

PRESS RELEASE:

Advertisement in HIGHLANDS TODAY, NEWSSUN, Town Website

LEGAL NOTICE - Sealed qualifications will be received by the Town of Lake Placid, Florida, at the Town Clerk's office, Town Hall, Lake Placid, Florida until 1:00 P.M. April 4, 2018, at which time they will be opened and recorded. Such qualifications to provide for the furnishing of: PROFESSIONAL SURVEYING AND MAPPING SERVICES. Since Florida's Consultants Competitive Negotiation Act, section 287.055, Florida Statutes, is applicable to this Request for Qualifications, the procedure or selection and award shall follow the procedure set forth therein. Definitions of all terms herein shall be as provided in 287.055 Florida Statutes. A negotiated contract shall be awarded to the most qualified firms at compensation which the Town of Lake Placid determines in its sole discretion as fair, competitive and reasonable.

The envelope containing the qualifications shall be marked as follows: SEALED QUALIFICATIONS - RFQ 2018-01; PROFESSIONAL SURVEYING AND MAPPING OFFEROR'S NAME - TO BE OPENED - 01:00 P.M. on April 4, 2018. No offeror may withdraw his or her qualifications for a period of ninety (90) days after submission by the date set for the opening thereof. The Town of Lake Placid reserves the right to reject any or all qualifications, in whole or in part, and/or make awards either as individual items or as a total combined qualifications, whichever it considers in the best interest of the town, and to waive any informalities in any qualifications.

The complete Request for Qualifications including Scope of Work and qualification forms may be obtained by bona fide offers upon application at the Office of the Town Clerk, 311 West Interlake Boulevard, Lake Placid, Florida 33852-5591 or from the Town of Lake Placid website at: <http://www.lakeplacidfl.net>.

The Town hereby invokes a blackout on all lobbying or solicitation of any town employee or town elected official by applicants until after February 27, 2018.

Contact: Town Administrator Phil Williams

TOWN OF LAKE PLACID, Eva Cooper Hapeman, Town Clerk,

DATE February 27, 2018

RFQ – 2018-01:

Bid/Proposal Form

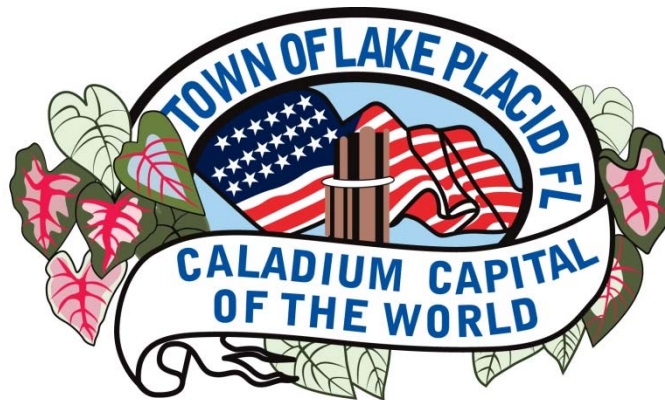
Categories: Land Surveyors and Mapping

Town of Lake Placid, Florida
311 West Interlake Boulevard
Lake Placid, Florida 33852

Website: www.lakeplacidfl.net
Telephone 863-699-3747

REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL SURVEYORS AND MAPPING

TOWN OF LAKE PLACID
311 WEST INTERLAKE BOULEVARD, FLORIDA 33852-5591-5591



ADVERTISEMENT,
INSTRUCTIONS TO OFFERORS,
DESIGN CRITERIA PACKAGE AND FORMS

RFQ NO. 2018-01
SEALED QUALIFICATIONS TO BE OPENED
April 4, 2018 1:00 P.M.

In accordance with Town of Lake Placid Ordinance Chapter 4 - BIDDING, COMPETITIVE any qualifications submitted or contract negotiated pursuant to this RFQ may be subject to investigation and/or audit by the Town of Lake Placid.

Legal Notice

Sealed qualifications will be received by the TOWN OF LAKE PLACID, Florida, at the Office of Town Clerk, Lake Placid Town Hall, 311 West Interlake Boulevard, Lake Placid, Florida 33852 until

1:00AM April 4, 2018

at which time they will be opened and recorded. Such qualifications to provide for the furnishing of:
PROFESSIONAL SURVEYING AND MAPPING SERVICES.

