

**This RFP issued
on 07/20/2020**



Orange County Comptroller

**REQUEST FOR PROPOSAL
ARCHIVING DIGITIZED IMAGES TO MICROFILM
RFP #2020-01-RAD**

PURPOSE

The Orange County Comptroller's Office, Orange County, Florida (Comptroller) is soliciting proposals for the conversion of 300 dpi digitized images to 16 mm silver base archival microfilm for Official Records in the Records Administration Division. The intent of the Comptroller is to enter into a two-year contract for services, with an option for three 1-year renewals for the contracted services.

INSTRUCTIONS TO PROPOSERS

Due to safety concerns from COVID-19, the County Administration Building and Comptroller's Office are closed to the public. It is recommended that submissions are sent via mail. In person drop-offs, other than express mail, are only accepted by appointment by calling the Clerk of the BCC at 407-836-7300.

Firms will not be permitted to fax or email Proposals and as such will be rejected as non-responsive.

Proposers desiring to provide services, as described in this Request for Proposal (RFP) and Attachments A through I, shall submit Responses in one sealed package and clearly labeled **"RFP 2020-01-RAD Microfilm Services"**

Said package shall have the Proposer's company name and address listed on the outside of the package.

Said package shall contain: one (1) original Proposal (clearly marked), four (4) copies (a total of five printed Proposals) and the sample microfilm roll. Proposers may choose to submit the signed original in paper form and provide one (1) electronic copy on a USB drive or similar device in lieu of the four (4) additional copies along with the sample microfilm.

Proposals must be submitted no later than 3:00 P.M. Eastern Time, on Friday, August 21, 2020 to:

Orange County Comptroller
c/o Comptroller's Clerk of the BCC Office
201 S. Rosalind Avenue, 4th Floor
Orlando, Florida 32801
Telephone Number: 407-836-7300

The time and date for receipt of Proposals will be strictly observed. The Comptroller shall not be responsible for late deliveries or mail delays. The time/date stamp clock located in the Comptroller's Clerk of the BCC Office will serve as the official authority to determine timeliness of the Proposal. Proposers accept all risks of late delivery of mailed and hand delivered responses regardless of fault. **Proposals received after the specified time will not be considered.**

Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your Proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address and specifically to the 4th floor Clerk of the BCC window. The Comptroller will not be responsible for deliveries made to any place other than the specified address and floor location noted above.

All responses must be signed by an officer or employee having authority to legally bind the Firm.

All information submitted will become part of the project file and, unless otherwise exempt or confidential in accordance with Florida law, will become a public record. All responses and accompanying documentations will become the property of the Comptroller and will not be returned.

If your response contains any information deemed confidential, in accordance with Chapter 119 of the Florida Statutes, provide an additional USB drive with a redacted version of your response labeled REDACTED. Electronic copy shall be in Microsoft Word or Adobe – the most recent software version.

All proposals will be opened publicly, and the names of all proposers will be read aloud. In an effort to help promote social distancing measures during the COVID-19 Public Health Emergency, the Comptroller's Office will hold a virtual WebEx meeting for the public opening of all responses received at 3:00 P.M. EST, Friday, August 21, 2020.

You will use the following meeting information when accessing the meeting via the [WebEx application](#).

Meeting number (access code): 126 663 5077

Meeting password: mKvKPCN92B2 (65857269 from video systems)

GENERAL TERMS AND CONDITIONS

1. The Comptroller reserves the right to accept or reject any or all proposals, in whole or in part, with or without cause, to waive technicalities, or to accept the proposal which, in the Comptroller's sole judgment, best serves the interests of the Comptroller, or to award a contract to the next most qualified proposer if a successful proposer does not execute a contract within 30 working days after the award of the proposal.
2. The Comptroller reserves the right to request clarification of information submitted, waive minor errors or omissions and to request additional information of one or more proposers.
3. Any proposal may be withdrawn until the date and time set forth above for the submission of the proposals. Any proposals not withdrawn shall constitute an irrevocable offer, for a period of 60 working days, to provide the services set forth in this RFP to the Comptroller, unless released earlier by the Comptroller.
4. Any contract resulting from the acceptance of a proposal shall be in a form either supplied by or approved by the Comptroller and shall contain, as a minimum, applicable provisions of the RFP and the Proposers response. The Comptroller reserves the right to reject any contract that does not conform to the RFP and any Comptroller requirements for contracts.
5. The winning Proposer shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the Comptroller.
6. A proposer may wish to sub-contract a portion of the work or combine its talents and resources with another proposer in responding to this RFP. However, in those instances, a prime proposer must be designated that will be accountable for the entire proposal and any contract that may result. Any sub-contractor must be disclosed by the Proposer when responding to this RFP, including the work to be performed by the sub-contractor.
7. Costs for preparation of a response to this RFP are solely those of the Proposer. The Comptroller assumes no responsibility for any such costs incurred by the Proposer. All proposals become the property of the Comptroller and are subject to the Florida public records law.

