

**REQUEST FOR QUALIFICATIONS (RFQ)
PROGRAM MANAGER (INCLUDING FACILITIES MASTER PLAN SERVICES)**

Notice is hereby given that Rowland Unified School District (“District”) is requesting qualifications submittal to provide Program Management services, including facilities master planning services, from qualified consultants/firms to assist the District with the day-to-day program management of all Bond related facility projects and to prepare a comprehensive long range facilities master plan to guide facilities improvements for the next twenty (20) years with a focus on the next five (5) years. The plan will address the short- and long-term district goals and objectives and facilitate the Board of Education’s ranking of priorities and consideration in future facility investments and improvements.

A “Request for Qualifications”, or RFQ, may be obtained from: Rosana McLeod, Director of Purchasing
Rowland Unified School District
1830 S. Nogales Street
Rowland Heights, CA 91748
rmcleod@rowland.k12.ca.us
(626) 854-8370

The RFQ submittal must be submitted in a sealed envelope with the words “SEALED RFQ SUBMITTAL – PROGRAM MANAGER (INCLUDING FACILITIES MASTER PLAN SERVICES)” on the outside of the envelope. Deliver RFQ submittal in five (5) sets, to the above address no later than **2:00 p.m., October 14, 2015**. RFQ submittal received after the above stated time and date will be returned to consultant/firm unopened.

Each RFQ submittal shall be in accordance with qualifications and instructions and information contained in the RFQ packet. If your firm does not meet the qualifications listed in the RFQ submittal, your firm may be deemed non-responsive.

The District reserves the right to accept or reject any or all RFQ submittals or any items therein, to waive any irregularities or informalities, and to contract in the best interests of the District. Submittals shall remain valid and subject to acceptance anytime within sixty (60) days after the submission deadline, unless a longer period of time is mutually agreed to by the parties. Submitting consultants/firms are hereby made aware that the District will not reimburse costs for the preparation of the RFQ submittal to any submitting consultant/firm for any reason.

Consultant/Firm represents that it has no existing financial interest and will not acquire any such interest, direct or indirect, which could conflict in any manner or degree with the performance of services required under this RFP and that no person having any such interest shall be subcontracted in connection with this RFQ, or employed by consultant/firm.

Consultant/Firm will take all necessary steps to avoid the appearance of a conflict of interest and shall have a duty to disclose to the District prior to entering into an agreement any and all circumstances existing at such time which pose a potential conflict of interest.

Failure to comply with the above provisions shall constitute grounds for immediate rejection of the RFQ submittal, in addition to whatever other remedies the District may have.

ROWLAND UNIFIED SCHOOL DISTRICT
Board of Education

San Gabriel Valley Tribune
Publication #1 September 23, 2015
Publication #2 September 30, 2015



Purchasing Services Department

1830 South Nogales Street

Rowland Heights

CA 91748

Phone: (626) 854-8376



Governing Board

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Request for Qualifications

Program Manager

(Including Facilities Master Plan Services)

RFQ# 2015/16:3

Bid Opening October 14, 2015 – 2:00 p.m.

Project Manual



SCOPE OF SERVICES

The Rowland Unified School District will be considering “Request for Qualifications”, or RFQ, submittals for a program management firm, partnership, or individual to provide, under the direction of the Superintendent or designee, program management services for the facility projects, which will be included in the facilities master plan. The firm or individual will represent the District’s interests throughout all phases of the work. The District expects that representative(s) of the management firm, partnership, or individual will develop and maintain a cooperative team approach with all parties associated with the projects throughout all phases of the work.

The District is also requesting for qualified consultant/firm to provide facility master planning services to lead preparation of a comprehensive facilities master plan to guide facilities improvements for the next twenty (20) years with a specific focus on the next five (5) years. The plan will address the short- and long-term District goals and objectives and facilitate the Board of Education’s ranking of priorities and consideration in future facility investments and improvements.

The District is seeking a variety of master planning services, including: facilities’ needs assessment, space planning, facilities management, survey design and analysis, conceptual design, preliminary cost estimating, capacity analysis, funding analysis, stakeholder input facilitation, facilities specifications determination, education specifications determination, surplus property analysis, and cost benefit analysis for options including remodeling, new construction and new site acquisition. Consultants/Firms must have ten (10) years of experience in facilities master planning for California educational facilities and in facilitating innovative and collaborative problem-solving.