Since Florida's Consultants Competitive Negotiation Act, section 287.005, Florida Statutes, is applicable to this Request for Qualifications, the procedure or selection and award shall follow the procedure set forth therein. Definitions of all terms herein shall be as provided in 287.055 Florida Statutes.

A negotiated contract shall be awarded to the most qualified firm(s) at compensation which the TOWN OF LAKE PLACID determines in its sole discretion fair, competitive and reasonable.

The envelope containing the qualifications shall be marked as follows:

SEALED QUALIFICATIONS - RFQ 2018-01 PROFESSIONAL SURVEYING AND MAPPING SERVICES
OFFEROR'S NAME

TO BE OPENED -1:00 P.M. April 4, 2018

No offeror may withdraw his or her qualifications for a period of ninety (90) days after submission by the date set for the opening thereof. The TOWN OF LAKE PLACID reserves the right to reject any or all qualifications, in whole or in part, and/or make awards either as individual items or as a total combined qualifications, whichever it considers in the best interest of the Town, and to waive any informalities in any qualifications. The complete Request for Qualifications including Scope of Work and qualification forms may be obtained by bona fide offerors upon application at the office of the Lake Placid Town Clerk, Town of Lake Placid, 311 West Interlake Boulevard, Lake Placid, Florida 33852-5591-5591, or from the TOWN OF LAKE PLACID website at: <http://www.lakeplacidfl.net>.

The Town hereby invokes a blackout on all lobbying or solicitation of any town employee or town elected official by applicants until after February 27, 2018.

THE TOWN OF LAKE PLACID
Eva Cooper Hapeman, Town Clerk

PUBLISH: _____
Highlands County Highlands Today
Highlands County Newssun

REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SURVEYING AND MAPPING

1. REQUEST FOR QUALIFICATIONS: The TOWN OF LAKE PLACID, Florida municipal corporation in Highlands County, ("Town" hereafter), is accepting sealed qualifications for the provision of PROFESSIONAL SURVEYING AND MAPPING ("professional services" hereinafter) (as more fully described herein) until 1:00 P.M., local time, on April 4, 2018, at the Town Clerk's office, Lake Placid Town hall, 311 West Interlake Boulevard, Lake Placid, Florida 33852. Qualifications received after the aforementioned date and time will be returned unopened.

2. PREPARATION OF QUALIFICATIONS: This Request for Qualifications ("RFQ" hereafter) provides the complete set of terms and conditions, Scope of Work and qualifications forms for the required professional services. The Scope of Work for the professional services is attached hereto and incorporated by references as Exhibit "A". The qualifications forms are attached hereto and incorporated by reference as Exhibit "B" to "C" and are the following:

- Offeror's Acknowledgment Exhibit "B"
- Drug Free Workplace Exhibit "C"
- Conflict of Interest Exhibit "D"

This RFQ is available for review and printing from the Town's web site:

<http://www.lakeplacidfl.net>.

All qualifications forms must be completed in full and include a manual signature, in ink, where applicable. The signature must be of an authorized representative who has the legal ability to bind the proposing entity in contractual obligations. Unsigned qualifications will not be accepted.

All qualification forms must be typed or legible, printed in ink. Use of erasable ink is not permitted. All corrections made by an offeror to any part of a qualifications form must be initialed in ink. It is an offeror's sole responsibility to assure that his/her qualifications are complete and delivered at the proper time and place of the qualifications opening.

An original of all qualification forms and five (5) copies along with the other required information (as stated below) must be submitted in a sealed envelope to the address provided above via hand-delivered or mail. Faxed or emailed qualifications are not acceptable. The face of the sealed envelope shall state "SEALED QUALIFICATIONS" and contain the offeror's name, return address, title of the qualifications, qualifications number, and the date and time for qualifications opening. Qualifications not submitted in a sealed envelope or on the enclosed qualification form will be rejected.

