



**CITY OF IRVING**

**SOLICITATION OVERVIEW**

**The City of Irving is soliciting bids for:**

**TITLE:** Offsite Records Storage  
**ITB Number:** 166E-09  
**Commodity:** 3535, Document Storage  
**Due Date:** 3:00 p.m., Tuesday, May 19, 2009  
**Location:** City of Irving, Purchasing Division  
845 W. Irving Blvd.  
Irving, Texas 75060

**Pre-Bid Conference:**

There will be no pre-bid conference for this ITB

**Public Bid Opening:**

There will be a public bid opening in the Purchasing Division conference room immediately following the bid due time/date. Interested parties are invited to attend.

**Written Questions:**

Submit written questions to:

Ed Matthews, Purchasing Manager at [ematthews@cityofirving.org](mailto:ematthews@cityofirving.org).

Questions may be submitted through 3:00 p.m., May 22, 2009.

Questions of a substantial nature will be addressed in an addendum, posted on the City's Purchasing Web page for all interested parties.



**CITY OF IRVING**

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## **General**

The City of Irving is accepting bids for storage and delivery of silver halide microfilm in roll and jacket forms, cassette tapes, and photographs for the Records Management Division of the City Secretary's Office as well as electronic media for Information Technology. The Records Management Division of the City Secretary's Office will administer the contract.

Vendors should:

- Ensure they are able to meet all standards and requirements outlined in all sections of this agreement.
- Provide a copy of their Disaster Recovery Plan and address liability issues requested in Section III.
- Provide all information requested in Section VII.
- Bid prices for those items listed in Section VIII.
- Provide any information not specifically requested that could result in further financial obligations to the City of Irving.
- List and explain any limitations, stipulations, or special provisions for storage of records at their facilities and any charges that may arise as a result.
- Reply to all portions of these specifications deemed necessary or to the benefit of the Vendor.

No substitute or sub-contracted performance by anyone other than the named vendor will satisfy the agreement.

The Records Management Officer, Records Technicians, or other authorized representative of the City of Irving may make inspections of facilities in which the City's records are being stored. Prior to final awarding of the bid, a representative of the City of Irving will arrange a site visit with Vendors under consideration. Failure to comply and to maintain compliance with the standards and requirements set forth in this document will be cause to terminate the contract.

## **Contract Period**

The City of Irving's contract is for a period beginning June 1, 2009 through May 31, 2010 with an option for two one-year renewals.

## **Renewal Option**

The Purchasing Division will contact the awardee approximately 60 days before the original contract expiration date to see if the awardee is willing to renew the contract at the same or lower pricing.

## **Ownership and Confidentiality**

All records and their storage containers provided to the Vendor due to this agreement remain the property of the City of Irving, which shall retain the sole and exclusive right to their use, copying, and reproduction.

The Vendor will exercise all reasonable care and diligence in handling of records and their containers belonging to the City of Irving. The Vendor shall not open the containers, reveal, release, or cause to be known any information contained in the records.

## **Liability**

The Vendor assumes all liability for any destruction, loss of, or damage to any record or record container occurring while the records are in their physical possession. If records or their storage containers are damaged while in the physical custody of the Vendor, they will be immediately returned to the Records Management Division for evaluation and replacement as necessary at the Vendor's expense.

The Vendor will identify any special devices or systems employed to prevent damage to City records from fire, water, and other potential hazards. The Vendor should state availability of and include information on building security and disaster recovery procedures, including any back-up or secondary systems.

## **Storage Services**

The Vendor will store silver halide microfilm in roll and jacket forms, cassette tapes, photographs, and electronic media belonging to the City of Irving. All records belonging to the City of Irving will be stored in the same facility. The Vendor will exercise every possible care and precaution to prevent damage to the storage containers, the records contained therein, or spillage and/or loss of said records.

The storage area must be secure, providing controlled access to non-Vendor visitors. The Records Management Division will provide the Vendor with a list of persons that are allowed to receive, order, access, and/or pick up records belonging to the City of Irving.

The storage area must be both temperature and humidity controlled. Per ANSI PH1.43-1985, temperature in the storage area is not to exceed 77° F and a temperature below 68° F is preferable. Humidity is not to exceed 60%. The air in the storage area should be filtered to reduce the amount of air-borne particulates.

## **Storage Services - Continued**

The enclosure materials of the storage area shall be fire-resistive for a minimum of four hours and contain an appropriate fire suppression system such that, in the event of a fire in the storage area, damage to records and their containers will be minimized.

Information Technology will be providing for storage:

3 plastic containers	27 x 17 x 10
16 cardboard boxes	11 x 9 ½ x 12

Records Management Division will be providing for storage:

2 cardboard boxes	10 ½ x 6 x 24
12 cardboard boxes	15 x 5 x 14
49 cardboard boxes	10 ½ x 13 x 16
110 cardboard boxes	9 ½ x 4 x 24
143 cardboard boxes	4 ½ x 6 x 24
3 cardboard boxes	5 x 9 ½ x 6 ½
79 cardboard boxes	3 ½ x 5 ½ x 24

These quantities are our best estimates, subject to change as records are added or withdrawn. Records Management Division and Information Technology containers should be indexed as two separate entities. Information Technology will not have access to or the ability to request delivery of Records Management boxes and vice versa.

Vendor labels, stickers, barcodes, etc. should be limited to one end of the box/container so that nothing shall cover, obscure or hinder identification using the attached City of Irving label on the other end. If possible, Vendor labels, stickers, barcodes, etc. should be placed to prevent overlapping with any existing label on the boxes/containers. Any labels not used for identification purposes, i.e. "Temperature Controlled Storage", etc. should not be placed on the end of the box. The Vendor should refrain from placing excessive labels on the boxes/containers.

A quarterly report showing holdings of City of Irving boxes will be provided to Records Management Division. This report will allow for on-going verification of accuracy in box status, location, and designation.

## **Delivery Services**

A vendor employee will make all deliveries. No courier, sub-contractor, or other temporary company may make deliveries of City of Irving records in the Vendor's stead. All deliveries of City of Irving records must be made using a vehicle with an enclosed cargo area. Care must be exercised to prevent shifting of loads in the delivery vehicle and resultant damage to City of Irving records and their containers.

