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**REQUEST FOR PROPOSALS #1820
Records Retention Consulting Services
Period of Performance November 17, 2017 through June 30, 2022**

This Request For Proposal (RFP) dated October 04, 2017 is being issued to receive proposals by the Purchasing Officer, Brian K. Jackson Contra Costa Water District, 1331 Concord Avenue, Concord, California, until **10:00 A.M., Friday, November 03, 2017**, for Records Retention Consulting Services for fiscal year 2018 (FY18), beginning on November 17, 2017 through June 30, 2022,. The District will evaluate proposals and will determine which proposal meets the needs of the District and provides the best value.


No faxed or email proposals will be accepted. Proposers must also provide with their hard copy proposal (paper) an electronic version on a flash drive containing all required documentation in Micro Soft/Excel PDF format.

DISTRICT CONTACTS

Questions about this RFP should be submitted in writing via email by **10 a.m. October 18, 2017**, to Jennifer Allen at jallen@ccwater.com and Christine Helton at chelton@ccwater.com.

GENERAL OVERVIEW OF THE DISTRICT

The District, located in Concord, California, is a local government special district with its own independently elected Board of Directors. The District serves a population of 500,000 in Central and Eastern Contra Costa County. The District provides treated water service directly to Concord, Clayton, Clyde, Pacheco, Port Costa and portions of Walnut Creek, Pleasant Hill and Martinez. The District also provides untreated water and wholesale treated water to several municipal and major industrial customers in eastern Contra Costa County and Martinez. The District employs approximately 300 people.


Brian K. Jackson
Contra Costa Water District
Purchasing Officer

Proposals shall be prepared in accordance with the following attachments, including completing and submitting the forms enclosed with each Attachment:

Attachment A: Rates and Charges Sheet

Attachment B: Purchase Order Terms and Conditions-No other contract documents
will be considered

Attachment C: Proposal Guarantee Form

Attachment D: Bid/Proposal General Provisions

The Contra Costa Water District (District) is seeking qualified firms to submit proposals to conduct records retention consulting services including the following tasks:

- Phase I: Assessment
- Phase II: Recommend Updates
- Phase III: Final Policy and Implementation
- Phase IV: Annual Maintenance and Review

Phase I shall include assessment sessions in order to develop a detailed assessment of the current Record Retention Policy and Schedule to identify the relevant information and practices. Based on the results from Phase I, Phase II would provide recommendations to update the policy to 2017 standards. Phase III would include rolling out the updated policy to all departments with necessary procedures and training. Phase IV would include annual maintenance and review of policy, making updates as laws, media and best practices change.

The Consultant shall use their expertise to customize each task in order to improve the District's ability to meet the project goals in a cost-effective manner. Based on experience, the Consultant may identify additional elements needed to meet the project goals. The Consultant will be required to work collaboratively with the District to support project goals.

Background

The District's existing Record Retention Policy and Schedule (Policy and Schedule) is outdated and inconsistently applied. The current retention schedule and document disposal processes are applied to paper based records with no formal procedures for retention and disposal of electronic records. The District recently started using Microsoft SharePoint (Pipeline) and departments have been migrating active records into that system with proper tags and categorization. Email is another area that the District needs a set policy for employees to follow. The District needs an updated policy to improve efficiency, ensure transparency, manage risk mitigation related to electronic discovery and ensure compliance with all applicable local, state and federal laws.

The goal of the District, as a result of the RFP, is to revamp the District's Policy and Schedule including developing and implementing modern and compliant policies, tools and processes. The revamped Policy and Schedule shall address all types of "records" including, but not limited to, hard-copy and electronic documents across all workflows and enterprise systems. As a result, the revamped Policy will provide increased business value and transparency, and will be consistent with all applicable laws and regulations. The revamped Policy must be easy to use and follow by District staff.

Scope of Services

The scope of services included in this RFP is to: conduct a thorough review and assessment of the District's current Policy and Schedule; recommend updates to the policy to capture all records, print and electronic; finalize the policy and assist the District in implementation; and provide annual review and maintenance for up to four years. The goal of the District's Policy and Schedule shall balance:

- Business needs of the District
- Financial impacts of cataloging, filing, retaining, reviewing and destroying records.
- Legal requirements and industry best practices to minimize risk to the District.