Scope of Program Management Services:

- a. Act as District’s representative for the facility and construction program.
- b. Provide and distribute, throughout all phases, management reports detailing project and program progress, schedule and financial status.
- c. Assist the District in creation and implementation of format(s) to disseminate this information to the public at large.
- d. Attend public meetings as a representative of the District including Board study sessions as needed.
- e. Facilitate the Citizen’s Bond Oversight Committee (CBOC) and related meetings as required.
- f. Assist in establishing an in-District program management office, including maintenance of related records, documentation, design data, drawings, correspondence, etc., pertaining to the construction program.
- g. Assist District in ensuring compliance with all public entity rules and regulations.
- h. Provide periodic presentations/tours as directed by the District.
- i. Assist the District with the procurement of services via RFQ/RFP public procurement.
- j. Assist the District with the financial management and oversight of all projects and the program.
- k. Assist the District with the development of a long range facility master plan and associated budget for all property owned by Rowland Unified School District.

Primary goals for the Facilities Master Plan include:

1. Identify the District’s current and future need for additional facilities based on existing capacities and projected enrollment.



2. Complete an assessment of all District facilities and identify any deficiencies in existing buildings and sites, including program and service areas, utility systems and infrastructure, telecommunications and health and safety conditions.
3. Facilitate and lead a stakeholder involvement process to identify stakeholder priorities in terms of projects and scheduling of projects as well as determining goal-based priorities of the Board of Education.
4. Define policies for long range facilities management including asset management, and define a strategy that addresses needs for short- and long-term facility improvements and for capital investments to support the current and future educational programs including acquisition/disposal/reconfiguration of sites and construction of new facilities, and future joint use governmental and community partnerships.
5. Define implementation steps necessary to fulfill the needs identified by the Facilities Master Plan, coordinating the identified scope of work with funding resources and creating a schedule for the work to be completed.
6. Develop a cash flow component to the overall master plan to support project schedules.

SPECIAL INSTRUCTIONS/INFORMATION

The District currently has a Director of Building Services and a Construction Coordinator that must be consulted with on the day-to-day program management of projects as well as utilized during the process of developing the Long Range Facilities Master Plan. These employees can be used to do a lot of the leg work involved in managing the construction program and putting together a master plan.

Plan must be a “continuous,” “working” 20 year plan with an emphasis on the next 5 years to allow for future updates and changes.

Plan must include kitchens and other non-classroom space.

Plan must include the following components:

- Incorporate Demographics Study prepared by District consultant
- Education and Facility Specifications
- Needs Assessment: evaluate all facility needs; health and safety; modernization needs; technology infrastructure; energy audit; maintenance costs; etc.
- Equity Study
- Capacity Study
- Incorporate Stakeholder Input
- Financing/Funding Plan (estimated project costs; funding options)
- Project List/Priorities/Schedules
- Asset Management Plan



2. Conceptual Planning Phase

1. Develop an overall management plan for all projects to include a preliminary master schedule, critical dates, preliminary contracting strategy for all projects, and other pertinent issues.
 - b. Review projects and develop a program master budget.
 - c. Develop a project reporting, communications, and documentation system to include progress, schedule, financial, and other information to be distributed to appropriate parties throughout all phases of the work.
 - d. Develop procedures for administration of the projects including purchasing and financial activities.
 - e. Develop and negotiate consultant contracts in conjunction with District's staff when requested.
 - f. Assist in site selection and evaluation as required.

3. Schematic Design Phase

- a. Provide general direction to the project consultants and architects. Monitor their activities, and review all consultant products.
- b. Monitor design schedule. Monitor the design process by reviewing design documents for thoroughness, code compliance. Review cost estimates for each project in each phase of the design process.
- c. Coordinate the design process with the master schedule.
- d. Work with the District and other consultants on the development of the Division 1 (Front End) Specifications for the administration of work during the construction process.

