. **Public Disclosure Record:** If the bidder has knowledge of their employee(s) or sub-Vendors having an immediate family relationship with an Owner employee or elected official, the bidder must provide the Purchasing Representative with the name(s) of these individuals. These individuals are required to file an acceptable "Public Disclosure Record", a statement of financial interest, before conducting business with the Owner.
- 1.15. **Public Opening:** Responses shall be opened virtually immediately following the proposal deadline. Offerors, their representatives and interested persons may be present. Only the names and locations on the proposing firms will be disclosed.

## **2. General Contract Conditions**

- 2.1. **The Contract:** This Invitation for Bid, submitted documents, and any negotiations, when properly accepted by the Owner, shall constitute a contract equally binding between the Owner and Bidder. The contract represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements. The contract may be amended or modified with Change Orders, Field Orders, or Amendment(s).
- 2.2. **Execution, Correlation, Intent, and Interpretations:** The Contract Documents and/or Purchase Order shall be signed by the Owner (Owner) and Vendor. Owner will provide the contract/purchase order. By executing the contract/purchase order, the Bidder represents that they have familiarized themselves with the local conditions under which the work is to be performed and correlated his observations with the requirements of the Contract Documents. The Contract Documents are complementary, and what is required by anyone, shall be as binding as if required by all. The intention of the documents is to include all labor, materials, equipment, and other items necessary for the proper execution and completion of the scope of work as defined herein. All drawings,

specifications and copies furnished by the Owner are, and shall remain, Owner property. They are not to be used on any other project, and with the exception of one contract set for each party to the contract, are to be returned to the owner on request at the completion of the work.

- 2.3. The Owner:** The Owner is the City of Grand Junction, Colorado and is referred to throughout the Contract Documents. The term Owner means the Owner or his authorized representative. The Owner shall, at all times, have access to the work wherever it is in preparation or progress. The Vendor shall provide facilities for such access. The Owner will familiarize himself generally with the progress and quality of work and to determine, in general, if the work is proceeding in accordance with the contract documents. The Owner will not be responsible for the acts or omissions of the Vendor, and sub-Contractor, or any of their agents or employees, or any other persons performing any of the work.
- 2.4. Vendor:** The Vendor is the person or organization identified as such in the Agreement and is referred to throughout the Contract Documents. The term Vendor means the Vendor or his authorized representative. The Vendor shall carefully study and compare the General Contract Conditions of the Contract, Specification and/or Drawings, Scope of Work, Addenda and Modifications and shall at once report to the Owner any error, inconsistency or omission he may discover. Vendor shall not be liable to the Owner for any damage resulting from such errors, inconsistencies or omissions. The Vendor shall not commence work without clarifying Drawings, Specifications, or Interpretations.
- 2.5. Warranty:** The Vendor warrants to the Owner that all materials and equipment furnished under this contract will be new unless otherwise specified, be of good quality, free from faults and defects and in conformance with the Contract Documents. All materials and equipment not so conforming to these standards may be considered defective. If required by Owner, the Vendor shall furnish satisfactory evidence as to the kind and quality of materials and equipment. If within ten (10) days after written notice to the Vendor requesting such repairs or replacement, the Vendor should neglect to make or undertake with due diligence to the same, the City may make such replacements. All indirect and direct costs of such correction or replacement shall be at the Vendor's expense.
- 2.6. Indemnification:** The Vendor shall defend, indemnify and save harmless the Owner, and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Vendor, or of any Vendor's agent, employee, sub-contractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Vendor shall pay any judgment with cost which may be obtained against the Owner growing out of such injury or damages.
- 2.7. Miscellaneous Conditions: Material Availability:** Vendors must accept responsibility for verification of material availability, production schedules, and other pertinent data prior to submission of bid. It is the responsibility of the bidder to notify the Owner immediately if materials specified are discontinued, replaced, or not available for an extended period of time.
- 2.8. OSHA Standards:** All bidders agree and warrant that services performed in response to this invitation shall conform to the standards declared by the US Department of Labor

under the Occupational Safety and Health Act of 1970 (OSHA). In the event the services do not conform to OSHA standards, the Owner may require the services to be redone at no additional expense to the Owner.