Town Administrator Phil Williams at (863) 699-3747 is available to answer any non-technical questions regarding this RFQ. Any technical questions regarding this RFQ should be submitted in writing via facsimile to Town Administrator Phil Williams at (863) 699-3749 for review and response. If any technical question requires a response which the Town in its sole discretion determines should be provided to all potential offerors, the Town will issue an official addendum to this RFQ. The Town will endeavor to make sure all potential offerors receive such addendum by posting the addendum on the Town's website for the respective qualifications solicitation; however, it is the sole responsibility of every offeror to verify with the Town whether any addendum has been issued prior to submitting qualifications. The Town will not issue an addendum five (5) days or less before qualifications opening.

3. QUALIFICATIONS EVALUATION AND AWARD: On the date and time specified in this RFQ the Town will open and announce aloud all qualifications received on time. The evaluation of the qualifications will occur soon thereafter. The qualifications opening may be delayed if, at the sole discretion of the Town, it is considered to be in the Town's best interest.

Consistent with Florida's Consultants Competitive Negotiation Act, the Town and/or any appointed selection committee will review all qualifications and make a determination regarding which offerors are qualified. Once qualifications are reviewed, the Town and/or the appointed selection committee will rank the top three qualified offerors on the basis of, among other things, ability of professional personnel; certifications as a minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current and projected workload; and, the volume of work previously awarded to the firm by the TOWN OF LAKE PLACID.

Criteria for ranking firms shall be based on but not limited to, the experience of the firm, the amount of fees, financial stability, past performance, work quality and location of firm in relation to Lake Placid, Florida's location.

Once the top five (5) qualified offerors are ranked, the Town and/or the appointed selection committee will conduct discussions with each of the top five (5) qualified offerors. Discussions may include written or oral questions; request for further information; request for presentation(s) and/or presentations with questioning. After discussions, the Town and/or the appointed selection committee shall select the most qualified offeror and commence competitive negotiations for a resulting contract. In the event that the Town is unable to reach an agreement with the most qualified offeror, the Town will proceed, at its sole discretion, to negotiate with the next most qualified offeror as ranked by the Town and/or the appointed selection committee sequentially until a mutually satisfactory contract is reached. As agreed to in negotiations, the resulting contract will incorporate all the terms and conditions of this RFQ; a standard Town contract; the selected offeror's response to this RFQ; and, all statutory requirements including, but not limited to section 287.055, Florida Statutes.

Venue for any dispute regarding this RFQ shall be in Highlands County, Florida, and will be subject to the protest procedures established by the Town Code of Ordinances and/or Lake Placid Town Council.

The Town, in its sole discretion, reserves the right of waive all technicalities or irregularities, reject any or all qualifications or any part of the qualifications, to award to a single offeror or divide the award between offerors, and to re-solicit this RFQ or any part of this RFQ. The Town further reserves in addition to the procedure set forth in the Consultant's Competitive Negotiations Act the right, in its sole discretion, to award a contract to the offeror (or offerors) whose qualifications best serve the interests of the Town.

4. INSURANCE REQUIREMENTS:

A. Prior to the approval of the resulting contract, the selected offeror shall provide to the Town certificates evidencing insurance coverage in the minimum amounts as required hereunder or as otherwise agreed to in the negotiated contract. All insurance policies shall be issued by companies authorized to do business under the laws of the state of Florida. The certificates shall clearly indicate that the selected offeror has obtained insurance of the type, amount, and classification as required for strict compliance with this Section and that no material change or cancellation of the insurance shall be effective without thirty (30) days' prior written notice to the Town. Failure to comply with the foregoing requirements shall not relieve the selected offeror of its liability and obligations under a resulting contract.

B. The selected offeror shall maintain, during the life of a resulting contract, standard Professional Liability Insurance in the minimum amount of \$1,000,000 per occurrence.

C. The selected offeror shall maintain, during the life of a resulting contract, commercial general liability, including contractual liability insurance in the amount of \$500,000 per occurrence to protect the selected offeror from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under a resulting contract, whether such operations be by the selected offeror or by anyone directly employed by or contracting with the selected offeror.

D. The selected offeror shall maintain, during the life of a resulting contract, comprehensive automobile liability insurance in the minimum amount of \$500,000 combined single limit for bodily injury and property damages liability to protect the selected offeror from claims for damages for bodily and personal injury, including death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the selected offeror or by anyone directly or indirectly employed by the selected offeror.