4. Design Development Phase

- a. Assist District in confirming final selection of components and systems.
- b. Assist with establishment of bidding schedule.
- c. Assist Director in refining project budgets.

5. Contract Document Review

- a. Conduct final pre-bid review of project manual(s), plans, and specifications with the Director of Purchasing and Facilities Director.
- b. Assist in preparation of instructions to bidders.

6. Bidding and Contract Award Phase

- a. Consult with the District's Director of Purchasing and Facilities Director and its consultants regarding bid document preparation, bidding strategies, evaluation of bids, and notification of qualified bidders.
- b. Take part in pre-bid conferences.
- c. Assist District in evaluation of bid responses and bid award in alignment with project master budgets.
- d. Set disbursement schedules with contractor(s) and schedule of values.

7. Construction Phase

- a. Attend periodic construction meetings.
- b. Prepare and coordinate preparation of periodic progress and financial information reports required by the District; periodically brief District staff and the School Board



on project status, progress, and financial aspects with the Construction Manager's input.

8. Post Construction Phase

- a. Assist District in construction contract close-out activities including final payment and release of retainage.
- b. Provide final project close-out financial information with comparator(s) to master project budget(s).

9. Other Services

- a. Assist the District in tasks as directed by the Superintendent or Assistant Superintendent of Business Services, or Directors of the Purchasing Department or the Facilities Department.
- b. Assist the District in communicating with its staff, community as specifically directed by the District.

SUBMITTALS**SUBMITTAL EVALUATION**

The Consultants/Firms shall provide the following information, clearly separated by tabs, in the order listed below. Each point will be scored by the number of points listed next to the information. The points listed are the maximum amount that can be given during evaluation.

1. Firm Background (10 points)

Describe your firm including ownership structure, service area, volume of project management services, and length of time in the industry, financial stability, and availability to the project locale.

2. Local Involvement (10 points)

Describe your firm's familiarity with the local communities and jurisdictions that Rowland Unified School District resides in. Provide specific examples of your track record.

3. K-12 Experience and Past Performance (25 points)

Provide experience over the past ten (10) years in similar K-12 facilities and locations in California, clearly noting work performed coordinating multiple simultaneous projects solely and directly by proposing firm. Provide reference contact person and telephone number for these projects.

4. Staffing Plan (15 Points)

This section should contain a detailed and specific discussion of your firm's proposed staffing plan, clearly stating who would be assigned to these projects and for how long. Include an organizational chart, staff roles, resume and other relevant biographical information as deemed necessary.

5. Approach (25 points)

Provide a general discussion of your management philosophy. Include a description of your firm's involvement from the planning phase through the completion of K-12 construction projects. Describe how you will manage and staff the job to ensure your understanding of local issues and outline your planned availability throughout the project. Also describe how you, as



the District's representative, will develop and maintain a cooperative team over multiple programs spanning several years.

Provide specific examples of your methods to insure quality, budget and schedule controls utilizing an inclusive, team-oriented processes.

6. Justification (15 points)

Provide a demonstrated reason why your firm wants to assist Rowland Unified School District and why the District should place their trust in your firm. Discuss in detail your staff's ability to meet the requirements of the scope of services outlined in this RFQ and include comments on any additional services your firm can provide beyond those specified.

7. Certification (Yes/No)

Provide fully executed copies of Certificate of Compliance, Non-Collusion Affidavit and Civil Litigations History Certificate.

Total points possible for evaluation of criteria - 100

EVALUATION AND SELECTION PROCESS

The submittals shall be subjectively evaluated by the Selection Committee with points assigned based upon the criteria in this RFQ. Those submittals submitted that do not meet mandatory requirements outlined in the Instructions to Consultants/Firms will not be evaluated.

The role of the Selection Committee shall include a complete review of all documents and information submitted. The Selection Committee will invite recommended finalists for interviews based solely upon its evaluation of the selection criteria. If the Committee elects to interview finalists, the final recommendation will be based on the majority opinion of the interview panel. The Selection Committee, at its sole discretion, may forego the interview process.

The Selection Committee will forward a recommendation for selection of one firm to the District's Board of Education for consideration of award. Selection of the successful firm will be entirely at the discretion of the District, and the District reserves the right to waive minor irregularities in the selection process and to reject any and all submittals.

