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Invitation to Bid Formal Bid #19-20-01

Item(s): Bulk Oil, Lubricants, and Antifreeze with Delivery Service Per Specifications

BID DUE DATE: Tuesday, September 10, 2019 at 3:00 PM

**Purchasing Office Municipal Building, 1st Floor
201 West Fifth Street
Greenville, NC 27834**

Pre-Bid Meeting: Tuesday, August 27, 2019 at 10:00 A.M.

**Public Works Conference Room
1500 Beatty Street
Greenville, NC 27834**

Contact Persons:

For Questions Concerning the Bid:

**Denisha Harris
Financial Services Manager
Telephone: 252.329.4862
Email: dharris@greenvillenc.gov**

Technical Specifications:

**Angel Maldonado
Fleet Superintendent
Telephone: 252.258.9639
Email: amaldonado@greenvillenc.gov**

**INVITATION TO BID
FORMAL BID 19-20-01**

ADVERTISEMENT FOR INVITATION FOR FORMAL BIDS

Pursuant to General Statutes of North Carolina, Section 143-129 as amended, sealed proposals are invited and will be received by The City of Greenville, N. C. until **3:00 p.m., on Tuesday the 10th day of September, 2019** at which time in the Purchasing Office located at 201 West Fifth Street Greenville, NC, the sealed proposals will be publicly opened for the provision of the following:

**Item: Bulk Oil, Lubricants, and Antifreeze
Formal Bid #19-20-01**

From the date of this advertisement until the date of opening the proposals, the plans and specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are and will continue to be on file in the office of the City of Greenville Purchasing Office, 201 West Fifth Street, P. O. Box 7207, Greenville, N. C. 27835-7207, during regular business hours, and will be posted on the City's website at www.greenvillenc.gov and available to prospective bidders. Inquiries should be directed to the Purchasing Division at the above address Telephone (252) 329-4862. Minority/Women owned businesses are encouraged to submit proposals.

The City Council of the City of Greenville reserves the right to accept or reject any or all proposals, waive informalities, and to make the award/purchase which is in the best interest of the City.

The bidder to whom contract may be awarded must comply with requirements of G. S. Section 143-129, as amended.

This 14th day of August, 2019.

THE CITY OF GREENVILLE, N. C.
Denisha Harris, MPA, CPSD, CLGPO
Financial Services Manager

Publication Date:
Wednesday, August 14, 2019 on City of Greenville website-Current Bid Opportunities

**INVITATION FOR FORMAL BIDS
Bulk Oil, Lubricants, and Antifreeze
Per Specifications**

BID DUE DATE: Tuesday, September 10, 2019 at 3:00 PM

INSTRUCTIONS TO BIDDERS

1. The person, firm or corporation submitting a bid shall submit it to the Financial Services Manager or her duly designated representative at one of the following:

Hard Delivered/or Carrier:

Purchasing Office
201 West Fifth Street
Greenville, N.C. 27834

By Postal Mail:

City of Greenville
201 West Fifth Street
Greenville, N.C. 27834

2. This is a Formal Bid and therefore bids should be received and opened publicly at stated time. Bids will be reviewed and evaluated by staff at a later time and an award will be made at the earliest possible date. As stated in such notice, proposals will be received until 3:00 pm local time on Tuesday, September 10th, and at that time, publicly opened and read aloud in the Purchasing Office located at 201 West Fifth Street. No late bids will be accepted.

3. **Award of Bid:** Bids shall be awarded to the lowest, responsive, responsible bidder taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract.

4. **Each bid must be submitted in a sealed envelope by date/time stated above. Envelope should be marked on the outside as “Bulk Oil, Lubricants, and Antifreeze #19-20-01” along with Bidder’s name and address. Bids may be submitted via mail or hand delivery. NO BIDS WILL BE ACCEPTED BY EMAIL OR FAX. PLEASE NOTE: All submittals should be on the attached BID FORMS, regardless to the method of delivery. Any bids/quotes not submitted on the attached bid form will be considered non-responsive.**

5. All bids must be signed by an authorized official of the firm. Bids may be rejected if they show any omissions, alterations of form, additions not called for, conditional bid or any irregularities.

6. The bidder shall insert the required responses and supply all the information as indicated on the Bid Form. The prices inserted shall be net and shall be the full cost including all the factors whatsoever. Any bids not submitted on such forms provided will be considered unresponsive.

7. No bid may be changed or withdrawn after the time of the bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing to the Financial Services Manager.

8. The City of Greenville reserves the right to reject any and all bids, to waive informalities, and to accept the bid or any portion thereof that is deemed most advantageous to the City. Any bid submitted will be binding for (90) days after the date of the bid opening.