- 2.9. **Time:** The Contract Time is the period of time allotted in the Contract Documents for completion of product/material receipt. The date of commencement of the contract is the date established in the Contract Documents.
- 2.10. **Payment & Completion:** The Contract Sum is stated in the Contract and is the total amount payable by the Owner to the Vendor for the products/materials under the Contract Documents. Upon receipt of the products/materials or written notice that the products/materials is ready for final inspection and acceptance and upon receipt of application for payment, the Owner's Project Manager will promptly make such inspection and, when he finds the products/materials acceptable under the Contract Documents and the Contract fully performed, the Owner shall make payment in the manner provided in the Contract Documents.
- 2.11. **Change Order/Amendment:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Change Orders/Amendments to the contract shall be made in writing by the Owner.
- 2.12. **Assignment:** The Vendor shall not sell, assign, transfer or convey any contract resulting from this Solicitation, in whole or in part, without the prior written approval from the Owner.
- 2.13. **Cancelation of Solicitation:** Any solicitation may be canceled by the Owner or any solicitation response by a vendor may be rejected in whole or in part when it is in the best interest of the Owner.
- 2.14. **Compliance with Laws:** Bids must comply with all Federal, State, County and local laws governing or covering this type of service and the fulfillment of all ADA (Americans with Disabilities Act) requirements.
- 2.15. **Confidentiality:** All materials submitted in response to this Solicitation shall ultimately become public record and shall be subject to inspection after contract award. **"Proprietary or Confidential Information"** is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words **"Confidential Disclosure"** and uploaded as a separate document shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the Owner. If denied, the proposer shall have the opportunity to withdraw its entire proposal, or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total response shall be considered confidential or proprietary.
- 2.16. **Conflict of Interest:** No public official and/or Owner employee shall have interest in any contract resulting from this Solicitation.
- 2.17. **Contract Termination:** This contract shall remain in effect until any of the following occurs: (1) contract expires; (2) completion of work; (3) acceptance of work or, (4) for

convenience terminated by either party with a written *Notice of Cancellation* stating therein the reasons for such cancellation and the effective date of cancellation.

**2.18. Employment Discrimination:** During the performance of any services per agreement with the Owner, the Vendor, by submitting a response, agrees to the following conditions:

**2.18.1.** The Vendor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin except when such condition is a legitimate occupational qualification reasonably necessary for the normal operations of the Vendor. The Vendor agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

**2.18.2.** The Vendor, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, shall state that such Vendor is an Equal Opportunity Employer.

**2.18.3.** Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

**2.19. Immigration Reform and Control Act of 1986 and Immigration Compliance:** The Vendor certifies that it does not and will not during the performance of the contract employ workers without authorization or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or the immigration compliance requirements of State of Colorado C.R.S. § 8-17.5-101, *et.seq.* (House Bill 06-1343).

**2.20. Ethics:** The Vendor shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official, or agent of the Owner.

**2.21. Failure to Deliver:** In the event of failure of the Vendor to deliver products/materials in accordance with the contract terms and conditions, the Owner, after due oral or written notice, may procure the products/materials from other sources and hold the Vendor responsible for any costs resulting in additional purchase and administrative services. This remedy shall be in addition to any other remedies that the Owner may have.

**2.22. Failure to Enforce:** Failure by the Owner at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Owner to enforce any provision at any time in accordance with its terms.

**2.23. Force Majeure:** The Vendor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the Vendor, unless otherwise specified in the contract.

**2.24. Independent Vendor:** The Vendor shall be legally considered an Independent Vendor and neither the Vendor nor its employees shall, under any circumstances, be considered servants or agents of the Owner. The Owner shall be at no time legally responsible for any negligence or other wrongdoing by the Vendor, its servants, or agents. The Owner



shall not withhold from the contract payments to the Vendor any federal or state unemployment taxes, federal or state income taxes, Social Security Tax or any other amounts for benefits to the Vendor. Further, the Owner shall not provide to the Vendor any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Owner for its employees.