Selection Committee members may not be contacted or solicited by any firm or individual submitting submittals during the submittal solicitation and review process, with the exception of the facilitator, Rosana McLeod, Director of Purchasing, in accordance with the directions herein.

SUBMITTAL CRITERIA REQUIREMENTS

Submittals shall comply with the following, and where the Consultant/Firm is asked to provide information there shall be a full discussion (and attachments where necessary):

1. Format

Submittals, including attachments shall not exceed thirty (30) standard size (8½" x 11") pages in length, single sided, minimum 11-point font. Consultant/Firms shall provide one (1) original and five (5) bound copies of the submittal plus one electronic copy on a thumb drive.



Divider sheets, void of specifics related to the submittal content and evaluation, are required. Divider sheets will not be included in the page count. **Facsimile or e-mailed transmissions will not be accepted.** The title page or cover letter must include the date, the solicitation name, the Consultant/Firm's name, contact person, telephone number, email address and complete mailing and street address.

2. Acceptance of Submittal Specifications, Terms and Conditions

The successful Consultant/Firm acknowledges and accepts that the specifications listed in this RFQ and no others will control any contract awarded unless the successful Consultant/Firm expressly states, in whole or by reference, alternate terms or conditions which the successful Consultant/Firm wishes the District to consider. Any such alternate terms or conditions will constitute a variance and if found material, may subject the Submittal to rejection. Any referenced alternate terms or conditions shall be attached to the Submittal for consideration by the District.

3. Compliance with Applicable Laws

In connection with this RFQ and the contract, Consultant/Firm shall comply with all applicable laws in all aspects in connection with the procurement process of this project and the performance of the contract whether such laws are stated herein or not.

4. Insurance Coverage

The selected Program Manager shall furnish Certificates of Insurance meeting contract specifications.

5. Contract Detail

Attached are the contract forms that shall be used for the selected Consultant/Firm's engagement. A Consultant/Firm may suggest additions to be considered as part of the Submittal. However, it will be considered a positive thing for a Submittal to contain no suggested additions. By submitting a Submittal a Consultant/Firm conclusively agrees to the use of such forms and to confine negotiations to the spaces indicated by District as "to be determined" or to those terms for which the Consultant/Firm indicates a suggested change in the Submittal. No other negotiations over the form of the contract shall be allowed.

The District reserves the right to enter into negotiations with the successful Consultant/Firm on the final contract amounts and services, inclusive of proposed additional services. If an agreement cannot be reached, the District will open negotiations with the next ranked Consultant/Firm. The District reserves the right within its sole discretion to terminate negotiations with the Consultant/Firm when it appears to the District that negotiations are not going to be fruitful.

Program Manager selected will be subject to a three (3) month, six (6) month, nine (9) month and twelve (12) month performance review the first year of their contract and annually thereafter.

6. Investigation

The Consultant/Firm shall make all investigations necessary to be informed regarding the service(s) to be furnished.



7. Late Submittals

Submittals received after the time and date set for submittal closing will be returned to the Consultant/Firm unopened.

8. District's Rights

The District may investigate the qualifications of any Consultant/Firm under consideration, may require confirmation of information furnished by a Consultant/Firm, and may require additional evidence of qualifications to perform the work described in this RFQ.

The District reserves the right, in its sole and absolute discretion and without recourse by Consultant/Firms, to take any of the following actions:

- a. Reject any or all Submittals
- b. Issue a new RFQ
- c. Cancel, modify, or withdraw the RFQ
- d. Issue addenda, supplements, and modifications to this RFQ
- e. Modify the RFQ process (with appropriate notice to Consultant/Firms)
- f. Appoint a selection committee and evaluation teams to review RFQ's and seek the assistance of outside technical experts in the response evaluations
- g. Hold meetings and exchange correspondence with the Consultant/Firm to seek an improved understanding and evaluation of the responses
- h. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses
- i. Waive minor irregularities in responses
- j. In the negotiations for the contract with the selected Consultant/Firm to change the dates for performance from that set forth in Section III hereof
- k. Refuse to issue a contract at all.