Routine deliveries and returns will be made on Mondays of each week.

Information Technology is located in the basement of 825 W. Irving Blvd. They will instruct the delivery driver as to where to make deliveries.

Information Technology will send cases for storage on the first Monday of each quarter. They will require weekly rotation of cases containing electronic media. Information Technology will instruct the Vendor on the order the weekly rotation is to follow.

Records Management Division is located at 835 W. Irving Blvd. Deliveries should be made to the delivery doors on the East Side of the building.

## **Billing**

The billing for this contract will be divided between Information Technology and Records Management Division.

Information Technology will be billed for:

- Storage charges for Information Technology cases
- Routine weekly deliveries on Monday
- Retrieval and re-filing of boxes delivered to Information Technology
- Non-routine delivery of Information Technology containers

Records Management Division will be billed for:

- Storage charges for Records Management cases
- Retrieval and re-filing of boxes delivered to Records Management
- Non-routine delivery of Records Management containers

## **References**

Bidders must submit four references as requested on the Summary Response Page.

**Vendor Information**

**A. Contact Information**

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Company address: \_\_\_\_\_  
\_\_\_\_\_

Warehouse phone: \_\_\_\_\_

Warehouse e-mail \_\_\_\_\_

**B. Storage Area Information**

Temperature range (max and minimum) \_\_\_\_\_

Humidity range (max and minimum) \_\_\_\_\_

Type of fire suppression used in the storage area \_\_\_\_\_

**Pricing Information**

- A) Monthly storage cost per box \_\_\_\_\_
- B) Routine delivery charge \_\_\_\_\_
- C) Routine Re-file per box/container \_\_\_\_\_
- D) Next half-day delivery charge \_\_\_\_\_
- E) Rush delivery charge \_\_\_\_\_
- F) Time for rush delivery \_\_\_\_\_
- G) Retrieval per box/container from your location \_\_\_\_\_
- H) Cost to permanently withdraw a box/container from your facility \_\_\_\_\_

**Initial Costs:**

- I) Pick up from City of Irving location \_\_\_\_\_
- J) Initial indexing of boxes/containers \_\_\_\_\_
- K) Initial shelving of boxes/containers \_\_\_\_\_
- L) Other initial charges \_\_\_\_\_
- M) Total initial cost \_\_\_\_\_
- N) **Cost to accession future boxes/containers for storage:** \_\_\_\_\_
- O) Pick up from City of Irving location \_\_\_\_\_
- P) Indexing of box/container \_\_\_\_\_
- R) Other charges \_\_\_\_\_
- S) Total cost of future accessions per box/container \_\_\_\_\_
- T) Any additional costs and services not listed or specifically addressed: \_\_\_\_\_

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# CITY OF IRVING

## SUMMARY RESPONSE PAGE for ITB 166E-09

**COMPLETE LEGAL NAME** of firm submitting bid:

\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, & Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail Contact:** \_\_\_\_\_

**GRAND TOTAL of bid from Bid Pricing Page** \$ \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Signature indicates bidder accepts the specifications, terms and conditions of this solicitation and that bidder is not delinquent on any payment due the City nor involved in any lawsuit against the City.

**Print Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**ARE YOU BIDDING as a** \_\_\_\_\_ **Corporation** \_\_\_\_\_ **Non-Profit Corporation**  
\_\_\_\_\_ **Limited Liability Company** \_\_\_\_\_ **Partnership**  
\_\_\_\_\_ **Individual or Sole Proprietor**

**M/WBE:** If you are a minority-owned or woman-owned business, please check which type and list any certification number \_\_\_\_\_ **Black** \_\_\_\_\_ **Hispanic** \_\_\_\_\_ **Asia-India** \_\_\_\_\_ **Asia-Pacific**  
\_\_\_\_\_ **Native American** \_\_\_\_\_ **Woman-Owned** \_\_\_\_\_ **Certification #** \_\_\_\_\_

**PAYMENT TERMS:** Normal payment terms are 2%/30 days. If offering other terms/discount, please specify \_\_\_\_\_. Discount will be considered in award.

**PAYMENT PREFERENCE:** Check all that apply:  
\_\_\_\_\_ **EBT (electronic bank transfer)** \_\_\_\_\_ **Check** \_\_\_\_\_ **Credit card**

**COOPERATIVE PURCHASES:** Should other governmental entities decide to participate in this contract, would you agree that all terms, conditions, specifications and pricing would apply? Yes \_\_\_\_\_ No \_\_\_\_\_. If other governmental entities choose to participate, each entity will place its own order and be responsible for its own payments.

**REFERENCES:** This solicitation requires references. Please attach to this page a list of four references either currently doing business with you or having purchased goods or services within the past 24 months. For each reference list name, contact person, address, telephone, and e-mail address, and any other pertinent information to help the City of Irving verify the quality of goods or services your firm provides.



## **STANDARD TERMS AND CONDITIONS**

**Attachment A-1 (rev. 12/31/08)**

### **1. Application**

These standard terms and conditions shall apply to all City of Irving (hereafter "City") solicitations and procurements, unless specifically excepted in the solicitation specifications.

### **2. Requirements**

By submitting a bid or proposal, the respondent agrees to provide the City of Irving with the specified goods or services described in the solicitation in accordance with these standard terms and conditions, at the agreed upon bid price and in compliance with the stated specifications and any subsequent addendums issued prior to the date of the bid opening.

### **3. Legal Compliance**

Bidder or proposer must comply with all Federal, State and Local laws, statutes, ordinances, regulations and standards in effect at the time of delivery of goods and services, and must maintain any and all required licenses and certificates required under the same laws, statutes, ordinances, regulations and standards for services and/or goods provided in response to this solicitation.

### **4. Estimated Quantities**

If the solicitation calls for unit pricing on specific items, the quantities described for each item are estimates only and not guaranteed amounts. The actual amount ordered over the contract period may be more or less than the estimate. Quantities represent the City's best estimate, based on past history and anticipated purchases.