- 2.25. Nonconforming Terms and Conditions:** A response that includes terms and conditions that do not conform to the terms and conditions of this Solicitation is subject to rejection as non-responsive. The Owner reserves the right to permit the Vendor to withdraw nonconforming terms and conditions from its response prior to a determination by the Owner of non-responsiveness based on the submission of nonconforming terms and conditions.
- 2.26. Ownership:** All plans, prints, designs, concepts, etc., shall become the property of the Owner.
- 2.27. Patents/Copyrights:** The Vendor agrees to protect the Owner from any claims involving infringements of patents and/or copyrights. In no event shall the Owner be liable to the Vendor for any/all suits arising on the grounds of patent(s)/copyright(s) infringement. Patent/copyright infringement shall null and void any agreement resulting from response to this Solicitation.
- 2.28. Remedies:** The Vendor and Owner agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- 2.29. Venue:** Any agreement as a result of responding to this Solicitation shall be deemed to have been made in, and shall be construed and interpreted in accordance with, the laws of the City of Grand Junction, Mesa County, Colorado.
- 2.30. Expenses:** Expenses incurred in preparation, submission and presentation of this Solicitation are the responsibility of the company and cannot be charged to the Owner.
- 2.31. Sovereign Immunity:** The Owner specifically reserves its right to sovereign immunity pursuant to Colorado State Law as a defense to any action arising in conjunction to this agreement.
- 2.32. Non-Appropriation of Funds:** The contractual obligation of the Owner under this contract is contingent upon the availability of appropriated funds from this fiscal year budget as approved by the City Council or Board of County Commissioners from this fiscal year only. **State of Colorado Statutes prohibit obligation of public funds beyond the fiscal year for which the budget was approved.** Anticipated expenditures/obligations beyond the end of the current Owner's fiscal year budget shall be subject to budget approval. Any contract shall be subject to, and must contain, a governmental non-appropriation of funds clause.
- 2.33. Cooperative Purchasing:** Purchases as a result of this solicitation are primarily for the Owner. Other governmental entities may be extended the opportunity to utilize the resultant contract award with the agreement of the successful provider and the participating agencies. All participating entities shall be required to abide by the specifications, terms, conditions and pricings established in this Solicitation. The

quantities furnished in this bid document are for only the Owner. It does not include quantities for any other jurisdiction. The Owner shall be responsible only for the award for its jurisdiction. Other participating entities shall place their own awards on their respective Contract/Purchase Orders through their Purchasing Office or use their Purchasing Card for purchase/payment as authorized or agreed upon between the provider and the individual entity. The Owner accepts no liability for payment of orders placed by other participating jurisdictions that choose to piggy-back on our solicitation. Orders placed by participating jurisdictions under the terms of this solicitation shall indicate their specific delivery and invoicing instructions.

#### **2.34. Definitions:**

- 2.34.1.** The term “Work” includes all labor, materials, equipment, and/or services necessary to produce the requirements of the Contract Documents.
- 2.34.2.** “Vendor” is the person or organization identified as such in the Agreement and is referred to throughout the Contract Documents. The term Vendor means the Vendor or his authorized representative. The Vendor shall carefully study and compare the General Contract Conditions of the Contract, Specification and Drawings, Scope of Work, Addenda and Modifications and shall at once report to the Owner any error, inconsistency or omission he may discover. Vendor shall not be liable to the Owner for any damage resulting from such errors, inconsistencies or omissions. The Vendor shall not commence work without clarifying Drawings, Specifications, or Interpretations.
- 2.34.3.** “Sub-Contractor is a person or organization who has a direct contract with the Vendor to perform any of the work at the site. The term sub-contractor is referred to throughout the contract documents and means a sub-contractor or his authorized representative.

### **3. Specifications and Special Conditions & Provisions**

- 3.1. General:** The City of Grand Junction is soliciting competitive bids from qualified and interested companies for all labor, equipment, and materials required to **provide a mobile fiber sort conveyor for our recycling division.**

Delivery costs of the product to the City of Grand Junction must be included in the bid price.