The District is not obligated to enter into any contract, and under no circumstances shall it have any obligation to pay for any costs or expenses incurred by any Consultant/Firm in the preparation or submission of a response to this RFQ or in anticipation of a contract.

Consultants/Firms are solely responsible for all costs and expenses of any nature associated with responding to this RFQ, attending briefing(s), providing supplemental information, and all subsequent costs and expenses. By submitting a response to this RFQ, a Consultant/Firm disclaims any right to be paid for such costs by the District or anyone else.



12. Submittal Validity

All submittals shall remain valid for a period of 90 days following the RFQ deadline.

13. Protest of Submittal Specifications of Terms and Conditions*

Protests of submittal specifications or terms and conditions shall be presented to the Assistant Superintendent of School Services in writing at least five (5) calendar days prior to submittal closing. Such protest shall include the reason(s) for protest and any proposed changes. If, in the opinion of the District, a change is required for the Request for Qualifications (RFQ), an addendum will be issued. Envelopes containing protests shall be marked as follows:

- ✓ "Protest RFQ"
- ✓ Submittal Number
- ✓ Submittal Title
- ✓ Letter must be addressed to: Rowland Unified School District , Attn: Rosana McLeod, Director of Purchasing, 1830 S. Nogales St., Rowland Heights, CA 91748

14. Protest of Submittal Award*

Protests of submittal award shall be presented to the Assistant Superintendent of Administrative Services in writing within seven (7) calendar days after notice of Intent to Award is published**. Such protest shall include the reason(s) and evidence for protest, alleged damages and remedial action requested. The District shall consider and respond in writing in a timely manner. If, in the opinion of the District, a change is required for the Request for Qualifications (RFQ), an addendum will be issued. Envelopes containing protests shall be marked as follows:

- ✓ "Protest Award"
- ✓ Submittal Number
- ✓ Submittal Title
- ✓ Letter must be addressed to: Rowland Unified School District , Attn: Rosana McLeod, Director of Purchasing, 1830 S. Nogales St., Rowland Heights, Ca 91748

**A written protest that is not specific enough to comply with the terms of the Section will not be considered.*

***Any protest not set forth in writing within time limits specified in their RFQ shall not be considered.*

15. Publicity

News releases relating to this RFQ will not be made without prior approval by, and in coordination with, the District.

16. Request for Information

Clarifications or questions must be submitted in writing to Rosana McLeod, Director of Purchasing, at rmcleod@rowland.k12.ca.us no later than 10:00 a.m. on Friday, October 7, 2015 . Questions will be answered in writing and transmitted by e-mail.



If, in the District's opinion, additional information or interpretation is necessary, such information will be supplied in the form of Addenda. Addenda shall have the same binding effect as though contained in the main body of the Request for Qualifications. The successful qualified firm shall acknowledge receipt of all addenda issued, either with the submittal, or separately, in writing, prior to the time and date set for submittal closing. Addenda shall be sent within a reasonable time to allow prospective Consultant/Firms to consider them in preparing their submittals.

ORAL INSTRUCTION OR INFORMATION CONCERNING THE INVITATION FOR SUBMITTALS OR THE PROJECT GIVEN OUT BY OFFICERS, EMPLOYEES OR AGENTS OF THE DISTRICT TO PROSPECTIVE CONSULTANT/FIRMS SHALL NOT BIND THE DISTRICT AND SHALL NOT BE RELIED UPON.

Other District employees or agents, including the Selection Committee shall not be contacted once the RFQ is issued and until a final selection and award is made.



**ROWLAND UNIFIED SCHOOL DISTRICT
CERTIFICATION OF COMPLIANCE**

I/we have received and reviewed the RFQ and any Addenda issued by the Rowland Unified School District and this submission is our entire submittal.