### **5. Modifications and Addendums**

The City shall have the right to modify any of the solicitation documents prior to submission deadline and will endeavor to notify potential bidders, but failure to notify shall impose no liability or obligation on the City. All modifications and addendums must be in written form prepared by the City department issuing the solicitation. Bidders are responsible for incorporating any and all modifications and addendums into their bid responses.

### **6. Interpretation of Solicitation Documents**

The City is the final judge of the meaning of any word(s) sentences, paragraphs or other parts of the solicitation documents. Bidders are encouraged to seek clarification, before submitting a bid, of any portion of the bid documents that appears to be ambiguous, unclear, inconsistent, or otherwise in error. Clarifications will be in writing.

### **7. Late Bids**

Bids must be received in the Purchasing Office by the time specified in the solicitation. The City will not accept late bids and is not responsible for the lateness or non-delivery of bids by the Postal Service or any private delivery firm. The time/date stamp in the Purchasing Office shall be the official time of receipt.

8. **Conditional Bids**  
The City will not accept conditional bids which qualify the bidder's response in any way.
9. **Minor Irregularities**  
The City reserves the right to waive any minor irregularities that do not materially affect the scope or pricing of submitted bids.
10. **Responsiveness of Bids**  
The City wants to receive competitive bids, but will declare "non-responsive" bids that fail to meet significant requirements outlined in the solicitation documents.
11. **Discrepancies and Errors**  
In the case of a discrepancy between the unit price and the extended total for a bid item, the unit price will prevail. The unit prices of bids that have been opened may not be changed for the purpose of correcting an error in the bid price.
12. **Identical Bids**  
In the event two or more identical bids are received, and are lowest, responsible and responsive, award will be made as prescribed in the Texas Local Government Code, Chapter 271.901.
13. **Reciprocal Local Preference**  
Some states provide a preference for vendors within their borders and add percentages to bids received from outside states. Where this happens, the state of Texas responds in like manner by applying the same percentage to bids received from vendors who are not from Texas. This applies to the purchase of materials, supplies, equipment and services.
14. **Withdrawal of Bids**  
Bidders may withdraw any submitted bids prior to the bid submission deadline. Bidders may not withdraw once the bids have been publicly opened, without the approval of the City's purchasing manager. Bidders will be allowed to withdraw bids that contain substantial mathematical errors in extension
15. **Disqualification of Bidder**  
The City may disqualify bidders, and their bids not be considered, for any of the following reasons: Collusion among bidders; Bidder's default on an existing or previous contract with the City, including failure to deliver goods and/or services of the quality and price bid; Bidder's lack of financial stability; any factor concerning the bidder's inability to provide the quantity, quality, and timeliness of services or goods specified in the solicitation; bidder involved in a current or pending lawsuit with City; bidder's attempt to influence the outcome of the solicitation through unauthorized contact with City officials outside of those listed in the solicitation documents; and bidder's attempt to offer gifts, gratuities, or bribes to any City employee or elected official in connection with a solicitation.
16. **Cost of Bid**  
The cost of submitting bids shall be borne by the bidders, and the City will not be liable for any costs incurred by a bidder responding to this solicitation.
17. **Inclusive Pricing**  
Bid pricing is to include all expenses, fees and charges related to the delivery of the specified goods or services. The City will not pay any additional charges other than the bid price unless requested by the City on the bid response sheet.

**18. Firm Prices**

Unless otherwise stated in the specifications, bidder's prices remain firm for 120 days from date of bid opening and, upon award, remain in effect for the contract period specified in the solicitation. If formal award has not occurred within 120 days of bid opening, the vendor and the City may mutually agree to extend the firm price period.

**19. Delivery Terms**

Unless otherwise stated in the specifications, all goods delivered through this solicitation shall be FOB City of Irving specified delivery address or site.

**20. Transportation Charges**

Bidder shall be responsible for all charges which relate to the delivery of goods to the City's specified receiving point, and for shipping or transportation charges for returning to bidder any goods rejected as non-conforming to the specifications.

**21. Delivery and Acceptance**

The City will receive only those goods as authorized by City purchase order. Bidder must obtain City employee signature upon delivery. Bidder warrants that all deliveries relating to this solicitation be of the type and quality specified by the City. The City may refuse or reject any delivery failing to meet specifications and shall not be held to have accepted any delivery until after it has made an inspection of same. The City is the final judge as to acceptability of goods under this solicitation.

**22. Failure to Deliver**

If a bidder is unable to deliver the quantity or quality of specified goods, or is unable to deliver goods within a time period when included in the specifications, the City shall be authorized to purchase from any other available source, consistent with State of Texas procurement statutes.

**23. MSDS**

Bidders must submit Material Safety Data Sheets for any hazardous chemical quoted or supplied under this solicitation.

**24. Taxpayer Identification**

Bidders must provide the City with a current W-9 "Request for Taxpayer Identification and Certification" before goods or services can be procured from the bidder.

**25. Taxes**

The City is exempt from all federal excise taxes and all state and local sales and use taxes. If such taxes are listed on a bidder's invoice, they will not be paid. Additionally, bidders cannot use the City's tax exemption status to purchase goods or services related to this solicitation.

**26. Payment**

Payment will be made after receipt of all invoiced goods. Bidder will be paid within thirty days of date invoice is received or date goods are received, which is later. Additional discount may be taken by the City based on the Summary Response Page. The discount date begins with the date the invoice is received or the date all items covered by the invoice is received, whichever is later. Bidder is entitled to interest, at a rate stipulated by state law, if payment is not made within thirty days.

**27. Outstanding Liabilities**

Bidders shall not have outstanding, unpaid liabilities owed to the City. Liabilities may include, but are not limited to, property taxes, hotel occupancy taxes, license or permit fees, and water bills. Bids will be considered non-responsible and not given further consideration if submitted by a bidder with such outstanding liabilities.

**28. Offset**

The City may, at its option, offset any amounts due and payable under a contract award under this solicitation against any debt lawfully due the City from a vendor, whether or not the amount due arises pursuant to the terms of the contract and whether or not the debt has been reduced to judgment by a court.