Phase 1: Assessment

Tasks: The Consultant shall conduct an on-site assessment with each department to evaluate: how the current Policy and Schedule is being used; what variations are being used to accommodate records not identified in the Policy and Schedule; and the type and magnitude of records maintained by each department. District departments include: General Management, Operations and Maintenance, Finance, Engineering, Water Resources, Planning, Information Systems, Human Resources and Risk, and Public Affairs.

Additional meetings may be required by the consultant in order to understand and document all of the requirements. Consultant is required to review and identify the following information, at a minimum:

- 1) Current Policy and Schedule
- 2) Adherence, by the District, to the current Policy and Schedule
- 3) Types of records generated – print and electronic
- 4) Applicable federal, state and local laws/regulations
- 5) Systems used to store records – current and archived
- 6) Current taxonomy and metadata implemented in the Pipeline
- 7) Gap analysis on the existing Policy and Schedule compared to industry standards
- 8) Areas of potential record duplication

Deliverables:

- 1) Work Plan: develop work plan including a timeline with estimated days/hour required to complete Phase I. Include on-site meetings with project team and interviews with records coordinators from each department.
- 2) Report: provide a comprehensive report with Phase I findings.
- 3) Key Stakeholder Meeting: Conduct one on-site presentation of the gap analysis findings to the District's project team.

Phase II: Recommend Updates:

Tasks: Based on information gathered in Phase I, the Consultant shall develop and present the District with the recommended updates to the existing Policy and Schedule. The recommendations must include all records – electronic, hardcopy, etc. The Consultant shall work with each department to review the recommendations to ensure updates are clear, complete and meet all legal requirements.

Deliverables:

- 1) Written report with recommended updates.
- 2) Meeting(s) with District departments to review recommendations.
- 3) Presentation for District staff to take to the Board of Directors to seek approval of the updates.

Phase III: Final Policy and Implementation:

Consultant will provide the final Policy and Schedule and assist the District in rolling out the updated information to all departments.

Deliverables:

- 1) Final Records Retention Policy and Schedule.

Phase IV: Annual Maintenance and Review:

For years two through five of this contract, Consultant will meet with the District annually to review the Policy and Schedule and identify any necessary modifications.

REQUIRED INFORMATION

Please provide the information listed below (I through VI). The District will use the information respondents provide to evaluate submissions. To be considered responsive to this Request for Proposals, respondents must provide all information requested in this section.

- I. Letter of Introduction. Include background information on your firm, the firm's office and other work location(s), firm office phone number(s) and firm website address. If any of your project work is subcontracted, provide location information for those subcontractors.

II. Biographies of the following:

1. Primary contact person (dedicated project manager) for District projects.
2. Other staff who would work on the project.
3. Company leadership, such as president, vice presidents and/or principals.

Biographies must include the following information: length of tenure with your firm, work location, major projects completed and/or clients served, previous employment if tenure with your firm is less than five years, and education.

- III. Approach to the Project. Based on the Scope of Work, please provide an outline of your planned approach to complete the project. Please provide any appropriate samples or narratives to support your approach.
- IV. If the location of your firm is more than 30 miles from District headquarters (1331 Concord Ave., Concord, CA 94520), describe your availability to meet with District staff in Concord. Include how quickly you could be at the Concord location, how many times a year you would be willing to meet in Concord, any costs you would charge for meeting in Concord, and any other limitations that you may have in regards to meeting in Concord.
- V. Describe the project management services your firm provides and the system it utilizes to ensure that clients receive prompt attention and quick turnaround on projects, and that all deadlines are met. Include the amount of time it takes for clients' calls or e-mails to be returned.
- VI. References: List at least four clients for whom you've completed similar types of projects. Provide name, address and contact phone number so that references can be checked.

Please provide your information using the Pricing Sheets attached at the back of this RFP. Prepare your costs carefully and accurately.

SELECTION PROCEDURE

District staff will review all submissions and select finalists. Final selection will take into account both the responses to this RFP and prices submitted. Interviews may be conducted as part of the selection procedure.

The District reserves the right to select the firm it determines to be the most qualified to meet the District's needs and perform the requested services. All proposals will be reviewed in accordance with the selection criteria listed below in the "Evaluation of Proposals" section.