Firm Name: _____

Authorized Signature: _____

Printed Name: _____

Date: _____

Number of Addenda Received: _____



Exhibit A - Sample
REQUEST FOR QUALIFICATIONS (RFQ)
PROGRAM MANAGER (INCLUDING FACILITIES MASTER PLAN SERVICES)
Evaluation Score Sheet

Firm Name: _____

Reviewer: _____

Date: _____

Required Submissions:

Conformance with RFQ Requirements	Yes / No
Certificate of Compliance	Yes / No
Non-Collusion Affidavit	Yes / No

Notes:

Review criteria:

1. Background (10 points maximum) _____

Comments:

2. Local Involvement (10 points maximum) _____

Comments:

3. K-12 Experience & Past Performance/References (25 points maximum) _____

Comments:



4. Staffing Plan (15 points maximum) _____

Comments:

5. Approach (25 points maximum) _____

Comments:

6. Justification (15 points maximum) _____

Comments:

TOTAL POINTS (100 possible) _____

Additional Notes:

Reviewer's Initials _____





ROWLAND UNIFIED SCHOOL DISTRICT
1830 S. NOGALES ST., ROWLAND HEIGHTS, CA 91748

NON-COLLUSION AFFIDAVIT

(PUBLIC CONTRACT CODE 7106)

REQUEST FOR QUALIFICATIONS

PROGRAM MANAGER – INCLUDING FACILITIES MASTER PLAN

State of California)
) ss.
County of _____)
_____)

_____ being first duly sworn, deposes and says that he or she is _____ of _____, the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

(Signature of Bidder)

NOTARY FOR NON-COLLUSION AFFIDAVIT

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20_____.

(SEAL OF NOTARY)

(Signature of Notary)

(Typed Name of Notary)

END OF DOCUMENT





ROWLAND UNIFIED SCHOOL DISTRICT
1830 S. NOGALES ST., ROWLAND HEIGHTS, CA 91748

**CIVIL LITIGATION HISTORY/
CIVIL LITIGATION CERTIFICATION**

RFQ# 2015/16:3

REQUEST FOR QUALIFICATIONS

PROGRAM MANAGER – INCLUDING FACILITIES MASTER PLAN

Bidder shall provide either the certification requested below or information requested on the next page. **Failure to provide such certification or information may result in a determination that the Bidder is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder is not responsible.** For the two years preceding the date of submittal of this Bid, identify any civil litigation arising out of the performance of a procurement contract within the State of California in which any of the following was a named plaintiff or defendant in a lawsuit brought by or against the entity soliciting bids: the Bidder submitting the instant bid, including any person who is an officer of, or in a managing position with, or has an ownership interest in the entity submitting the Bid. Do not include litigation which is limited solely to enforcement of mechanics' liens or stop notices. Provide on the following page labeled "Civil Litigation History Information:" (i) the name and court case identification number of each case, (ii) the jurisdiction in which it was filed, and (iii) the outcome of the litigation, e.g., whether the case is pending, a judgment was entered, a settlement was reached, or the case was dismissed.

CIVIL LITIGATION CERTIFICATION

If the Bidder has no civil litigation history to report as described above, complete the following:

I, _____, am the _____
(Print name of person responsible for submitting bid) (Title with bidding entity)

of _____ (hereinafter, "Bidder").
(Print Name of Bidding Entity)

In submitting a RFQ to Rowland Unified School District for "**RFQ 2015/16:3, Program Manager – Including Facilities Master Plan**"

I, hereby certify that neither Bidder nor any person who is an officer of, in a managing position with, or has an ownership interest in Bidder has been involved in civil litigation as described, above.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this _____ day of _____ at _____
(month and year) (city and state)

by _____
(Signature of Person Responsible for Submitting Bid on behalf of Bidder)



CIVIL LITIGATION HISTORY INFORMATION

(1) Name of Case: _____

Court case identification number: _____

(2) Jurisdiction in which case was filed: _____

(3) Outcome of the case: _____

(1) Name of Case: _____

Court case identification number: _____

(2) Jurisdiction in which case was filed: _____



(3) Outcome of the case: _____

DECLARATION

I, _____, the _____
(Print name of person responsible for submitting bid) (Title with bidding entity)

of _____ (hereinafter,
"Bidder")
(Print Name of Bidding Entity)

declare under penalty of perjury that the above information is true and correct.

Executed this _____ day of _____ at _____
(month and year) (city and state)

by _____
(Signature of Person Responsible for Submitting Bid on behalf of Bidder)

END OF DOCUMENT