9. The specifications attached represent the minimum general size, capacity and performance characteristics desired in the equipment to be purchased. These requirements are not intended to prevent obtaining fair responses or to eliminate competition, but they are intended for the protection of each and every bidder and to insure, if possible, that all bids submitted shall be upon a fair and comparable basis.

10. It is expressly understood by the bidders that written notice of award by the City will constitute an agreement by the City to consummate the transaction and will serve together with the proposal, advertisement, these instructions, and the detailed specifications, as the entire form of contract between the parties except in cases where formal contracts are warranted.

11. Each proposal shall specify delivery time. Time of delivery to Greenville, N.C. will be a factor along with quality, cost, etc. in awarding the bids.

12. Bid shall be FOB, Greenville, N. C. with delivery to be to the Purchasing Division, Municipal Building located at 201 West Fifth Street, Greenville, NC 27834.

13. Technical questions regarding the specifications of this bid should be directed to Angel Maldonado, Fleet Superintendent at 252.258.9639; email: amaldonado@greenvillenc.gov. All other questions regarding the bid shall be directed to Denisha Harris, Financial Services Manager, telephone 252.329.4862; email: dharris@greenvillenc.gov.

14. Bid Schedule

Release Date	August 14, 2019
Pre-Bid Meeting	August 27, 2019 @ 10AM
Last Day to Receive Questions	August 29, 2019 @ 4pm
Questions Posted	September 3, 2019 @ 4pm
Public Bid Opening	September 10, 2019 @ 3pm

GENERAL TERMS AND CONDITIONS

1. **NON-DISCRIMINATION:** The City of Greenville does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs, or goods to the City are expected to fully comply with the City's non-discrimination policy.

2. **NON-COLLUSION:** Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any lawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.

3. **PAYMENT TERMS:** The City agrees to pay all approved invoices Net Thirty (30) days from the date received and approved. The City does not agree to the payment of late charges or finance charges assessed by the seller or vendor for any reason. Invoices are payable in U.S. funds.

4. **GOVERNING LAW:** Any agreement, contract or purchase order resulting from this invitation to bid, request proposals or request for qualifications or quotes, shall be governed by the laws of the State of North Carolina.

5. **ACCEPTANCE/REJECTION OF PROPOSALS:** The City Of Greenville reserves the right to award to the Firm who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the bidding process, as well as to accept in whole or in part such proposal(s) where deems it advisable in protection of the best interests of the City. The City further reserves the right to accept or reject any or all bids/proposals, and to award or not award a contract based on this proposal.

6. **E-VERIFY COMPLIANCE:** The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, The Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.

7. **IRAN DIVESTMENT ACT:** Vendor certifies that: (i) it is not on the Iran Final Divestment listed created by the N.C. State Treasurer pursuant to N.C.G.S. 147-86.58; (ii) it will not take any actions causing it to appear on said list during the term of any contract with the City, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on said list.

If your firm is unable to bid for any reason, please send an email or letter of explanation.

8. **CONFLICT OF INTEREST:** Each proposer shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason or personal gain.

8. **EQUAL EMPLOYMENT OPPORTUNITY CLAUSE:** The City Of Greenville has adopted

Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, located in the City Hall-200 W. Fifth Street Greenville, NC. By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.

9. **MWBE PROGRAM: Minority and/or Women Business Enterprise (MWBE) Program:** It is the policy of the City Of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (MWBE) Plan subsequent program, outlining verifiable goals.

The City has established a 2% Minority Business Enterprise (MBE) and 2% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned supplies and service providers whenever possible. Questions regarding the City's M/WBE Program should be directed to the M/WBE Office at 252.329.4462.

10. **FEDERAL LAW:** Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal a vendor is attesting to its policy of nondiscrimination regarding the handicapped.

11. **TAXES:** Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the City is exempt.

12. **WITHDRAWAL OF PROPOSALS:** No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for sixty (90) days after the date of submittal.

13. **SERVICES PERFORMED:** All services rendered under this agreement will be performed at the Seller's risk and the Seller expressly agrees to indemnify and hold harmless The City of Greenville, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.

14. **INDEPENDENT CONTRACTOR:** It is mutually understood and agreed the Seller is an Independent contractor and not an agent of the City of Greenville, and as such, Seller, his or her agents and employee shall not be entitled to any City employment benefits, such as but not limited to vacation, sick leave, insurance, worker's compensation, pension or retirement benefits.

15. **VERBAL AGREEMENT:** The City will not be bound by any verbal agreements.