EVALUATION OF PROPOSALS

The successful firm will meet the following criteria:

1. **Submission:** Submission is clear, complete and provides all of the information requested in the "Required Information" section.
2. **Firm Personnel and Organizational Structure:** Project manager(s) and staff have adequate experience to meet District's needs. The firm's staffing levels and organizational structure ensure that District projects would receive satisfactory attention.
3. **Approach:** The firm's approach to complete the scope of work is consistent with the District's end goal.
4. **Accessibility and Customer Service:** The firm's staff is accessible and able to meet with District personnel in Concord with minimal lead time. The firm demonstrates a culture of excellent customer service.
5. **Project Management:** The firm provides project management services and systems that include a dedicated project manager. A high level of customer service is provided and project deadlines are consistently met.
6. **Verifiable Past Performance:** Information provided by references verifies that each named client has worked on numerous projects with the firm and is highly satisfied with the customer service received, the way deadlines were met, the ease of working with the firm, and the quality of the final product. If applicable, past performance as a previous contractor for the District must be satisfactory.
7. **Costs:** All costs and hourly rates as provided on the pricing sheets. Costs account for 50% of the evaluation score.

Pricing Sheet #1 For Fiscal Year 2018

Price Breakdown	Price
Phase I: Assessment Phase II: Recommend Updates Phase III: Final Policy and Implementation	
Total Cost	\$

Pricing Sheet #2 For Fiscal Years 2019 - 2022

Annual Maintenance and Review

Price Breakdown	Price
Phase IV: Annual Maintenance and Review	
Total Cost	\$

PROPOSAL GUARANTEE

TO THE CONTRA COSTA WATER DISTRICT, CONCORD, CALIFORNIA:

Pursuant to the foregoing notice to proposers, the undersigned proposer here with submits a proposal on the proposal sheet or sheets attached hereto and made a part hereof, and binds himself/herself on award by the Contra Costa Water District (District) under this proposal, to execute in accordance with such award a contract, of which this proposal and the said notice to proposers and the specifications attached to the notice to proposers shall be a part.

The proposer further agrees that should the proposer withdraw this proposal in a manner other than provided for in the specifications, or his/her default in executing the contract, {providing the necessary insurance and bonds}, or timely provision of {materials} {equipment} {services} under said contract in a manner satisfactory to District, the bidder/proposer shall pay any and all additional cost incurred by District in obtaining the {materials} {equipment} {services} from another firm.)

Signature: _____

Address: _____

(Corporate Seal)

Nature of firm (corporation, partnership, etc.) and names of individual members of the firm, or names and titles of officers of the corporation.

Corporation organized under the laws of the state of:

1.1 Bid/Proposal Form

Bids/proposals must be submitted only upon the forms provided in the bid/proposal package, including but not limited to pricing sheets, addenda and bid/proposal guarantees, with all items properly filled out in non-erasable permanent ink. All bid/proposal documents must be signed and dated. The bid/proposal form may be rejected if it shows any omissions, alterations of form, a conditional bid/proposal or irregularities of any kind.

All sealed bids and proposals to be considered for acceptance must be received by the District on or before the specified date and time for submittal. Bids/Proposals received after said date and time will be returned to the sender unopened, and will not be considered under any circumstances. Bids/Proposals postmarked but received after the bid opening will not be accepted. Bids/Proposals submitted electronically or by facsimile will not be accepted.

All bids will be publicly opened and read aloud to all in attendance at the District's headquarters at 1331 Concord Ave, Concord CA 94520 at the time and date specified. Bidders are invited, but not required, to attend the bid opening. Proposals will be evaluated based on stated evaluation criteria and results posted on the District's web site.

The Contra Costa Water District reserves the right to reject any and all bids/proposals and to waive informalities, irregularities or technical defect in the bids/proposals received. The District reserves the right to award a contract to other than the lowest responsible Bidder, if it is determined to be in the best interest of the District.

1.2 Estimated Quantity

Unless otherwise stated, the quantities and/or dollar estimates indicated are estimates of anticipated usage for the contract period and are given for informational purposes only. Nothing in these estimated contract period or annual quantities shall be construed as obligating the District to purchase specific quantities, as these quantities may vary depending on actual operating conditions and demands during the contract term. The District reserves the right to purchase any volume of products or services listed, at the contract price, regardless of stated estimates of quantities or dollar estimates. No price adjustments will be allowed as a result of an increase or a decrease in the quantity purchased.