- 3.2. Letter of Intent:** The City shall issue Letters of Intent to the awarded nurseries to place and hold the City’s desired Spring 2023 order. Once the proper appropriation of funds for the 2023 Fiscal Budget is adopted and approved by City Council in December of this year, official Purchase Orders shall be executed and sent to the awarded nurseries to replace the Letters of Intent as the City’s official order. **All vendors submitting bid responses acknowledge and agree to accepting a Letter of Intent as authorization to proceed with the order before receiving an official Purchase Order. However, should the appropriation of not be approved by City Council, any issued Letters of Intent shall be come null and void, without any financial obligations or fees to the City.**

- 3.3. General Requirements & Specifications:**

### 3.3.1. Specifications:

- Mobile fiber sort conveyor with the following options:
  - 36" wide x 18 ft. sorting conveyor with castors
  - Variable speed drive
  - Option cable E-stops
  - Flared hopper (one end only)
  - Foot pedal control
  - Start stop controls
  - Emergency stops with pull cord
  - VFD for changing the speed of the belt
  - Heavy duty locking castors
  - Flared hopper for loading material

### 3.3.2. Delivery: Items shall be delivered "F.O.B. Destination Freight Pre-Paid and Allowed" to:

Grand Junction Recycling Center  
333 West Avenue, Building G  
Grand Junction, CO 81501

### 3.3.3. Price: Contract prices shall be as stated for the items specifically named on the Price Bid Schedule. The prices shall be all inclusive and the Owner shall not pay nor be liable for any other additional costs including but not limited to: taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

### 3.3.4. Rejection of Materials: The Owner reserves the right to return partially used cases due to flaws and/or batch imperfections. Judgment of defects will be at the discretion of the Owner.

**Payment/Invoice:** Invoices for Items shall be submitted to the Grand Junction Fire Department Administration, 625 Ute Ave, Grand Junction, CO 81501 and shall reference: the Purchase Order number, the name of the agency and the date.

*NOTE: Payment may be delayed if the above information is omitted from any submitted invoice*

### 3.3.5. Packing Slips or Delivery Tickets: All shipments or deliveries shall be accompanied by Packing Slips or Delivery Tickets, and shall contain the following information for each item delivered:

- The purchase order number
- The name of the article and stock number
- The quantity ordered
- The quantity shipped
- The quantity back ordered
- The name of the vendor(s)

### 3.4. IFB Tentative Time Schedule:

- Invitation for Bids available

September 28, 2022

- Inquiry deadline, no questions after this date October 12, 2022
- Addendum Posted October 13, 2022
- Submittal deadline for proposals October 20, 2022 at 2:00 PM
- Contract execution October 26, 2022

**3.5. Questions Regarding Scope of Services:**

Kassy Hackett, Buyer  
[kassyh@gjcity.org](mailto:kassyh@gjcity.org)

## 4. Vendor's Bid Form

IFB-5126-22-KH Fiber Sort Conveyor

Item	Description	Extended Price
1	Price to provide and deliver a <b>Mobile fiber sort Conveyor (Per 3.3.1. Specification above).</b>	

**Total Extended Price Written:**

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**Delivery:** \_\_\_\_\_ days ARO.

RECEIPT OF ADDENDA: the undersigned Vendor acknowledges receipt of Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received: \_\_\_\_\_.

*It is the responsibility of the Bidder to ensure all Addenda have been received and acknowledged.*

NOTES: \_\_\_\_\_

---

DATE \_\_\_\_\_

- Direct purchases by the City of Grand Junction are tax exempt from Colorado Sales or Use Tax. Tax exempt #98-903544.
- The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- Prompt payment discount of \_\_\_\_\_ percent of the net dollar amount will be offered to the City if the invoice is paid within \_\_\_\_\_ days after the receipt of the invoice. The Owner reserves the right to consider any such discounts when determining the bid award that are no less than Net 10 days.
- The undersigned certifies and agrees that this bid is submitted in accordance with all applicable Federal, State, County, and City laws.
- Standard Payment terms are N30.

\_\_\_\_\_  
(Company Name of Bidder – Typed or Printed)

\_\_\_\_\_  
(Phone Number of Bidder)

\_\_\_\_\_  
(Address of Bidder)

\_\_\_\_\_  
(Authorized Agent or Contact Name – Typed or Printed)

\_\_\_\_\_  
(City, State, and Zip Code)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(E-mail Address of Agent or Sales Contact)