E. The selected offeror shall maintain Workers' Compensation Insurance and Employer's liability Insurance for all employees as required by Florida Statutes.

F. All insurance, other than Professional Liability and Worker's Compensation, to be maintained by the selected offeror **shall specifically include the Town as an Additional Insured.**

5. INDEMNIFICATION: Proposer agrees to protect, indemnify, and hold harmless the Town, its employees and representatives, from any and all claims and liabilities including all attorney's fees and court costs, including appeals, for which the Town, its employees and representatives, can or may be held liable as a result of injury (including death) to persons or damage to property occurring by reason of any acts or omissions of the Proposer, its employees or agents, arising out of or connected with this Agreement. The Proposer shall not be required to indemnify the Town or its agents, employees or representatives when an occurrence results solely from the wrongful acts, or omissions of the Town, or its agents, employees or representatives.

The Proposer without exception, shall indemnify and save harmless, the Town, its employees and its Council Members from liability of any nature of kind, including cost and expenses for or an account of any copyrighted, patented or unpatented invention, process or item manufactured by the Proposer. Further, if such a claim is made or is pending, the Proposer may, at its option and expense, procure for the Town the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the Town agrees to return the article on request to the Proposer and receive reimbursement. If the Proposer used any design, device or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the proposal prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.

The parties agree that 1% of the total compensation paid to the Contractor for performance of this Agreement shall represent the specific consideration for the Contractor's indemnification of the Owner.

It is the specific intent of the parties hereto that the foregoing indemnification complies with Florida Statute 725.06 (Chapter 725). It is further the specific intent and agreement of the parties that all of the Contract Documents on this Project are hereby amended to include the foregoing indemnification and the "Specific Consideration" therefore.

6. ANTI-COLLUSION: The signed Proposer certifies that he or she has not divulged, discussed or compared his or her proposal with other proposers, and has not colluded with any other proposer or parties to a proposal whatever. (Note: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of material. Any such violation will result in the cancellation and/or return of materials (as applicable) and the removal from the proposed list(s).

7. LICENSES AND REGULATIONS: The selected offeror will be required to obtain and maintain at their expense all licenses required to provide the professional services sought under this RFQ. The selected offeror must comply with all Federal, State and local laws and regulations that may apply to said professional services and provision of all professional services.

8. PUBLIC ENTITY CRIMES: In accordance with section 287.133 Fla. Stat., any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit qualifications, or reply on a contract to provide any goods or services to a public entity; may not submit qualifications, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals to replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any entity; and may not transact business with any public entity in excess of \$25,000 for a period of 36 month following the date of being placed on the convicted vender list.

9. PUBLIC RECORDS; upon receipt, all qualifications and information submitted with each qualification package become "public record", property of the Town and shall be subject to public disclosure consistent with Chapter 119, Florida statues (Public Records Law). In order to possibly be exempt from disclosure, offerors must invoke the specific exemptions to disclosure provided by law in their qualifications by providing the specific statutory authority for the claimed exemption, identifying the date or other materials to be protected, and stating the reason why such exclusion from public disclosure is necessary. Any resulting contract may be reviewed by any person after the contract has been executed by the Town. The Town has the right to use any or all information/material submitted in response to this RFQ and/or any resulting contract from it. Disqualification of an offeror does not eliminate this right.