1.3 Delivery Locations

The District's service area covers the eastern portion of Contra Costa County and has delivery locations in Concord, Oakley and Brentwood California. The Bidder/Proposer must take into consideration deliveries to any or all of these locations.

1.4 Bid/Proposal Pricing

All bids/proposals submitted must include a stated unit price for the products or services listed. Units of measure can vary but will be described in the bid/proposal documents. The stated unit price must include all costs associated with providing and delivering the products or services including materials, labor, equipment, transportation, insurance, overhead, and profit. State sales tax, as well as any Federal, State,

or Local excise taxes in effect at the time of delivery should **not** be included in the bid/proposal price unless specifically requested on the pricing sheet, but applicable taxes must be included on all invoices that correspond to deliveries of products or services.

Bids/Proposals qualified by additional or conditional charges such as Consumer Price Index calculators, fuel surcharges, or transportation charges between the supplier and the final delivery points will not be allowed unless otherwise stated. Bids/Proposals that do not include the unit prices will be considered irregular and, at the option of the District, may be eliminated from further consideration.

1.5 Bidder Qualifications

A qualified Bidder is one determined by the District to meet standards of business competence, reputation, financial ability, and product quality. A responsive Bidder is a firm/person who has submitted a bid that conforms in all material respects to the terms and conditions, the specifications of the product, and any other requirement of the bid instructions. A responsible Bidder is a firm/person who has the capability in all aspects to perform full contract requirements, and who has the integrity and reliability that will assure good faith and specific performance. Before submitting a bid, the Bidder must carefully examine and read all parts of the Bid Contract Documents, and be fully informed as to all existing conditions and limitations. It should be noted that the entire contents of the Bid Contract Documents will be part of the agreement upon selection and approval of the successful Bidder/Proposer.

1.6 Authorized Signatory of Bid/Proposal Contract Documents

The person signing the submitted bid/proposal must be fully authorized to represent and legally bind the bidding/proposing company regardless of their position within that firm.

1.7 References

Where specifically requested, the Bidder/Proposer must submit with the bid a list of a minimum of three references that have purchased similar products and/or services from the Bidder/Proposer. The Bidder/Proposer must provide the company or agency name, contact name, and telephone number for each reference.

1.8 Bid/Proposal Submittal

All bid/proposal submittals must be enclosed in a sealed envelope and clearly marked with a description of the products or services to be provided by the date and time specified. The original and any additional copies specified of the bid and all attachments must be submitted. **Bids/proposals submitted electronically or by facsimile will not be accepted.** It is the Bidder's/Proposer's responsibility to ensure that any bid/proposal that is submitted is received in the proper format, time, and place. The Bidder/Proposer is responsible for allowing adequate time for delivery of their bid/proposal by hand delivery, express delivery, US Mail, or by other means. Bids/Proposals received after the date and time specified will not be accepted and will be returned to the Bidder/Proposer unopened.

1.9 Modification, Addenda, and Interpretations

Any explanation desired by the Bidders/Proposers regarding the meaning or interpretation of the bid/proposal documents must be requested in writing, either by facsimile or mail, at least **7 days** prior to

the time set for the bid opening/proposal due date. Any and all such interpretations or modifications must be in the form of written request to the District and mailed to:

Brian K. Jackson
Purchasing Officer
Contra Costa Water District
1331 Concord Ave.
Concord CA 94520

Any changes made to the bid/proposal documents initiated by the District will be through written addenda and furnished to all bidders/proposers via US Mail, email or fax. Any written addendum issued before the date and time of the bid opening or proposal due date will become a part of the Bid/Proposal Contract Documents and must be signed and attached to the Bid/Proposal Form that each bidder/proposer submits. Failure to submit any and all the addendum(s) with a bid/proposal will be cause for rejection of the bid/proposal.

1.10 Modification of Bids/Proposals

A Bidder/Proposer may modify their bid/proposal by written communication provided such communication is received by the District prior to the date and time of the bid opening or proposal due date. The written communication should not reveal the bid price and should state the addition or subtraction or other modification so that the final prices or terms will not be known by the District until the sealed bids/proposals are opened.