**29. Independent Contractors**

It is expressly agreed and understood by both parties that the City is contracting with the successful bidder as an independent contractor. The City shall not be liable for any claims which may be asserted by any third party occurring in connection with services performed by the successful bidder, and the successful bidder has no authority to bind the City.

**30. New Products**

The City will accept only new products, such products having not been used or owned by any entity, company or individual except the manufacturer and the manufacturer's distributors. Used or reconditioned products will not be accepted unless specifically requested in the accompanying solicitation.

**31. Warranties**

Bidder warrants that any and all goods delivered are newly manufactured, free from defects in materials and workmanship, and conform in every respect to the City's specifications. Goods are warranted for one year from date of acceptance by the City, following delivery and inspection. If at any time during the twelve months following acceptance of the goods, said goods fail to perform their intended purpose or are discovered to be defective or nonconforming to the City's specifications, the bidder will replace the goods at no cost to the City, including any delivery or installation costs. This warranty shall be unconditional, except it shall not apply to damage caused by clear abuse or misuse by the City. If a manufacturer of goods or of component parts of goods provides a warranty longer than the period provided for herein, the provisions of this warranty shall not be construed to diminish or conflict with the manufacturer's warranty.

**32. Governing Law**

All bids submitted in response to this solicitation and any resulting contract shall be governed by, and construed in accordance with, the charter and ordinances of the City of Irving, and the laws and court decisions of the State of Texas.

**33. Controlling Document**

In the case of a discrepancy between this solicitation and the formal contract, the formal contract will prevail and control.

**34. Assignment**

Bidder shall not assign, transfer, or pledge a contract awarded under this solicitation, in whole or in part, with the prior written consent of the City's purchasing manager. Assignment of this contract, if approved by the City, shall not relieve the bidder's obligations under the contract. Approval by the City of one assignment shall not constitute approval of any future assignment of the contract.

### 35. Termination

If an awarded bidder fails in any manner to fully perform each and all of the terms, conditions and covenants of a contract awarded by this solicitation, he shall be in default and notice of default shall be given to the bidder by the City's purchasing manager. In the event that the contractor continues in default for a period of seven (7) days after receipt of the above-mentioned notice of default, the City may terminate or cancel the contract. The City may also cancel a contract for convenience and without cause with thirty days notice. In any cancellation of contract, the City will pay the bidder for all goods received and accepted, and for all services provided and accepted up to and including the date of termination.

### 36. Indemnification

Bidder shall defend, indemnify, and hold harmless the City of Irving, its officers, agents, employees, appointees and volunteers against any and all claims, lawsuits, judgments, costs and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by bidder's breach of any of the terms or provisions of any contract awarded as a result of this solicitation, or by any negligent or strictly liable act or omission of the bidder, its officers, agents, employees, or subcontractors, in the performance of an awarded contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the City, its officers, agents or employees, and in the event of joint and concurrent negligence or fault of the bidder and City, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the City under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

### 37. Venue

The obligations of all parties under a contract awarded through this solicitation are performed in Dallas County, Texas, and if legal action is necessary to enforce same, exclusive venue shall be within Dallas County, Texas.

### 38. Funding

State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Orders or other obligations that may arise beyond the end of the current fiscal year shall be subject to approval of budget funds.

### 39. Solicitation Results

The City normally posts solicitation results on-line by the end of the next business day after bids are received. The City's Web site is [www.cityofirving.org](http://www.cityofirving.org). Results are on the Purchasing Solicitation page, in the same place as the original solicitation documents. Posted results are for informational purposes only, not a notice of award.

### 40. Open Records

Bid pricing is not considered confidential and is open to public inspection. Trade secrets and other material considered confidential by the bidder should be clearly marked as such. If a request is made under the Texas Open Records Act to inspect information designated as a trade secret or confidential in a bid, the City will forward the appropriate documents to the Attorney General of Texas who will contact the bidder to request sufficient written reasons as to why the information should be protected from disclosure. Upon review of the bidder's response, the Attorney General will make a determination as to the confidentiality of the requested material(s), or lack thereof, and the City will respond accordingly.



## **GENERAL INSTRUCTIONS TO BIDDERS**

### **Attachment B-1 (rev. 12/31/08)**

#### **1. Securing Specifications**

Free specifications may be downloaded from the Purchasing page of the City's Web site, [www.cityofirving.org](http://www.cityofirving.org). The City of Irving does not charge for specifications. If a third-party offers specifications or bid information for a fee, they do not represent the City. The City may charge for plans and drawings for construction solicitations.

#### **2. Submission of Bids/Late Bids**

Bid pricing must be in US dollars and cents, unless a "percentage off" is requested. Bidders are to provide enough information with their bid to constitute a definite, firm, unqualified and unconditional offer. Bids are to be submitted in a sealed envelope or package and labeled with the bidder's name and the solicitation name & number. All bids must be submitted to the City of Irving Purchasing Division no later than the date and time indicated in the solicitation. All times listed are local times. It is the bidder's responsibility to ensure that bids are delivered/received by the specified time. Late bids will not be accepted and will be returned unopened.

#### **3. Legal Name of Bidder**

In completing the Summary Response Page, the bidder must list the legal name of the bidder's company. This is the name that will be on all contracts, awards, and purchase orders. The Summary Response Page also requires a statement as to the legal status of the bidder (corporation, partnership, sole proprietorship, etc.). The Summary Response Page should be the first document in the bidder's response.

#### **4. Signature**

The signature on the Summary Response Page must be in ink and from an individual with the authority to commit the company to the prices bid and terms stated.

#### **5. Altered Bids**

Any alterations, erasures or strikethroughs made by the bidder prior to submission of the bids must be initialed by the bidder to guarantee authenticity.

#### **6. Cooperative Purchase**

Bidders are given an opportunity on the Summary Response Page to indicate their willingness to allow other public entities to use the bid response as a basis for a contract with their entity, in lieu of competitive bidding. This provision is in compliance with Local Government Code 271.102.

