

LEGAL NOTICE

REQUEST FOR PROPOSAL FOR AN EMPLOYEE ASSISTANCE PROGRAM FOR THE OCEAN COUNTY LIBRARY COMMISSION

NOTICE IS HEREBY GIVEN, that pursuant to N.J.S.A 19:44-A-20-4, 20.5 et.Seq. the Ocean County Library Commission shall pursue a "Fair and Open Process" in awarding contracts for positions set forth more fully below, and hereby solicits qualifications in the form of resumes and letter applications for the below stated positions, which shall be submitted to Phil Rosenow, Ocean County Library Commission, 101 Washington Street, Toms River, New Jersey 08753, with documentation showing qualifications and compliance with criteria set forth by the Commission and by State Statute. **All proposals shall be submitted in a sealed envelope to the above to be received no later than 11:00 AM on February 5, 2010.** The envelope containing the proposal shall be clearly marked on the outside with the name of the Request for Proposal, and the Request for Proposal due date.

REQUEST

FOR

PROPOSAL

FOR

**Employee Assistance Program for the
Ocean County Library**

2010

OCEAN COUNTY LIBRARY COMMISSION

Request for Proposal for Employee Assistance Program

The Ocean County Library Commission is seeking the services of an Employee Assistance Program as detailed in the enclosed Request for Proposal (RFP).

Proposals must be submitted by February 5, 2010 at 11:00AM at the Ocean County Library, 2nd Floor Administrative Board Room, 101 Washington Street, Toms River, NJ 08753 and will be reviewed by the Library Committee consisting of members of the management team, who may elect to conduct discussions with responsible proposers who submit proposals determined to be eligible for award, at a date determined by the Library

If you have any questions regarding the project, please contact Mr. James Ellis, Human Resource Director at 732-349-6200 X5428.

I. OVERVIEW

- A. The Ocean County Library Commission is soliciting proposals for an Employee Assistance Program provider. The goal is to provide eligible employees **and their families** with assistance for alcoholism, drug abuse and personal problems, including but not limited to, marital, family, psychological, financial, legal and other problems. Contract will be for a **thirty-six (36) month** period effective **March 1, 2010**
- B. Proposers must be able to show that they have the professional experience, qualifications, and resources to perform the necessary requirements within 90 calendar days from date of award of the contract.

INTRODUCTION

- II. The Ocean County Library currently offers assistance to approximately 470 Library employees and their families by offering an Employee Assistance Program. This program offers a variety of programs to employees with no out of **pocket expenses for up to six (6) visits for each unique problem**. The provider is also required to provide Substance Abuse Professional services as required by the Federally mandated Drug and Alcohol Program and abide by their regulations as needed. Provider may also be asked to provide immediate group counseling when a traumatic event happens and/or provide training seminars pertaining to improving the work environment, (ie. Stress management, Anger Management, Work relationships, etc).

III. SCOPE OF WORK

- 1. Provider shall provide specific assistance to Library employees and members of their immediate families who have been referred to the EAP or who request such services.
- 2. Provider shall assist employees address problems relating to deteriorating job performance as requested by a supervisor.
- 3. Provider shall obtain consent from employee and communicate with designated Library representative the employee's compliance of supervisory referrals.

4. Substance Abuse Professionals must be properly accredited in accordance with Federal Regulations for Drug and Alcohol Testing Program.
5. Provider shall be accessible to Library employees and provide services in a timely manner.
6. Provider shall have a telephone line available for use by Library employees for the purpose of contacting the Provider. This telephone line shall be answered by the Provider's employees during the Provider's regular office hours. The Provider further agrees to maintain 24-hour telephone coverage.
7. Provider shall preserve the confidentiality of all Library employees and their families.
8. The Provider shall counsel and encourage Library employees seeking assistance to proceed with a course of assistance by referring them to clinical or supportive organizations and/or mental health professionals. Each employee in need of assistance shall be afforded a maximum of six (6) visits, free of cost to them, for clinical evaluation and/or referral as needed.
9. Provider should be familiar with the Library's health benefits program and advise the Library employee of their available coverage under the program.
10. Provider shall provide follow-up services, as necessary, to monitor referred employees adherence to the agreed upon course of treatment.
11. Provider shall make progress reports to the Library's designated representative with regard to those employees referred by the supervisors to the EAP. Such reports shall be limited to reporting whether or not the employee is adhering to the treatment programs.
12. The Provider shall prepare quarterly reports on the case load activities while preserving the confidentiality of the Library employees and their families.
13. The Provider shall provide Substance Abuse Professional services, as well as proper training certifications, in accordance with Federal Regulations for Drug and Alcohol Testing.
14. Provider must have multiple facilities that are conveniently located throughout Ocean County.