10. OFFEROR'S CERTIFICATION: Each offeror submitting qualifications acknowledges, agrees and certifies as follows:

- A. The offeror and its qualifications are subject to all terms and conditions specified herein with no exceptions unless authorized in writing by the Town;
- B. The qualifications constitute an offer to the Town which shall remain open, irrevocable and unchanged for ninety (90) days after qualifications opening;
- C. The offeror has not given, offered nor intends to give or offer any economic opportunity, future employment, favor or gratuity in any kind to any employee of the Town in connection with this RFQ.
- D. The offeror has not divulged or discussed its qualifications with other offeror;
- E. The qualifications are made based on independent determination of the offeror without collusion with other offerors in any effort to restrict competition;
- F. The offeror has not made any attempt to induce any potential offeror from submitting or declining to submit qualifications in response to the RFQ.
- G. The offeror is financially solvent and sufficiently experienced and competent to provide all the professional services required in the RFQ;
- H. That the offeror shall indemnify, defend and hold harmless the Town, its officers, employees and agents from any and all claims, damages, causes of action or liability related to or arising from this RFQ.
- I. That pursuant to 287.133 Fla. Stat., the offeror is not a person or affiliate on the convicted vendor list subject to the prohibitions stated therein and may lawfully respond to this RFQ and may lawfully accept an award if selected; and,
- J. That all information provided in the qualifications is true and correct in all respects.

If any offeror or its qualifications fails to comply with the foregoing certifications, said failure will include, but may not be limited to, grounds for rejecting that offeror's qualifications or disqualification of the offeror.

11. QUALIFICATIONS FORMAT AND REQUIREMENTS: All qualifications shall be submitted in a clear, concise format, on 8 ½" x 11" paper. Each set of qualifications shall contain all information requested herein to be considered for award. Omission of required information may be cause for disqualification.

A. Cover Letter of Transmittal (limit one (1) page) the cover letter will summarize in a brief and concise statement the offeror's qualifications, how it is organized and its location relative to the Town. Minimum qualifications should be stated and must include.

1. A statement that the offeror is licensed and qualified to provide all professional services requested under this RFQ and as stated in the qualifications;
2. A statement that the offeror is able and will comply with all applicable laws, rules, regulations and ordinance of the Town, Highlands County, the State of Florida and the United States if selected by the Town Commission; and,
3. A statement that the offeror is able and will provide the required insurance as stated herein if selected by the Town Commission.

The Cover letter should also identify who will be the primary point of contact for the offeror. An official authorized to bind the offeror and to negotiate for the offeror must sign the letter of transmittal.

The following qualification forms should be attached to the Cover Letter:

- Offeror's Acknowledgment RFQ Exhibit "B"
- Drug Free Workplace RFQ Exhibit "C"
- Conflict of Interest RFQ Exhibit "D"

B. Offeror's References (limit three (3) pages): This section of the qualifications must include a list of no less than two (2) or more than six (6) other municipalities, public entities or other entities which the offeror has provided similar professional services as those requested in this RFQ. Offeror shall indicate a contact person's name, address and telephone number for each reference and a general description of the professional services, total cost and if the services were provided on time and within budget.

- C. Offeror's Qualifications (limit the (10) pages): This section of the qualifications shall identify or outline the offeror's qualifications necessary to provide all professional services requested in this RFQ (as stated in the Scope of Work).
- D. Subcontractors/Sub consultants (limit two (2) pages): This section of the qualifications shall identify all subcontractors the offeror plans to utilize or may likely utilize in the provision of all the professional services under this RFQ. Subcontractors'/Sub consultants' costs shall be a direct pass through cost to the Town. Primary firm is required to self-perform at least 60% of the required work.
- E. Conflict of Interest (limit one (1) page): All offerors must disclose with their qualifications the name(s) or any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee or officer of the Town. Further, all offerors must disclose the name of any Town employee or officer who, either directly or indirectly, owns a material interest in the offeror's company, firm or group or in that of any of its affiliates. If no such conflict of interests exists, the offeror should clearly state in its qualifications.

(Continue to Exhibit "A")

RFQ EXHIBIT "A"

SCOPE OF SERVICES

With this request for Qualifications, the TOWN OF LAKE PLACID is soliciting qualifications for PROFESSIONAL SURVEYING AND MAPPING.

NATURE OF REQUEST

This is a Request for Qualifications (RFQ) from consultants to provide PROFESSIONAL SURVEYING AND MAPPING as needed by the Town on an on-going basis. Services may consist of a study, conceptual design, and/or final design. Services will be authorized by the issuance of project authorizations from the Consultant's negotiated contract clearly stating the maximum fee for such services.