#### **7. Payment Terms, Discount & Type of Payment**

Bidder should state payment terms on the Summary Response Page. If the bidder fails to indicate payment terms, the City will use the default of 2%/30 days. The bidder may also express the method(s) in which he or she wishes to receive payment.

8. References

When references are requested, the Summary Response Page will indicate how many references and will state what other conditions may apply to the references. Bidder will attach a separate page with the requested references.

9. Conflict of Interest

Bidders should review the instructions on conflict of interest (Attachment C-1). Bidders are to complete and submit the Conflict of Interest form (Attachment C-2), when a conflict of interest exists.

10. Environmental Stewardship

Bidders are encouraged to review the City's commitment to the environment (Attachment E-1). Bidders are to complete and submit the Environmental Stewardship form (Attachment E-2).

11. Addendums

It is the bidder's responsibility to alter his bid response based on information updated in one or more addendums to the solicitation. Addendums will be posted on the Purchasing solicitation page of the City's Web site at least four days before the bid due date. Efforts will be made to ensure that bidders receive notice of addendums, but the ultimate responsibility rests with the bidder.

12. Exceptions

If a bidder takes exception to any part of the specifications or solicitation documents, such exception must be requested in writing, to the Purchasing agent/manager listed in the solicitation, at least six business days before the bid due date or within 24 hours of a pre-bid meeting, whichever is earlier. Approved exceptions will be included in an addendum and posted on the Purchasing Solicitation page of the City's Web site.

13. Hot Line

Vendors may call 888-223-9524 to anonymously report instances of fraud, waste or abuse. Please provide as many details as possible.



**SPECIAL INSTRUCTIONS TO BIDDERS**  
**Attachment B-2 (rev. 12/31/08)**

1. **Bidding Process/Contact Information**

The City of Irving is aware of the time and effort bidders spend in preparing and submitting bids. We will work with you to make the process as easy as possible. If you have questions or concerns about the bidding process, please contact:

Ed Matthews, Purchasing Manager  
[ematthews@cityofirving.org](mailto:ematthews@cityofirving.org)  
972-721-3757

2. **Method of Award**

Award will be made, in its entirety to the lowest responsive, responsible bidder. Bidders must complete all lines to be considered for award. The City reserves the right to award by whichever method is most favorable to the City, but will award to the lowest, responsive, responsible bidder no matter which method is used. Awards totaling \$25,000 or more will be made by the Irving City Council.

3. **Public Bid Opening**

A public bid opening will be held at 3:00 p.m. on May 19, 2009 in the Purchasing Conference room, 845 W. Irving Blvd., Irving, TX 75060.

4. **Insurance Requirements**

This solicitation has insurance requirements. They are listed as Attachment D-1. Please review the requirements with your insurance agent and submit insurance affidavit (Attachment D-4) with your bid.

5. **Required Contract**

This solicitation requires a signed contract prior to award. City's contract is attached and should be signed and submitted with your bid.



**CHECKLIST FOR BIDDERS**  
**Attachment B-3 (rev. 12/31/08)**

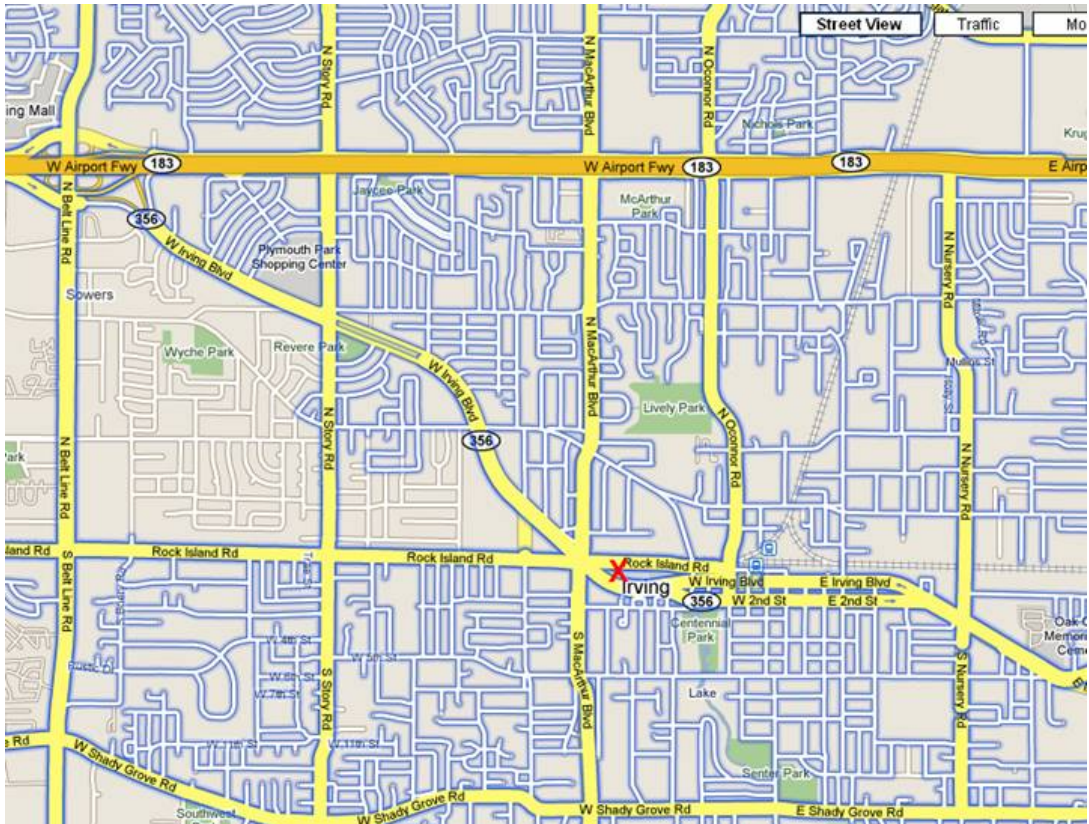
**Documents to be submitted in response to this Invitation to Bid (ITB)**