QUESTIONS REGARDING THIS RFP

1. Except as specified below, the Proposer shall not direct any queries or statements concerning its proposal to the Comptroller or his staff during the selection process, from the time of release of this RFP until the execution of a contract, unless contact is initiated by an employee of the Comptroller. Failure to comply with this provision may result in the disqualification of the Proposer.

2. All questions or concerns regarding this RFP must be submitted in writing to the Comptroller Clerk of the BCC, PO Box 38, Orlando, Florida 32802-0038, or by email to ClerkofBCC@occompt.com by **no later than Friday, August 14, 2020**, referencing this RFP number.
3. The Comptroller may issue an addendum to the RFP for distribution to all known prospective proposers, either by mail, email, or posting on our web site.
4. The Comptroller may provide clarifying information in response to questions or concerns regarding this RFP for distribution to all known prospective proposers, either by mail, email, or posting on our web site.
5. The Comptroller is bound by statements made or information given during the procurement consideration and award ONLY when such statements or information are written and executed under the Comptroller or Chief Deputy of the Orange County Comptroller's Office. This provision exists solely for the convenience and administrative efficiency of the Comptroller. No proposer or other third party gains any rights by virtue of this provision or the application thereof, nor shall any proposer or third party have any standing to sue or cause of action arising from this section.

INSURANCE COVERAGE

The Proposer receiving the award will obtain or possess the following insurance coverage, and will provide Certificates of Insurance to the Comptroller to verify such coverage.

Commercial General Liability - The Proposer shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be not less than \$500,000, per occurrence, Combined Single Limits (CSL) or its equivalent. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit. The Proposer agrees to endorse the COUNTY as an Additional Insured with a CG 20 26 Additional Insured - Designated Person or Organization endorsement, or its equivalent and a CG 24 04 Waiver of Transfer of Right of Recovery or its equivalent to all commercial general liability policies. The additional insured shall be listed in the name of Orange County Florida.

INDEMNIFICATION

To the fullest extent permitted by law, the Proposer shall defend, indemnify, and hold harmless the Comptroller, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses including attorney's fees of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the Proposer or its subcontractors, anyone directly or indirectly employed by them, or anyone for whose acts any of them

may be liable; excepting those acts or omissions arising out of the sole negligence of the COMPTROLLER.

ACCESS AND AUDITS

The Proposer shall maintain complete and accurate books, records, and documents to justify all services performed and all charges pursuant to the contract in accordance with standard and acceptable accounting practices. Such records and documents must be maintained for a minimum of five years after completion of all services under contract. The Comptroller and/or his authorized employees or designees shall have reasonable access to such books, records, and documents of the Proposer, or its subcontractors, as needed, in the opinion of the Comptroller, for the purpose of inspection or audit during normal business hours at the Proposer's facility.

PUBLIC RECORDS REQUESTS

In accordance with Section 119.0701(2), Florida Statutes, the Proposer must comply with Florida public records laws, specifically to:

- A. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- B. Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- D. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

CONVICTED VENDOR LIST

In accordance with Florida Statute Section 287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime: 1) may not submit a bid or proposal to provide any goods or services to a public entity; 2) may not submit a bid or proposal with a public entity for the construction or repair of a public building or public work; 3) may not submit bid or proposal on leases of real property to a public entity; 4) may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and 5) may not transact business with any public entity in excess of the threshold amount provided in Florida

Statute Section 287.017, for CATEGORY TWO (\$35,000) for a period of 36 months from the date of being placed on the convicted vendor list,.

TOBACCO FREE CAMPUS

Virtually all of Orange County's operations and the Orange County Comptroller's Office are designated as tobacco free. This policy applies to parking lots, parks, break areas and worksites. It is also applicable to contractors and their personnel during contract performance on Orange County-owned property. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, electronic cigarettes, pipes, chewing tobacco and snuff. Failure to abide by this policy may result in civil penalties levied under Chapter 386, Florida Statutes, and/or contract enforcement remedies.