It is anticipated that services will generally be performed in accordance with the following under a continuing contract with the Town:

- a. PROFESSIONAL SURVEYING AND MAPPING as required.
- b. No assurance is given as to distribution of work required for the various design disciplines, and prospective Consultants are alerted that substantial work by a single design discipline may be needed on a specific project, or there may be many projects requiring the services of a single or few design disciplines. Furthermore, there may be not work required at all in some of the PROFESSIONAL SURVEYING AND MAPPING disciplines included in the RFQ. Accordingly, the contract or contracts which result out of this RFQ shall not guarantee that the Town will utilize the awarded Consultant for any services or issue any project authorizations.
- c. The scope for this contract is not intended to include planning services or National Pollution Elimination System (NPES) permitting or related reporting.

** End of Exhibit "A", Scope of Services **

RFQ EXHIBIT "B"
OFFEROR'S ACKNOWLEDGMENT

SUBMIT ONE ORIGINAL AND FIVE (3) COPIES OF YOUR QUALIFICATIONS TO:

TOWN OF LAKE PLACID
Attn: Town Clerk
311 West Interlake Boulevard
Lake Placid, Florida 33852-5591-5591

RFQ TITLE: PROFESSIONAL SURVEYING AND MAPPING
RFQ NO: # 2018-01

Qualifications must be received PRIOR TO 1:00 P.M., April 4, 2018, at which time qualifications will be opened.

Offeror's Name: _____
(Please specify if a corporation, partnership, other entity or individual)

Fed. ID# or SSN: _____

Address: _____

Telephone No.: _____ Fax Number: _____

Contact representative _____

The undersigned authorized representative of the offeror agrees to all terms and conditions stated in the RFQ, and proposed and agrees that if this qualifications if accepted by the Town, the offeror will negotiate with the Town in order to enter into a standard Town contract to provide all goods and services as stated in this qualifications and in accordance with the terms and conditions of the RFQ.

Authorized Representative's Signature

Date

Name

Position

RFQ EXHIBIT "C"
CONFIRMATION OF DRUG-FREE WORKPLACE FORM

In accordance with Section 287-087, Florida Statutes, whenever two or more proposals are equal with respect to price, quality, and service which are received by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 prohibitions.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
- (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 proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty contender 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 workplace no later than 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 this statement on behalf of _____

I certify that _____ complies fully with the above requirements.

Authorized Representative's Signature

Date

Print Name

Title

RFQ EXHIBIT "D"
CONFLICT OF INTEREST STATEMENT

This Proposal is subject to the conflict of interest provisions of the policies and Code of Ordinances of the TOWN OF LAKE PLACID, the Highlands County Code of Ethics, and the Florida Statutes. The CONSULTANT shall disclose to the TOWN OF LAKE PLACID any possible conflicts of interests. The CONSULTANT's duty to disclose is of a continuing nature and any conflict of interest shall be immediately brought to the attention of the TOWN OF LAKE PLACID.

CHECK ALL THAT APPLY.

To the best of our knowledge, the undersigned business has no potential conflict of interest for this Proposal due to any other clients, contracts, or property interests.

To the best of our knowledge, the undersigned business has no potential conflict of interest for this Proposal as set forth in the policies and Code of Ordinances of the TOWN OF LAKE PLACID, as amended from time to time.

To the best of our knowledge, the undersigned business has no potential conflict of interest for this Proposal as set forth in the Highlands County Code of Ethics, as amended from time to time.

To the best of our knowledge, the undersigned business has no potential conflict of interest for this Proposal as set forth in Chapter 112, Part III, Florida Statutes, as amended from time to time.

IF ANY OF THE ABOVE STATEMENTS WERE CHECKED, the undersigned business, by attachment to this form, shall submit information which may be a potential conflict of interest due to any of the above listed reasons or otherwise.

THE UNDERSIGNED UNDERSTANDS AND AGREES THAT THE FAILURE TO CHECK THE APPROPRIATE BLOCKS ABOVE OR TO ATTACH THE DOCUMENTATION OF ANY POSSIBLE CONFLICTS OF INTEREST MAY RESULT IN DISQUALIFICATION OF YOUR PROPOSAL OR IN THE IMMEDIATE CANCELLATION OF YOUR AGREEMENT, IF ONE IS ENTERED INTO.

COMPANY NAME

AUTHORIZED SIGNATURE

DATE

NAME (PRINT OR TYPE)

TITLE