- \_\_\_\_\_ **BID PRICING PAGE:** All lines completed All lines completed in each group bid
- \_\_\_\_\_ **BID RESPONSE:** Completed Summary Response Page
- \_\_\_\_\_ **DUE DATE** (Bid must be received & stamped in Purchasing no later than 3:00 pm on May 19, 2009)

***Bids failing to comply with the above will be deemed non-responsive.***

***The following items should be turned in with the bid. Documents must be received before award recommendation.***

- \_\_\_\_\_ **1 NUMBER ADDITIONAL DUPLICATE COPIES OF BID**
- \_\_\_\_\_ **GOOD FAITH EFFORT AFFIDAVIT** (Attachment F-2)
- \_\_\_\_\_ **ENVIRONMENTAL STEWARDSHIP** (Attachment E-2)
- \_\_\_\_\_ **CONFLICT OF INTEREST STATEMENT** (If applicable) (Attachment C-2)
- \_\_\_\_\_ **REFERENCES** (As requested on the Summary Response Page)
- \_\_\_\_\_ **INSURANCE AFFIDAVIT** (Attachment D-4)
- \_\_\_\_\_ **STANDARD CONTRACT FOR SERVICES** (Attachment H-2)



Location of City of Irving Purchasing Division  
Attachment B-5 (rev. 12/31/08)





**INSTRUCTIONS for  
CONFLICT OF INTEREST QUESTIONNAIRE  
Attachment C-1 (rev. 12/31/08)**

- 1. If you have a conflict of interest in doing business with the City of Irving, use Attachment C-2, Conflict of Interest questionnaire. Conflicts of interest are addressed in Texas Local Government Code, Chapter 176.**
  
- 2. You may consult your attorney on questions arising from the reading of Texas Local Government Code, Chapter 176, and you may contact the Texas Ethics Commission at 512-463-5800 or 800-325-8506.**
  
- 3. If you complete Attachment C-2, Conflict of Interest questionnaire:**
  - **Put the name of bidder and name of company in block #1.**
  - **If any person employed by bidder or bidder's company has any known business conflicts, other than previous contracts awarded through a competitive bidding process, or has an existing relationship with any employee of the City of Irving, list that information in blocks #3, #4 and/or #5 as appropriate.**
  - **Sign in block #6.**
  
- 4. To view a listing of conflict of interest forms filed with the City of Irving, please click**  
<http://cityofirving.org/city-secretary/conflict-of-interest/conflict-of-interest-forms.html>
  
- 5. Listings of City elected officials and local government officers may be found on the City's Web site: [www.cityofirving.org](http://www.cityofirving.org).**
  
- 6. A person failing to file a Conflict of Interest questionnaire, when required by Local Government Code, Chapter 176, commits a Class C misdemeanor.**

**Attachment C-2**

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor or other person doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed.  <i>See Section 176.006, Local Government Code.</i></p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>		<b>OFFICE USE ONLY</b>
Date Received		
<b>1</b>	<b>Name of person doing business with local governmental entity.</b>	
<b>2</b>	<input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b>  (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)	
<b>3</b>	<b>Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money.</b>	
<b>4</b>	<b>Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.</b>	

Adopted 01/13/2006

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

# FORM CIQ

Page 2

**5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes     No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes     No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes     No

D. Describe each affiliation or business relationship.

**6 Describe any other affiliation or business relationship that might cause a conflict.**

**7**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

Adopted 01/13/2006

ITB/RFP 166E-09

Name of Bidder/ Proposer \_\_\_\_\_



**INSURANCE REQUIREMENTS FOR SERVICES**  
**Attachment D-1 (rev. 12/31/08)**

**At his own expense, contractor shall procure and maintain for the duration of the proposed contract, insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors. Said insurance shall be in the type(s) and minimum(s) listed below.**

Workers' Compensation

Workers' Compensation Insurance with statutory limits as required by the Labor Code of the State of Texas and Employers' Liability Insurance with minimum limits of \$100,000 per each accident, \$500,000 disease policy limit, and \$100,000 occupational disease per employee.

Workers' Compensation coverage shall be based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements which meet the statutory requirements of the Texas Labor Code and shall apply to all employees of the contractor providing services under the proposed contract. Sole Proprietors may request a waiver of this requirement if they have no employees. If services under this contract will not be performed on city property, the contractor may submit a written request for exemption from this requirement.

Commercial General Liability

Commercial General Liability Insurance with a minimum limit of \$500,000 per occurrence for bodily injury, personal injury and property damage. Aggregate Policy minimum limit of \$1,000,000 will include coverage for, but is not limited to, Premises-Operations, Broad Form Contractual Liability, Broad Form Property Damage, Products and Completed Operations, Personal Injury, and Independent Contractors and Contractual Liability. Coverage under this policy shall be on an "occurrence" basis.

Business Automobile Liability Insurance

Automobile Liability Insurance with a minimum is of \$500,000-Combined Single Limit. Coverage shall include all owned, hired, and non-owned vehicles used in performance of the proposed contract. The combined coverage limits of this insurance shall include bodily injury (including death) and property damage. If the performance of services under this contract will not require the use of vehicle(s) contractor may request, in writing, exemption from this requirement.

**By submitting a bid or proposal without previously approved exceptions, contractor agrees to the following general provisions. Requests for exceptions to general provisions and/or coverages must be submitted at least one week prior to bid due date. Exceptions must be approved in writing by City's representative prior to bid or proposal submission. The City will not accept requests for exceptions after bids have been received.**

General Provisions

1. **SCOPE** – These provisions apply to all contracted vendors unless specifically exempted in the proposed contract. Coverage shall state that the Contractor's insurance shall apply separately to each

insured against whose claim is made, or suit is brought, except to the limits of the insured's liability.

**2. COVERAGE APPLICATION** – Contractor's insurance must be primary as respect to the City, its officers, employees, elected officials, appointees and volunteers and noncontributory with any other insurance, including self-insurance, maintained by the City for its benefit. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the City.