1.11 Withdrawal of Bids/Proposals

Any bid/proposal may be withdrawn any time prior to the stated bid opening or proposal due date and time (opening time) only by a written request that is filed with the District requesting withdrawal of the bid/proposal. The withdrawal request must be executed by the bidder/proposer or a duly authorized representative. The withdrawal of the bid/proposal does not prejudice the right of the bidder/proposer to file a new bid/proposal prior to the bid/proposal closing time. No bids/proposals may be withdrawn after the opening date and time without the permission of the District.

1.12 Proposed Deviations from the Specifications by the Bidder/Proposer

Any deviation from the specifications described herein or in a written addendum that is proposed by a bidder/proposer must be noted in detail on the bid/proposal form, and a copy of the proposed specification must be attached to the bid/proposal form at the time of submission. The absence of a proposed change in the specifications will hold the bidder/proposer strictly accountable to the specifications as described herein. If proposed deviations from the specifications are submitted, the bidder's/proposer's name should be clearly shown on each document. The District will be responsible for accepting or rejecting any proposed deviations/substitutions from the described specifications.

1.13 Competency of Bidders/Proposer

Before any contract is awarded the bidder/proposer may be required to furnish a complete statement of financial ability and experience in performing the proposed services. In accordance with the provisions of

the California Business and Professions Code and other regulations, the bidder/proposer must have and maintain current any and all necessary licenses or certificates.

1.14 Rejection of Bids/Proposals

The District reserves the right to reject any and all bids/proposals, and reserves the right to waive and/or reject a bid/proposal for any of the following reasons: informalities, nonconforming, non-responsive or conditional bids/proposals, bids/proposals showing any alterations of form or erasures or irregularities of any kind, additions not called for, incomplete bids/proposals, or bids/proposals not conforming with the written instructions in any way. The District does not obligate itself to accept the lowest cost bid or proposal or any particular bid or proposal and specifically reserves the right to reject any or all bids or proposals, to make any rejections in what it alone considers to be in the best interest of the District.

1.15 Opening Bids

After the closing time deadline, all **bids** received will be publicly opened and read, as set forth in the Invitation to Bid documents. Bidders or their representative and other interested persons may be present at the opening and reading of the bids. Following the bid opening, a bid tabulation will be circulated to all of the responsive bidders, even if their representative was not present at the bid opening.

Proposals will be evaluated based on stated evaluation criteria and scored. Highest ranking proposal will be selected for award. The District reserves the right to interview highest ranking firms for final selection.

1.16 Method of Award

Bids may be awarded by the District to the lowest, responsive, and responsible bidder meeting the specifications. The District has the right to delete terms or options from the Bid Contract Documents, and reserves the right to reject any and all bids and to waive irregularities in said bids. The following is a non-inclusive list of criteria that must be used in Award of the Bid.

- a. Unit cost of the product
- b. Product specifications
- c. Guaranteed warranties or standards of quality
- d. Capabilities to deliver product within District schedule or throughout the contract term
- e. Bidder's reputation, competency, and previous customer service record
- f. Fully executed non-collusion affidavit

1.17 Disqualification of Duplicate or Collusive Bidders/Proposers

More than one bid/proposal from an individual, a firm or partnership, a corporation or an association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder/Proposer with financial interest in more than one bid/proposal for the bid/proposal contemplated will cause rejection of all bids/proposals in which such bidder/proposer is interested. If there is reason for believing that collusion exists among the bidders/proposers, any and all bids/proposals may be rejected.

1.18 Identical Bids

In the case of tied or identical bids corresponding to the proposed unit costs, the District reserves the right to award the bid based on the factors outlined in paragraph 1.16, Method of Award.

1.19 Bid/Proposal Summary

Bid/Proposals will be summarized and reviewed following the bid opening or proposal due date. Bid/Proposal summaries or tabulations will also be provided to the responsive bidders/proposers within ten (10) business days following the bid opening or proposal due date on the District's web site, www.ccwater.com.

1.20 Material Safety Data Sheet (MSDS)

Where appropriate, bidders/proposers must submit an MSDS sheet for all applicable products offered with the bid/proposal. The successful bidder/proposer must also provide an MSDS sheet for those products with each delivery.

1.21 Legislative Impacts

In the event that the District Board of Directors fails to appropriate funds for the purchase of these products or services, the District may terminate such contract without penalty and thereupon be released of further obligation.