IV. PROPOSAL SUBMISSION

Sealed proposals will be received by the Ocean County Library, 101 Washington Street, Toms River, NJ 08753, Attn: Phil Rosenow.

All proposals must include a **SEPARATE SEALED ENVELOPE CONTAINING THE COST PROPOSAL**, bearing the name and address of the proposer, the name of the proposal and the date of the opening on the outside of the envelopes. Proposers must submit **ONE (1) original and FOUR (4)** copies of all proposals. The person authorized to do so must sign the proposal in ink or ballpoint pen.

The Library will not be responsible for late mail deliveries and no proposals will be accepted if received after the time stipulated in the Request for Proposals.

Proposers shall complete and sign all procedural documents (failure to do so may be cause for rejection).

The Library reserves the right to reject any or all proposals, or to waive any informality in the proposals and to accept any proposal deemed in the best interest of the Library.

The proposer, if awarded a contract, agrees to protect, defend and save harmless the Library against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify

and save harmless the Library from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the acts of the contractor, his servants or agents.

The proposer shall maintain Professional Liability insurance in the amount of \$1,000,000.00 per occurrence with aggregate limits of \$3,000,000.00. Said insurance must remain in force until the final completion or termination of all work and services hereunder.

A copy of insurance certificate shall be furnished to the Library with the proposal. It is to be understood by the proposer that this proposal is submitted on the basis of specifications prepared by the Library and the fact that any bidder is not familiar with these specifications or conditions will not be accepted as an excuse.

A copy of bidder's New Jersey Business Registration Certificates must be included with the proposal.

Payments will be made upon the approval of vouchers submitted by the successful proposer in accordance with the requirements of the Board of Chosen Freeholders and subject to the Board of Chosen Freeholders' customary procedures.

Ocean County Library Commission will make award within sixty (60) days after receipt of proposals.

The Ocean County Library is exempt from any State sales tax or Federal excise tax.

All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.

New Jersey Business Registration Requirements – N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;

Subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;

Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers or attest that none was used; and,

During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit, to the Director, New Jersey Division of Taxation, the use due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements are available by calling (609) 292-9292.

V. EVALUATION PROTOCOL

1. Qualifications – explain your references.
Experience – What have you worked on before that is similar to this project.
2. Cost.

Selection Criteria:

Experience/Qualifications – 60%

Cost – 40%

VI. GENERAL CONDITIONS TO THE PROPOSALS

All proposals and other material submitted become the property of Ocean County Library and may be returned only at the Library’s option. Information contained in the proposals will not be disclosed during the evaluation process. Under New Jersey’s “Right to Know” laws, public records are required to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time the Notice of Award is issued.

Each proposal shall include a statement indicating whether or not the firm or any individual working on the contract has a possible conflict of interest (e.g. themselves, spouse or child employed by the Library) and if so, the nature of the conflict. The library reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculations as to the objectivity of the project to be performed by the vendor. The Library’s determination regarding any questions of conflict of interest shall be final.

The Library may exclude a proposer from submitting a proposal, or may reject a proposal after making a written determination that the proposer received payment for assistance in drafting the RFP, or gained substantial information regarding the RFP that was not available to the public.

Proposer must submit **ONE (1) original and four (4) copies** of their proposal in a sealed envelope marked **EMPLOYEE ASSISTANCE PROGRAM**. Proposals must be submitted to the Ocean County Library, 101 Washington Street, Toms River, NJ 08753, Attn: Phil Rosenow. Oral proposals and proposals received via facsimile or other electronic means will not be accepted.

Proposers must provide a comprehensive narrative statement that illustrates their understanding of the requirements of the project, and illustrates the methodology that will serve to accomplish the work.

The Library may elect to conduct discussions with responsible proposers who submit proposals determined to be eligible for award. The purpose of these discussions will be to clarify and assure proposer’s full understanding of, and responsiveness to, the solicitation requirements. Proposers reasonably eligible for award shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and revisions may be permitted after submissions and before award of the contract for the purpose of obtaining best and final offers. In conducting these discussions, the Library may not disclose information derived from proposals submitted by competing proposers.