**3. DEDUCTIBLES AND SELF-INSURED RETENTIONS** – Subject to contractor's right to maintain reasonable deductibles, any deductibles or self-insured retentions must be disclosed to and approved by the City. The City reserves the right to review the insurance obtained by the contractor in comparison to the requirements specified in this section.

**4. ADDITIONAL INSURED** – The City of Irving, including its officers, officials, employees, Boards and Commissions and volunteers shall be named as an additional insured by endorsement to the coverage listed herein, excluding Workers' Compensation and Employers' Liability (for which a waiver of subrogation is required to be issued in favor of the City), with regard to the insured's activities as required by written contract. The coverage shall contain no special limitations on the scope of protection afforded to the City, and all premiums arising from the coverage herein shall be the responsibility of the insured.

**5. COVERAGE CONTINUATION AND CANCELLATION-** In the event any insurance policy shown on the certificate(s) of insurance has an expiration date prior to the completion of the contract, the contractor shall furnish the City proof of identical continued coverage no later than thirty days prior to the expiration date shown on the certificate. Failure to maintain continuous coverage during the term of the proposed contract, or failure to provide proof of coverage at any time during the term of the contract, may result in cessation of work and/or termination of the contract. Coverage shall not be canceled, non-renewed or materially altered except after thirty days prior written notice by certified mail (return receipt requested) to Purchasing Manager, 845 W. Irving Blvd., Irving, TX 75060.

**6. SUBROGATION** - Contractor must waive all rights of subrogation against the City of Irving for bodily injury (including death), property damage or any other loss arising from work performed by the vendor for the City.

**7. RESPONSIBILITY** - Approval, disapproval or failure to act by the City regarding any insurance supplied by the contractor or its subcontractors shall not relieve the contractor of full responsibility or liability for damages and accidents as set forth in the contract documents

**8. ACCEPTABILITY** - The City retains the right to approve the acceptability of insurers. As a general rule, the City will accept insurers authorized to transact business in the State of Texas with an A. M. Best rating of "A- VI" or better.

**9. PAYMENT OF PREMIUMS** - Companies issuing insurance policies shall have no recourse against the City for payment of any premiums or assessments for any deductibles which are the sole responsibility and liability of the contractor.

**10. INDEMNIFICATION** - The contractor agrees to defend, indemnify, and hold harmless the City of Irving, its officers, agents, employees, appointees and volunteers against any and all claims, lawsuits, judgments, costs and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by contractor's breach of any of the terms or provisions of this contract, or by any negligent or strictly liable act or omission of contractor, its officers, agents, employees, or subcontractors, in the performance of this contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the City, its officers, agents or employees, and in the event of joint and concurrent negligence or fault of contractor and City, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the City under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the

benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

Proof of Insurance

1. To show ability to meet these insurance requirements, bidders should submit insurance affidavit (Attachment D-4) as part of their response to the ITB.
2. Upon notice of award, awarded contractor must submit to the City of Irving, within fifteen business days, proof of all insurance coverages required by this ITB.
3. Proof of insurance shall be furnished to the City on the ACORD certificate form, provided the appropriate endorsements for Additional Insured and Amendment of Cancellation with 30-day notice are included.
4. If requested by the City, the contractor must provide copy of the Declaration Page of the policy with all relevant policy endorsements, including endorsement showing City of Irving as Additional Insured, within fifteen days of request. Copy must be signed by the contractor and notarized.
5. Required proof of insurance must be provided by awarded contractor before the City will authorize any work to be performed under this proposed contract.
6. The City reserves the right to request a complete copy of all insurance policies at any time.



**AFFIDAVIT FOR INSURANCE REQUIREMENTS**  
Attachment D-4 (rev. 12/31/08)

**To Be Completed By Insurance Agent/Broker and Bidder**

**Section 1** I, the undersigned Agent/Broker, reviewed the insurance requirements contained in ITB 166E-09. If the Bidder listed below is awarded a contract by the City of Irving for this ITB, I will furnish the City, within fifteen calendar days of notification of award, an insurance certificate and Declaration Page with Endorsements to show that all insurance requirements have been met, including naming the City of Irving as additional insured.

**Agent's Name:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/ZIP:** \_\_\_\_\_

**Telephone No:** (    ) \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Bidder's Name/Company:** \_\_\_\_\_

**Name of ITB/RFP:** \_\_\_\_\_

**Insurance Agent/Broker Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 2** If the above fifteen day requirement is not met, the City of Irving has the right to reject this bid and award the contract to the next lowest bidder meeting specifications or to the next most favorable proposal. Questions concerning these requirements, and requests for exceptions, must be submitted by date included in Bidders' Instructions.

By submitting a bid and signing below I affirm the following: I am aware of all costs to provide the required insurance, will do so pending contract award, and will provide a valid insurance certificate meeting all requirements and policy endorsement within fifteen calendar days of notification of award. I further agree to the indemnification statement listed in the insurance requirements.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**CONTRACTOR'S CERTIFICATION OF WORKERS' COMPENSATION**  
**Attachment D-7 (rev. 12/31/08)**

I, \_\_\_\_\_, an authorized  
(name)  
representative of \_\_\_\_\_, do certify that the  
(Insurance Agency)  
workers' compensation policy, of the insured \_\_\_\_\_,  
(Contractor)  
on the "Standard Certificate of Insurance Form for the City of Irving" meets all current  
Texas state laws and requirements.

By: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

On this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally appeared \_\_\_\_\_,  
an authorized representative of \_\_\_\_\_  
(Insurance Agency)

known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged  
to me that he/she executed the same for the purpose of certifying that the Insured is covered by worker's  
compensation in accordance with current Texas state laws.

My commission expires: \_\_\_\_\_

---

**Notary Public In and For the State of Texas**



## **ENVIRONMENTAL COMMITMENT & COMPLIANCE**

**Attachment E-1 (rev. 12/31/08)**

Because the City of Irving is committed to protecting the environment and becoming a successful environmentally sustainable community, it is essential that environmental considerations be a part of all City activities and operations. This commitment is demonstrated through;

- Compliance
- Environmental Sustainability
- Continued Improvement
- Pollution Prevention

As a contactor/vendor/consultant for the City of Irving your environmental performance is critical in meeting the City's commitment to protect the environment and comply with all environmental laws and regulations.