16. **INSURANCE REQUIREMENTS:** Contractor shall maintain at its own expenses.

(a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per Occurance for bodily injury or property damage; City Of Greenville, 200 W. Fifth Street Greenville, NC 27834 shall be named as additional insured.

(b) **Professional Liability** insurance in an amount not less than \$1,000,000 per occurrence if-providing professional services;

(c) **Workers Compensation Insurance** as required by the General Statutes of the State of North Carolina and Employer's Liability not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit.

(d) **Commercial Automobile Insurance** applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of Services.

PROPOSAL RESPONSE **REQUIREMENTS**

The Proposal shall be submitted in a binder with tabs as set forth below:

Title Page

Show the RFP subject, the name of the Proposer's firm, address, telephone number, name of contact person, and date.

Tab 1 – Table of Contents

Clearly identify the materials by sections and page numbers.

Tab 2 – Proposal Submission

Vendor must provide all relevant information requested and include a schedule of delivery for all bulk fluid. Deliveries must be done during business hours from 8:00am-5:00pm and must be at least every two weeks.

Tab 3 – Profile of the Proposer

a. Indicate the key people in your organization, assigned with a hierarchy chart, to provide the required items and/or service to the City of Greenville.

Tab 4 – Scope Section

Submit an overview of the goods and/or services your company provides, as it relates to the Scope of Work in Section 2 (Locations, Capabilities, Typical Equipment, Services Offered, etc.).

Also within tab 4, vendors are asked to insert their **supporting documents** for all equivalent products that they plan to quote as a substitute, and clearly identify what product each is replacing.

Tab 5 – Invoice Procedure

Describe the Proposer's invoicing procedures.

Tab 6 – Price

Complete and Sign attachments A & B

SECTION II: SCOPE OF WORK

2.1 SCOPE OF WORK:

The scope of products and/or services required by the successful firm shall consist of the following: City of Greenville is seeking proposals from qualified firms for **Bulk Oil, Lubricants, and Antifreeze**.

At a minimum, the City of Greenville is seeking the following goods and/or services to be provided by the Supplier(s): Qualified vendors who can meet the City of Greenville requirements are needed to provide bulk oil, lubricant, automatic transmission fluid, grease, Antifreeze and other related motor vehicle chemical products, as needed.

The requirements for this project will cover the following products Bulk Oil & Lubricants, and Antifreeze. The City of Greenville desires but is not obligated to award a single supplier that would provide the "best value" to the City of Greenville. City of Greenville cannot guarantee the total dollar amount that will be spent each year with the supplier(s) who become approved vendor(s).

2.2 SPECIFICATIONS:

In addition to the general scope of work mentioned, City of Greenville requires that all firms bidding for the contract adhere to the below specifications:

1. Suppliers shall bid on a complete grouping or full set of products listed on bid form. If a supplier does not bid on a complete group, they can be disqualified for that category.
2. Suppliers must provide products that meet or exceed the specifications listed in this solicitation.
3. Suppliers are asked to provide supporting documentation to demonstrate their alternate meets or exceeds the specifications listed in this solicitation. The supporting paperwork should be included at the end of Tab 4 of the solicitation response.
4. On selected products where an example of the manufacturer or brand is provided, suppliers are given the opportunity to provide the cost of their equivalent premium or in-house brand. However, the supplier shall guarantee that the equivalent brands meet or exceed the City of Greenville requirements.
5. If items received do not meet or exceed the City of Greenville requirements, the City of Greenville shall request the supplier provide a new batch that meets our requirements, at no cost to the City of Greenville. City of Greenville will also not be responsible for the difference in price.
6. Vendors bidding on this project must be able to make deliveries to various Fleet Operation sites.
7. Suppliers need to pay close attention to the unit of measure for each item on the price schedule. On selected products, we may require the bulk cost of the fluid,

but we may also request the cost of the fluid in a fixed sized container (for example a 55-gallon drum or individual bottles).

8. The usage listed is based on estimated usage and may fluctuate each year.
9. The supplier shall monitor the usage and bring any concerns to the attention of the Fleet Division about large fluctuations in consumption
10. The prices provided for this bid will be held firm. However, the City of Greenville realizes that oil is a commodity and fluctuates in price. The City of Greenville will allow for price changes with a 30-day written notice. However, the supplier must provide related documentation from the manufacturer stating the exact economic reasons for the increase. This increase can be rejected at the City of Greenville's discretion.
11. Awarded vendor must ensure that the decal defining the contents of the various collection tanks are legible and is responsible for replacing the labels if it is faded or unreadable. They must also provide a hard copy of the Safety Data Sheet (SDS) for each product provided by the vendor.
12. Once a product has been approved by the Bid process, there will be no change to the product.