Response Format and Content: The RFP sections that must be submitted and clearly defined in this order are:

Cover Page

Table of Contents

Introduction, Background Statement

Complete proposer information and a specific point of contact if questions should arise

Response to General Conditions

Organizational Chart and Qualifications
Staff Qualifications
References
Required Documentation

A statement acknowledging that the proposer shall comply with all conditions outlined. An Officer of the company empowered to bind the company must sign the proposal. Failure to include these items may cause the proposal to be determined as non-responsive and the proposal may be rejected.

The cost proposal must include all direct and indirect costs associated with the performance of this service. Costs must include, but not be limited to, total number of hours of various professionals, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each persons time associated with the project and profit. **THIS PROPOSAL SHALL BE INCLUDED IN A SEPARATE SEALED ENVELOPE.**

To be considered, proposers must follow the instructions outlined in this document. Any exception to the terms, conditions or other requirements in any part of the RFP must be clearly stated in the proposal. Otherwise, the Library will consider that all proposals offered are in strict compliance with this RFP and the successful proposer will be responsible for compliance. The Library recognizes that proposers may have cost-saving ideas that would require them to stray from the specification in this document. Alternate proposals may be submitted for consideration only if the same proposer also provides a proposal based upon the specifications outlined in this document. Such alternate proposals shall be clearly marked with the words "Alternate Proposal" on each page of the proposal document.

After the Library's completion of the evaluation process, including any discussion held with proposers during the evaluation process, the Library may elect to initiate contract negotiations. The option of whether or not to initiate contract negotiations rests solely on the Library. If the Library elects to initiate contract negotiations, these negotiations cannot involve changes in the Library's requirements or the proposal submitted, which would, by their nature, affect the basis of the source selection and competition previously conducted.

If the selected proposer fails to provide information to begin negotiation in a timely manner, if the proposer fails to negotiate in good faith, if the Library and proposer cannot mutually agree to an acceptable expenditure, or if the proposer and the Library after a good faith effort simply cannot come to terms, the Library may terminate negotiations with the proposer initially selected and commence negotiation with the next highest ranked proposer.

The Library shall award a contract under competitive sealed proposals to the responsible and responsive proposer whose proposal was determined in writing to be the most advantageous to the Library, taking into consideration price and the criteria set forth herein.

NON - COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :

: ss

COUNTY OF _____ :

I, _____ of
the City of _____ In the County of _____
and the State of _____, of full age, being duly sworn
according to law on my oath depose and say that:

I am _____ of the firm of
_____ the bidder
making the Proposal for the above-named Project, and that I executed the said Proposal with
full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive
bidding in connection with the above-named Project; and that all statements contained in said
Proposal and in this affidavit are true and correct, and made with full knowledge that the
Ocean County Library relies upon the truth of the statements contained in said Proposal and in the
statements contained in this affidavit in awarding the contract for the said Project.

I further warrant that no person or selling agency has been employed or retained to
solicit or secure such contract upon an agreement or understanding for a commission,
percentage, brokerage or contingent fee, except bona fide employees or bona fide established
commercial or selling agencies maintained by _____.
(N.J.S.A. 52:3415). (Name of Contractor)

(Also type or print name of affiant under signature)

Subscribed and sworn to
before me this _____
day of _____, 20____.

Notary Public of
My commission expires

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

NOTICE TO ALL CONTRACTORS
RE: AFFIRMATIVE ACTION REGULATIONS P.L. 1975 C. 127 (N.J.A.C. 17:27)

A. ACTIVITY OF YOUR COMPANY- Indicate below:

- Procurement and/or Service Company
- Professional Consultant
- Other _____

All Contractors, except Government Agencies, are required to comply with the above law.

B. TO ALL CONTRACTORS:

1. Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the Library:

- (a) An existing federally approved or sanctioned affirmative action program.
- (b) A New Jersey Certificate of Employee Information Report Approval.
- (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employees Information Report (Form AA302). This form will be made available to the Contractor by the Ocean County Library.

C. QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

Yes _____ No _____

(a) If yes, please submit a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

Yes _____ No _____

(a) If yes, please submit a photocopy of such certificate.