There are many laws and regulations relating to the protection of the environment. In these laws, all persons share responsibility for the environment. It is your responsibility as a contractor to know which laws, regulations, approvals or permits relate to the work you are doing for the City of Irving. It is also your responsibility as a contractor to comply with all applicable laws and ensure all requirements imposed by these laws are met

The City of Irving has a commitment to being good stewards of the environment. We expect your commitment, as a City contractor/vendor/consultant, to the same goal.



## ENVIRONMENTAL STEWARDSHIP

Attachment E-2 (rev. 12/31/08)

Recognizing the importance of exercising positive environmental stewardship, The City of Irving is pro-active in encouraging environmentally-sound practices in our operations and among our residents, businesses, and suppliers. Please review the specifications or scope of work for this solicitation for any environmental requirements.

**Check any of the following which apply to your business operation, and list details:**

\_\_\_\_\_ **Recycling** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Energy Efficiency Practices** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Environmentally Preferred** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Water/Energy Conservation** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Air Quality/Emissions** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Disposal Practices** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Other Environmentally Friendly Practices** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bidder/Proposer** \_\_\_\_\_

**ITB/RFP Number** \_\_\_\_\_ **Date** \_\_\_\_\_

**NO BONDING**

**REQUIREMENTS**

**FOR THIS ITB**

**Attachment G-9 (rev. 12/31/08)**



## **INSTRUCTIONS FOR STANDARD CONTRACT**

**Attachment H-1**

- 1. The Standard Contract and Acknowledgement, Attachment H-2 or H-7, must be completed and submitted with the bid response for all annual contracts for goods, and for all solicitations for services, unless a specialized contract will be offered.**
- 2. Date, complete information at the bottom of page one, and sign.**
- 3. Page two requires the signature to be notarized with the proper acknowledgement. Select from one of three versions: Corporate, Partnership or Sole Proprietorship.**

**STANDARD CONTRACT AND ACKNOWLEDGMENT**  
**Attachment H-7**

STATE OF TEXAS           §  
COUNTY OF DALLAS       §           KNOW ALL PERSONS BY THESE PRESENTS:  
CITY OF IRVING           §

I.

Conditioned upon Vendor being awarded by the Irving City Council, or award being made administratively, the solicited items set out in ITB 166E-09, and upon order of the City of Irving, Texas, a municipal corporation located in Dallas County, Texas and incorporated as a home rule city under the Constitution of the State of Texas ("City"), Vendor does hereby agree to furnish and/or deliver to City in accordance with the terms of Vendor's submitted Bid Page or Proposal and the Specifications in above referenced ITB, the services listed as awarded to bidder in the Irving City Council resolution awarding such services, or listed in the Administrative Award. Execution of said Resolution or Administrative Award shall evidence City's acceptance of this contract.

II.

City agrees to pay Vendor for services at the unit price listed upon the Bid Page and Specifications or at the negotiated rate determined by the vendor's proposal and any subsequent modifications agreed to by both vendor and the City, with payment being subject to any discount terms stated or agreed upon, and subject to any payment terms contained elsewhere within the solicitation documents, this contract and its attachments. Any purchase of services so that the cumulative total of payments under this contract exceeds the amount authorized in the City Council Resolution awarding bid to Vendor may require additional authorization.

III.

It is understood that the following documents, to wit: the Notice to Bidders, the Standard Terms and Conditions, the General Instructions to Bidders, the Special Instructions to Bidders, the Specifications, the Bid Page or Proposal, and the Summary Response Page are hereby made a part and parcel of this contract and incorporated herein for all purposes.

IV.

The date of any payment, whether net or gross, shall be determined by calculating the number of days after receipt of invoices from Vendor, or after reasonable verification as to the requirements specified, whichever is later.

V.

Venue of any court action brought directly or indirectly by reason of this contract shall be in Dallas County, Texas. This contract is made and is to be performed in Dallas County, Texas.

VI.

If Vendor fails in any manner to fully perform each and all of the terms, conditions and covenants of this contract, he shall be in default and notice of default shall be given to Vendor by the Purchasing Agent of the City. In the event that Vendor continues in default for a period of seven (7) days after receipt of the above-mentioned notice of default, City may terminate or cancel this contract or at its option may purchase similar services on the open market and recover from Vendor any difference in price thereof.

SIGNED this the \_\_\_\_ day of \_\_\_\_\_, A.D. 2\_\_\_\_\_.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_

# STANDARD CONTRACT AND ACKNOWLEDGMENT

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## CORPORATE ACKNOWLEDGMENT

THE STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared:

\_\_\_\_\_  
(Print Name) (Print Title)

of the corporation known as \_\_\_\_\_, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that the same was the act of said corporation, that he or she was duly authorized to perform the same by appropriate resolution of the board of directors of such corporation and that she or he executed the same as the act of such corporation for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_ day of \_\_\_\_\_, A.D., 2\_\_\_\_\_.

\_\_\_\_\_  
Notary  
Public In and For  
County, \_\_\_\_\_

My Commission expires: \_\_\_\_\_

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## PARTNERSHIP ACKNOWLEDGMENT

THE STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day appeared:

\_\_\_\_\_  
(Print Name) (Print Title)

of \_\_\_\_\_ a partnership, known to me to be the person and partner whose name is subscribed to the foregoing instrument and acknowledged to me that the same was the act of the said partnership, and that she or he was duly authorized as a partner of such partnership to perform same for the purpose and consideration therein expressed, and in the capacity therein stated. GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_ day of \_\_\_\_\_, A.D., 2\_\_\_\_\_.

\_\_\_\_\_  
Notary Public In and For  
County, \_\_\_\_\_

My Commission expires: \_\_\_\_\_

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## SINGLE ACKNOWLEDGMENT

THE STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_ day of \_\_\_\_\_, A.D., 2\_\_\_\_\_

\_\_\_\_\_  
Notary Public In and For  
County, \_\_\_\_\_

My Commission expires: \_\_\_\_\_