2.3PRODUCT SUPPORT

The awarded vendor(s) shall provide the Fleet Division and staff with the support necessary to keep up with new products, testing, evaluations, and technical data to maintain up to date knowledge of the latest trends and requirements of vehicle manufacturers. The lubricant requirements will change over the years as our fleet continues to get upgraded.

OIL PACKAGING AND DELIVERY

The bulk oil requested under this bid shall be supplied to the City of Greenville identified. The products must be labeled with full markings to indicate the manufacturer's name, product identification, classifications and be in accordance with specified grades and manufacturers test compliance. All grease shall be supplied either in 55-gallon barrels, or tubes, with full markings as to indicate the manufacturer's name, product identification, classifications and compliance with specified grades and manufacturer's test compliance.

PRODUCT DESCRIPTION AND PURCHASING TRENDS

Engine Oils

Oil Use by Fleet	
Period	January -December 2018
Unit of Measure - Quarts	
Oil Type	Quantity
5W30 Bulk	4123

15W40 Bottle	972
10w30 oil Bottle	15
0W20 Dexon GM Bottle	76
5W30 Dexon GM Bottle	131
15W40 oil Bulk	3866
5W30 oil Bottle	163
5W40 Full Synthetic Motorcycle Bottle	12

Gear Oil

Oil Use by Fleet	
Period	January -December 2018
Unit of Measure - Quarts	
Oil Type	Quantity
80W90 bulk	100
75W140 Gear oil Bottle	36
80W90 Gear Bottle	19
75W90 Gear oil Final Drive BMW	3

Hydraulic Oil

Oil Use by Fleet	
Period	January -December 2018
Unit of Measure - Quarts	
Oil Type	Quantity
AW-46-Hydraulic Bulk	8,150
AW-32 Bulk	176

Transmission Oil

Oil Use by Fleet	
Period	January -December 2018
Unit of Measure - Quarts	
Oil Type	Quantity
Autran 295 Transmission Bulk	422
Transmission maxlife Bottle	67
Transmission maxlife Bulk	233

Grease

Oil Use by Fleet	
Period	January -December 2018
Unit of Measure - Quarts	
Oil Type	Quantity
Grease Bulk	67
Grease Tube	163

Coolant

Oil Use by Fleet	
Period	January -December 2018
Unit of Measure - Quarts	
Oil Type	Quantity
Dexcool By Gallon Jug	77
G05 Antifreeze by Gallon Jug	497

2.4COST:

The Supplier shall hold the cost or discount of the Bid items provided, for the term of the contract. Any request for changes in cost during the agreement year must be preceded with a 30-day written notice. This request must be reviewed and approved by City of Greenville Purchasing Department. The Supplier must provide supporting documentation to justify the price adjustments. City of Greenville then has the option to accept the cost increase or terminate the contract and rebid.

The contract shall be for a term of 3 years with the option of 2 years extension.

2.5EVALUATION FACTORS: The evaluations committee will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this bid. Each proposal received will be analyzed to determine overall responsiveness and completeness as defined in the scope section and in the instructions on submitting a proposal. Failure to comply with the instructions or to submit a complete proposal may deem a proposal non-responsive and may at the discretion of the Evaluation Committee be eliminated from further evaluation.

If the evaluation committee has reasonable grounds to believe that the lowest responsive, responsible bidder is unable to perform the required services to the satisfaction of City of Greenville reserves the right to make an award to another Proposer who in the opinion of the evaluation committee would offer City of

Greenville the best value. Some indicators (but not a complete list) of probable supplier/proposer performance concerns are: past supplier performance; the Proposer's financial resources and ability to perform; the Proposer's experience or demonstrated capability and responsibility; and the supplier's ability to provide a reliable on-going business relationship and the maintenance of on-going agreements and support.

Attachment A—Bid Price Form

**The City of Greenville, North Carolina
PURCHASING OFFICE**

Bulk Oil, Lubricants, and Antifreeze with Delivery Service Date _____

Formal Bid#19-20-01

Pursuant to General Statutes of North Carolina, Section 143-129, as amended, bids and proposals subject to the conditions and specifications herein, are invited for furnishing the following equipment, materials, services, or repair work. **All bids must be received by the City of Greenville’s Financial Services Manager by 3:00 PM on Tuesday, September 10, 2019.**

Terms: Net 30
SHIP: FOB DESTINATION

CITY OF GREENVILLE

By: Denisha Harris, Financial Services Manager

POSITIVELY NO BIDS CONSIDERED UNLESS SUBMITTED ON THIS FORM
NOTICE TO BIDDERS: All Tax imposed upon any article on which you are bidding shall be shown as separate items and in no case included with price bid. Failure to comply with these conditions will be considered grounds for rejection.