The undersigned Contractor certifies that he is aware of the commitment to comply with the requirements of P.L.1975, C. 127 and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____

SIGNATURE: _____

TITLE: _____

Note: A contract must be rejected as non-responsive if a contractor fails to comply with the requirements of: P.L.1975, C. 127. (N.J.A.C. 17:27)

AMERICANS WITH DISABILITIES ACT

Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the LIBRARY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et. seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the LIBRARY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the LIBRARY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the LIBRARY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the LIBRARY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the LIBRARY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the LIBRARY or if the LIBRARY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The LIBRARY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the LIBRARY or any of its agents, servants and employees, the LIBRARY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the LIBRARY or its representatives.

It is expressly agreed and understood that any approval by the LIBRARY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the LIBRARY pursuant to this paragraph.

It is further agreed and understood that the LIBRARY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations

assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the LIBRARY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

The Ocean County Library does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

The Ocean County Library shall allow access to any books, documents, papers and records of the contractor, which are directly pertinent to that specific contract.

Compliance is required with all applicable standards, orders, or requirements issued under 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency Regulations (40 CRF, Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

"The Ocean County Library considers it to be a substantial conflict of interest for any company desiring to do business with the Library to be owned, operated or managed by any Library employee, nor shall any Library personnel be employed by the vendor in conjunction with any work to be performed for or on behalf of the Ocean County Library".

I HEREBY CERTIFY COMPLIANCE WITH THE FOREGOING.

Partnership
The undersigned is a Corporation under the law of the State
Individual
of _____, having principal offices
at _____.

NAME OF COMPANY, CORPORATION OR
INDIVIDUAL
- PLEASE PRINT -

SIGNED BY: _____

PRINT NAME AND OFFICIAL TITLE

ADDRESS: _____

TELEPHONE: _____

E-MAIL ADDRESS _____

FEDERAL IDENTIFICATION NO. _____

STATEMENT SETTING FORTH THE NAMES AND ADDRESSES OF STOCKHOLDERS OR PARTNERS OWNING MORE THAN 10% OF

(NAME OF ORGANIZATION)

IN COMPLIANCE WITH CHAPTER 33 OF THE LAWS OF 1977.

The following constitute the names and addresses of all stockholders in the corporation if the corporation is a bidder, or partners if the bidder is a partnership who own 10% or more of the corporate stock of the bidder of any class or of all individual partners in the partnership who own 10% or greater interest therein.

In the event no stockholder or partner owns 10% or greater, please so indicate at the appropriate space on this form.

If one or more such stockholder or partner is itself a corporation or is a partnership, the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership are as follows:

PERCENTAGE OF OWNERSHIP

NAME _____ ADDRESS _____

% _____

NAME _____ ADDRESS _____

% _____

NAME _____ ADDRESS _____

% _____

NAME _____ ADDRESS _____

% _____

NAME _____ ADDRESS _____

% _____

NAME _____ ADDRESS _____

% _____

IF NO STOCKHOLDER OR PARTNER OWNS 10% OR MORE OF THE CORPORATE STOCK OR OWNERSHIP OF THE BIDDER, CHECK HERE

I certify that the foregoing information is correct.

Signature of Secretary or Partner

Print Name and Title

of _____
Corporation or Partnership

THIS FORM MUST BE COMPLETED AND SIGNED

PROPOSAL DOCUMENT CHECKLIST

Proposal Title: Employee Assistance Program

Items required

Items submitted with bid

A. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS IS MANDATORY CAUSE FOR REJECTION OF PROPOSAL.

- X Statement of ownership (Chapter 33 of the Laws of 1977) _____
- List of designated subcontractors _____
- X Required Documents as listed on page 5 _____
- X Acknowledgment of receipt of addenda or revisions (if issued) _____
- X Copy of Proposer’s New Jersey Business Registration Certificate _____
- X Copies of each insurance certificate _____

B. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF PROPOSAL.

- X Affirmative Action questionnaire _____
- X Non-collusion affidavit _____
- Catalog/price list _____
- Product samples _____
- Certified financial statement _____
- Certification of available equipment _____
- X Signature Page _____
- Other: _____

C. THE UNDERSIGNED BIDDER HEREWITH SUBMITS THE ABOVE REQUIRED DOCUMENTS.

PRINT NAME OF PROPOSER: _____

SIGNED BY: _____

PRINT NAME AND TITLE: _____

DATE: _____

+
THIS CHECKLIST SHOULD BE INITIALED AND SIGNED AND RETURNED WITH ALL DOCUMENTS.