DRUG FREE WORKPLACE

Pursuant to Section 287.087, Florida Statutes, Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. The Drug-Free Workplace Form, Attachment E, must be executed by the Proposer, if applicable, and submitted with this proposal.

PROPOSER'S WARRANTY

The Proposer is to complete and sign the Proposer's Warranty, Attachment F, as part of the proposal submitted.

EQUAL EMPLOYMENT OPPORTUNITY

Section 2.13, of the Comptroller's personnel policies states that all personnel actions will be based on merit and fitness of the individual under consideration. There will be no discrimination against any person in recruitment, hiring, examination, appointment, training, promotion, retention, or any other personnel action based on race, color, sex, gender, age, religion, national origin, ancestry, marital status, political affiliation or belief, disability, sexual orientation or any other reason prohibited by law. The Proposer must abide by these provisions as noted in Attachment H.

PROPOSAL FORMAT

Proposers must respond in the format delineated below:

1. Deliver the proposal in a sealed envelope or box clearly marked as a proposal for Archiving Digitized Images to Microfilm RFP #2020-01-RAD in accordance with instructions on page 1.
2. Qualifications of the Proposer
 - A. Provide a description and history of the Proposer focusing on previous similar experience. Preference may be given to similar services provided to other counties or recorders.
 - B. List at least three and no more than six references for which the Proposer has performed work similar in nature and volume, including the contact name, address, telephone number, email address, and date of the contract. Be sure to indicate the type of work done for the referenced entity.
 - C. Provide a copy of the most recent annual financial statement of the Proposer. All financial information will be kept confidential upon request, to the extent allowed by Florida law.
3. Qualifications of Staff
 - A. Include a listing and brief (no more than one page) resumes of key staff to be assigned to provide the required services, describing experience, training, and education in the required services.
 - B. Identify staff experience working with governmental entities and list those projects.
 - C. Identify the project manager who will be in charge of the project for the Proposer from commencement until completion.
4. Technical Approach
 - A. Confirm the Proposer's agreement to meet the requirements of this RFP and respond to each specification in the Scope of Work (**Attachment A**). Product literature or brochures may also be included.
 - B. Proposers may offer alternative solutions/options to achieve successful completion of the Scope of Work outlined.
 - C. Provide a description of the Proposer's approach to the project, including the scope of work, delineating phases, if any, and including your "best professional judgment" time line for delivery of services. Be sure to include testing, quality control, and staff training.
5. Sample of Process

The Comptroller will provide to each proposer, interested in responding to this RFP, a sample package of documents via a website. The proposer must download the files, process the images onto a roll of microfilm, and deliver the roll of microfilm with its proposal. There will be a sample package as described below:

Package will contain a zip file of no more than 2,500 multi-page TIFFS of land-related and other documents recorded in the Official Records.

Information on downloading the samples and how the samples will be evaluated is provided in **Attachment B**, Digitized Images to Microfilm Evaluation Process.

6. Fees Schedule

- A. Each Proposer must complete and submit with its proposal the Fees Schedule included herein as **Attachment C**. The fees shall include ALL costs associated with performance of the contract including travel (if any) and out-of-pocket expenses.
- B. Additional information may be attached to the Fees Schedule in order to clarify further the detailed cost proposal(s), reflecting various components of the proposal.
- C. All prices must reflect services delivered and ready for use by the Orange County Comptroller’s Office, Records Management Department, 1800 Cypress Lake Drive, Suite 200, Orlando, FL 32837.

7. Possible Errors or Omissions Identified (Attachment D)

Provide the instrument or other identifying number of the imaged page, as well as a brief description, of any errors or omissions identified.

SELECTION CRITERIA FOR PROPOSERS

<u>CRITERIA</u>	<u>WEIGHT</u>
Qualifications of Proposer	10
Qualifications of Staff	10
Technical Approach	15
Evaluation of Sample Microfilm Rolls	30
References	15
Fee Schedule	<u>20</u>
TOTAL	100

A selection team made up of representatives from the Orange County Comptroller’s Office will evaluate all submitted proposals and the rolls of microfilm based on the above criteria within approximately 60 working days. The Comptroller reserves the right to request clarification of information submitted and additional information of one or more proposers.