1.22 Subcontracting

No portion of the bid/proposal award may be subcontracted to another vendor or supplier without the prior written approval of the District. All proposed subcontractors must be listed and identified on any provided Proposed Subcontractors Sheet.

1.23 Insurance

Insurance to be provided at levels as stated on the District contract documents provided. **Prior to commencement of any performance under this contract, the successful Bidder/Proposer must provide** an original Certificate of Insurance, and copies of information or declaration pages for the insurance required with respect to evidence of commercial general liability and automobile liability insurance coverage endorsements. All policies and/or certificates of insurance must be endorsed to name the District, its elected officials, officers, employees, agents, and volunteers as additional insured parties.

The successful bidder/proposer hereby agrees to waive subrogation which any insurer of Contractor may acquire from vendor by virtue of the payment of any loss. Contractor agrees to obtain and provide to the District any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the District for all work performed by the Contractor, its employees, agents and subcontractors.

The successful bidder/proposer must maintain the required insurance at all times while this contract is in effect, and must replace any certificate, policy or endorsement which will expire prior to that date. All policies must be endorsed to provide that the required insurance must not be suspended, voided, reduced, canceled, or allowed to expire except on thirty (30) days prior written notice to the District. The Certificate of Insurance must have a cancellation statement worded as follows: *"Should any of the above*

described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the Certificate holder named to the left."

1.24 Indemnification

As stated on District contract forms provided.

1.25 Equal Opportunity

The successful bidder/proposer must agree not to refuse the hire, discharge, promote, or to otherwise discriminate in the matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical handicap or sexual orientation. It must be a condition that any company firm or corporation supplying goods or services, must be in compliance with the appropriate areas of the Americans with Disabilities (ADA) Act of 1990. A certificate stating compliance with the ADA may be required, upon request.

1.26 Common Language

Unless otherwise specified in this document, all words must have a common language unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.

1.27 Proprietary Information

All information included in any bid/proposal that is of a propriety nature must be **clearly** marked as such. The District must be held harmless from any claims arising from the release of proprietary information not clearly designated as such by the proposing firm.

1.28 Patent Guarantee

The bidder/proposer must, with respect to any bidder/proposer's standard manufacture, indemnify and hold harmless the District, its employees and agents, from costs and damages as finally determined by any court of competent jurisdiction for infringement of any United States Letters & Patent by reason of the sale or normal use of such product, provided that the Bidder/Proposer is promptly notified of all such actual or potential infringement suits, and is given an opportunity to participate in the defense thereof by the District.

1.29 Term of Contract

The typical term of District maintenance, repair and service contracts will be twelve (12) months, normally commencing on July 1st, and expiring on June 30th, unless otherwise stated.

1.30 Termination for Cause

In the event of a breach of any term or provision of this contract by the bidder/proposer, the District may terminate this contract by providing the bidder/proposer with written notice of such termination, and specifying the effective date thereof, at least ten (10) days before the effective date.

1.31 Other Cities/Agencies

Other Cities and/or Public Agencies may be interested in purchasing goods and services under the same arrangement as an existing contract, also called “piggy-backing”, subject to the same price, terms and conditions offered to the District. Other parties utilizing the contract will place orders with, and make payments directly to the successful Bidder. Agreement with “piggy-backing” or declining to participate in “piggy-back” contracts with other Cities and/or public agencies will not be used by the District to determine an award for the bid/proposal invitation, unless more than one bidder were to submit identical bid prices and terms. Please state if your company would agree to extend the same price, terms and conditions to other Cities and/or Public Agencies.

Yes We would agree to extend the same price, terms and conditions.

No We would not agree to extend the same price, terms and conditions.

BIDDER/PROPOSER INFORMATION

1. Legal Name of Bidder:

2. Bidder's Street Address:

3. Mailing Address:

4. Business Telephone: _____ Fax Number: _____

5. Type of Supplier:
 Sole Proprietor Partnership Corporation
If Corporation, indicate State where incorporated: _____

6. Business License Number issued by the City where the Supplier's principal place of business is located.
Number: _____ Issuing City: _____

7. Supplier Federal Tax Identification Number: _____

8. Emergency Contact: Name: _____
Phone Number: _____

9. Order Contact: Name: _____
Address: _____
Phone Number: _____ Fax Number: _____
Email: _____

10. References:

<u>Company/Agency Name</u>	<u>Contact Name</u>	<u>Phone Number</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____