Instructions: Please complete bid form with the products you will supply. Alternatives should be listed beside the Item # with the “A.” No Alternatives will be accepted that are not coupled with supporting documentation found in Section 4. A firm *may* bid the specified product AND an alternative. **When calculating the GROUP TOTAL, only calculate the least expensive options for each item.**

ITEM #	DESCRIPTION	UOM	UNIT PRICE
GROUP 1 - ENGINE OIL			
1	HD Engine Oil: 15W40 (Bulk Tank)	Quart	
1A	Alternate _____	Quart	
2	HD Engine Oil: 15W40 (by the bottle)	Quart	
2A	Alternate _____	Quart	
3	Passenger Car/Light Pickup Truck 5W30 (Bulk Tank)	Quart	
3A	Alternate _____	Quart	
4	Passenger Car/Light Pickup Truck 5W30 (by the bottle)	Quart	
4A	Alternate _____	Quart	
5	Engine Oil 10W30 (by the bottle)	Quart	
5A	Alternate _____	Quart	
6	5W40 Full Synthetic Motorcycle (by the bottle)	Quart	
6A	Alternate _____	Quart	
7	0W20 Dexon GM (by the bottle)	Quart	
7A	Alternate _____	Quart	
8	5W30 Dexon GM Bottle	Quart	
8A	Alternate _____	Quart	

TOTAL (Engine Oil)			
GROUP 2 - GEAR OIL			
1	Gear Lubricant: SAE 80W90 (Bulk Tank)	Quart	
1A	Alternate _____	Quart	
2	Gear Lubricant: SAE 80W90 (by the bottle)	Quart	
2A	Alternate _____	Quart	
3	Gear Oil: 75W140 (by the bottle)	Quart	
3A	Alternate _____	Quart	
4	Gear oil Final Drive BMW: 75W90 (by the bottle)	Quart	
4A	Alternate _____	Quart	
TOTAL			
GROUP 3 – HYDROLIC OIL			
1	AW46 (Bulk)	Quart	
1A	Alternate _____	Quart	
2	AW32 (Bulk)	Quart	
2A	Alternate _____	Quart	
TOTAL			
GROUP 4 – TRANSMISSION FLUID			
1	Max Life Synthetic Transmission Fluid (Bulk Tank)	Quart	
1A	Alternate _____	Quart	
2	Max Life Synthetic Transmission Fluid (by the bottle)	Quart	
2A	Alternate _____	Quart	
3	Autran 295 Transmission (Bulk)	Quart	
3A	Alternate _____	Quart	

TOTAL (Transmission Fluid)			
GROUP 5 – COOLANT/ANTIFREEZE			
1	G05 Antifreeze (by the jug)	Gallon	
1A	Alternate _____	Gallon	
2	Dex- Cool (by the jug)	Gallon	
2A	Alternate _____	Gallon	
TOTAL			
GROUP 6 – CHASSIS AND WHEEL BEARING GREASE			
1	Tube Grease	Tube	
1A	Alternate _____		
2	Grease (bulk)	Bulk	
2A	Alternate _____		
	Sales Taxes may be listed separately and not included in Lump Sum Bid Total.		
GRAND TOTAL (6 CATEGORIES)			

Attachment B—Signature Form

****MUST BE ATTACHED TO BID****

City of Greenville

Financial Services Department/Purchasing Division

Formal Bid#19-20-01

**Bulk Oil, Lubricants, and Antifreeze with Delivery Service
Per Specifications**

- A. Please complete Attachment A and submit along with this bid signature form. Sales Taxes may be listed, but list as a separate line item. All items bid are bid FOB Greenville NC, with shipping location as City of Greenville Public Works Dept. Attn: Angel Maldonado, Fleet Superintendent.**

Non-Collusion Compliance:

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. The bidder hereby makes an offer to the City of Greenville in accordance with the bid documents, including this Bid Proposal Form and all enclosures. The undersigned individual certifies that he or she is authorized to sign this bid for the bidder.

Date _____

OFFICIAL LEGAL NAME OF COMPANY

ADDRESS

CITY STATE ZIP CODE

AUTHORIZED SIGNATURE

PRINT NAME TITLE

() ()

TELEPHONE NO FAX NO.

FEDERAL I.D. NUMBER

EMAIL/WEB SITE ADDRESS