ATTACHMENT A

SCOPE OF WORK

1. The contracted Proposer will provide original rolls of 16mm silver base archival quality microfilm created from digitized images made available via an FTP site.
2. All images are to be returned to the County Comptroller on 16mm film that meets ISO 18901:2010 standards for microfilm in the camera negative version.
3. All microfilm must comply with the Property Records Industry Association (PRIA) standards for electronic images to film as delineated in the PRIA Recording Electronic Images on Roll Microfilm: A Best Practices White Paper. This publication can be accessed at the following web address:

http://www.pria.us/files/public/Committees/Business_Process_Procedures/Archival_Backup/Recording_Digitized072407-FINAL.pdf
4. All microfilm is to undergo polysulfide treatment (i.e., brown-toning). Polysulfide toning must be performed following the procedures stated in ISO 18915:2000.
5. Images will be archived on microfilm as recorded and unredacted for Official Records documents and as scanned for Clerk of the Board documents and Records Management documents.
6. The reduction ratio should be 29x comic to accommodate legal-size pages (8.5" by 14").
7. The density of the film should be between 0.95 and 1.05.
8. While 2.5 mil (thin) film is preferred, the Proposer must specify roll length and approximate number of images to be expected per roll of microfilm.
9. Image pages on the microfilm are to be "dual-level blipped," such that there is a blip between each page and a larger blip between documents. Spacing between images on the microfilm must be at least 1.5 mm and no larger than 3 mm.
10. The archival film must meet the residual thiosulfate level specified in ISO 18901:2010 and must meet the test specified in ISO 18917:1999.
11. A title target must be included on the roll of film. At a minimum, title target must state:

Orange County Comptroller Official Records, ranging from document **yyyynnnnnnn** - **yyyynnnnnnn**; recording date; microfilm roll number and sequence of roll; (Ex.: 1 of 2 or 2 of 2); and date film was completed.

NOTE: THERE SHALL BE NO SPLICING ON THE ARCHIVAL ROLLS OF MICROFILM.

12. The contracted Proposer will be notified via email when new image packages have been uploaded to our FTP site.
13. An Official Records package consists of images recorded for a specific day. These images are stored as multi-image Group 4 format TIFF files. Included with the images is a data text file of Official Records indexing data corresponding to these images. The file name format for the package is "image_yyyy_mm_dd.zip" where yyyyymmdd = recording date. The image files inside each package are named yyyyynnnnnn.tif where yyyy=4-digit calendar year and nnnnnnn=7-digit document number. The data file inside each package is named "data.txt". A package may be broken into one or more rolls of film.
14. We are currently estimating that over a 12-month period, there will be some 2 million images for Official Records. **The Comptroller cannot guarantee any annual volume.**

Recording volume is expected to average **60,000** documents per month with a **2.8** pages per document average (**2.0 million images annually**).

15. If the contracted Proposer identifies possible errors or omissions in the images placed on the FTP server, the contracted Proposer should contact the designated Comptroller representative so that an investigation can be made and images corrected before the microfilm is processed.
16. Every document number must be accounted for on the film. If a number is skipped/missed, a target page should be placed where the document would have appeared on the film.
17. Film must be returned in a box (i.e., not on a particular magazine) that meets the ISO 18902:2001 standard for enclosures.
18. The film should be returned to the Comptroller's Office approximately two weeks after the images are processed, but we are willing to negotiate the timeframes specified in the actual contract.
19. The Comptroller will review and accept or reject each roll of microfilm. If the Comptroller determines that the quality of a microfilm roll is insufficient to meet the needs of the Comptroller, the contracted Proposer will remake the roll of film at Proposer's own cost. The final arbiter for all quality concerns is the Comptroller.

ATTACHMENT B

DIGITIZED IMAGES TO MICROFILM EVALUATION PROCESS (SAMPLE ROLL)

Purpose: To evaluate the ability of the Proposer to provide a quality roll of microfilm.

Scope of Microfilm Evaluation

1. Proposers will have access to the Comptroller's Site from **July 21 through August 4, 2020**. After **August 4, 2020**, the test sample of images will be removed from the site.

Directions for Retrieving the Test Sample of Images:

Go to <https://app.box.com/s/laq7kv4ovwt62h622xh4hjq0b79jn4jd>

2. The processed film must accompany the Proposer's submittal and be sent to the address shown on page 1 of this RFP.
3. The following items will be evaluated:
 - A. Correct images were processed
 - B. Clarity and readability of the images on the microfilm rolls
 - C. Density of the microfilm
 - D. Title target
 - E. Identification of possible errors or omissions in the images (if any).

[NOTE: For purposes of the required test sample roll of microfilm, the Comptroller will not respond to queries regarding any possible errors or omissions. Any identified discrepancies should be noted on **Attachment D.**]

ATTACHMENT C
FEE SCHEDULE

PROPOSER INFORMATION

Proposer Name	
Proposer Mailing Address (including city, state, and zip)	
Proposer Contact Person & Title (if any)	
Contact Person Telephone Number	
Contact Person Fax Number	
Contact Person Email Address	

PRICE

Price Per Image	
Proposed Method of Returning Film	
Price, if any, for shipping costs	
Any other charges or costs (please specify)	

REFERENCES

Organization, Organization Address, Contact Person, Telephone Number, Email Address	Work Done for Reference Organization and When
1.	
2.	
3.	

(Additional pages may be attached)

ATTACHMENT D

**POSSIBLE ERRORS OR OMISSIONS IDENTIFIED
For Required Sample Test Roll of Microfilm**

Instrument Number, Page Number, Plan Number, or File Number	Problem

ADDITIONAL ATTACHMENTS TO RFP #2020-01-RAD

REQUIRED FORMS

The information in these attachments is a material part of this RFP. All associated forms in Attachments E through I must be completed and submitted as an Attachment to your proposal.

ATTACHMENT E DRUG FREE WORKPLACE FORM

ATTACHMENT F PROPOSER'S WARRANTY

ATTACHMENT G AUTHORIZED SIGNATORIES/NEGOTIATORS

ATTACHMENT H EQUAL OPPORTUNITY CERTIFICATION

ATTACHMENT I CONFLICT/NON-CONFLICT OF INTEREST STATEMENT AND LITIGATION STATEMENT

ATTACHMENT E - DRUG-FREE WORKPLACE FORM

The undersigned Proposer, in accordance with Section 287.087, Florida Statutes, hereby certifies that _____ does:

(Name of Business)

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 prohibition.
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 bid a copy of the statement specified in Paragraph 1, above.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (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 Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this Proposal complies fully with above requirements.

Proposer's Signature

Date

ATTACHMENT F - PROPOSER'S WARRANTY

The undersigned person by his/her signature affixed hereon warrants that: (a) he/she is an officer of the firm submitting the proposal; (b) he/she has fully read and understands this RFP # 2020-01-RAD and has full knowledge of the scope, nature, quantity, and quality of work to be performed; the detailed requirements of the services to be provided, and the conditions under which the services are to be performed; and (c) acknowledges that the firm has no objection to incorporating the Request for Proposal and its response to it as an attachment to any the contract entered into between Proposer and the Orange Comptroller for the archiving of Official Records to microfilm.

PROPOSER

Name of Firm

Signature

Name (Print or Type)

Date

Address

City, State, and Zip

Telephone

Fax Number

ATTACHMENT G - AUTHORIZED SIGNATORIES/NEGOTIATORS

The Proposer represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the bidder or Proposer will be duly bound:

Name	Title	Telephone Number

Signature

Title

Name of Business

The Proposer must complete and submit the following information with the bid or proposal:

Type of Organization

- Sole Proprietorship Partnership
- Joint Venture Corporation

State of Incorporation _____

Federal Tax I.D. _____

E-mail Address _____

ATTACHMENT H – EQUAL OPPORTUNITY CERTIFICATION

Section 2.13, of the Comptroller’s personnel policies states that it is the policy of the Comptroller to seek and employ the best qualified personnel and provide equal opportunity for the advancement of employees, including training and promotion in a manner which will not discriminate against any person because of race, color, sex, gender, age, religion, national origin, ancestry, marital status, disability, sexual orientation or any other reason prohibited by law. By affixing of the signature below, I am certifying the following:

1. The Proposer represents that the Proposer has adopted and will maintain a policy of nondiscrimination as defined above throughout the term of this contract.
2. The Proposer will allow reasonable access to all business and employment records for the purpose of ascertaining compliance with the non-discrimination provision of the contract.
3. The provisions of this contract will be incorporated by the Proposer into the contracts of any applicable subcontractors.

Signature

Title

Name of Business

ATTACHMENT I - CONFLICT/NON-CONFLICT OF INTEREST STATEMENT AND LITIGATION STATEMENT

CHECK ONE

- To the best of our knowledge, the undersigned Proposer has no conflict or potential conflict of interest due to any other clients, contracts, or property interest for this project.
- The undersigned Proposer, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

CHECK ONE

- The undersigned Proposer has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.
- The undersigned Proposer, by attachment to this form, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

COMPANY NAME

AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE