

Addendum #1

BID02-703

Education & Training Consultant Services

HUMAN RESOURCES DEPARTMENT

THIS ADDENDUM IS TO BE COMPLETED, SIGNED BY AN AUTHORIZED AGENT OF YOUR COMPANY, AND INCLUDED IN YOUR BID SUBMISSION. FAILURE TO DO SO MAY RESULT IN REJECTION OF YOUR BID.

The following information should replace all references to Tulsa International Airport, Tulsa Airport Authority and TIA as listed in the Bid Proposal on pages 10-12.

SCOPE

The successful bidder agrees to design and implement the following training program for the Tulsa Airport Authority Marketing Division.

- A mandatory customer service training program for all Tulsa Airport Authority employees (including part-time and temporary wage earners.)
- A quarterly customer service training program that will be mandatory for all new hires and optional for current employees.

DELIVERABLES

3. Written training program with outlines, designs and materials on the following:
 - f.) Customer service training program.

Signature of Authorized Agent

Date



INVITATION FOR SEALED PROPOSAL

BID 02-703

Description: Education & Training Consultant Services

Department: Human Resources

NIGP Commodity Code(s): 918-38-00-000-0

Total pages including this page is 16

Note: FAXING OF BID WILL NOT BE ACCEPTED

Important Instruction – Read Carefully:

If you have obtained these bid specifications from either of:
City of Tulsa's Fax-on-Demand (918-596-1171) or
City of Tulsa's Website : <http://www.cityoftulsapurchasing.org/>

you must notify the buyer Patricia Cummings of your intent to bid by e-mail at pcummings@ci.tulsa.ok.us in order to receive addenda. The buyer will always acknowledge your e-mail for your records. All addenda will be posted on fax-on-demand and the website.

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Pay special attention to those pages with a reference to the following notes:

Note #1: Signature of authorized agent required

Note #2: Signature of an authorized agent and notarized required

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Your bid response should follow the same format listed above plus any additional format requested in the body of the bid invitation.

**INVITATION FOR SEALED BIDS
TO
City of Tulsa**

200 CIVIC CENTER, ROOM 109, TULSA, OKLAHOMA 74103

Bid number and date of bid opening must appear on the lower
left outside corner of bid envelopes and all related containers.

DATE OF OPENING: December 19, 2002

BID NUMBER: 02-703

BID MUST BE IN THE CITY CLERK'S OFFICE AT THE ABOVE ADDRESS BY 5:00 P.M. THE DAY PRECEDING THE "DATE OF OPENING" SHOWN ABOVE.

BIDS WILL BE OPENED AT 8:30 A.M. IN THE CITY COUNCIL ROOM ON THE DAY SPECIFIED UNDER "DATE OF OPENING."

PUBLISHED IN THE TULSA DAILY COMMERCE AND LEGAL NEWS: November 21, 2002

Bid must be accompanied by bidder's bond, cashier's check or certified check in the amount of: None

PLEASE READ TERMS AND CONDITIONS ON THE NEXT PAGE BEFORE COMPLETING BID DOCUMENTS

***** **THE FOLLOWING SECTION MUST BE COMPLETED BY BIDDER** *****

Delivery will be made in not more than _____ days after receipt of order.

Payment terms _____ % _____ days.

City of Tulsa may increase quantity of order at the unit price bid for _____ days. (Bidder to Specify Days)
I have examined the terms and specifications and the instructions to bidders herein and agree, provided I am awarded a contract, to provide the above described items for the sum shown in accordance with the terms and specifications stated herein. All deviations are in writing and attached hereto.

Enclosed is a [] BID BOND ; [] CASHIER'S CHECK; [] Certified Check in the amount of \$ None, which I agree the City of Tulsa may retain as liquidated damages in the event of my failure to comply with the terms of this bid.

MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID

FIRM NAME _____ by _____
SIGNATURE OF AUTHORIZED AGENT

STREET _____ TITLE _____

CITY STATE _____ ZIP CODE _____ PHONE NUMBER _____ DATE _____

GENERAL TERMS AND CONDITIONS OF SEALED BIDS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID.

NO EXCEPTIONS TO THESE TERMS & CONDITIONS WILL BE CONSIDERED.

1. **BIDS MUST BE SUBMITTED ON THIS FORM ONLY INCLUDING A SIGNATURE OF AN AUTHORIZED AGENT.** Each bid shall be placed in a separate envelope. Be sure envelope is completely and properly identified and sealed, showing the bid number and date in the lower left hand corner. Bids must be time stamped in the office of the City Clerk by 5:00 P.M. on the day before date of opening.
2. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. All prices shall be quoted F.O.B. Tulsa, Oklahoma, and delivery to City of Tulsa location shall be without additional charge.
4. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of his contract with the City of Tulsa.
5. The bidder shall show in the proposal both the unit prices and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit prices shall prevail.
6. Any exceptions or deviations from written specifications shall be shown in writing and attached to the bid form.
7. Each bidder agrees to comply with the terms of Title 5, Chapter 1, of Tulsa, Oklahoma Charter and revised ordinances relating to equal employment opportunity.
8. **THE ENCLOSED FORMS REGARDING NON-COLLUSION AND FINANCIAL INTEREST MUST BE SIGNED, NOTARIZED, AND RETURNED WITH THE BID.**
9. The City of Tulsa reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
10. All bids must be accompanied by bidders bond, cash, certified or cashier's check in the amount shown on the face of the bid form. This amount shall be retained by the City of Tulsa as liquidated damages in the event the successful bidder (or bidders) fails to execute a contract, if required. The bidder agrees that said amount is presumed to be the damages sustained by the City due to the impracticability and extreme difficulty in fixing the actual damages. The office of the City Clerk will return the bid deposits to the unsuccessful bidders, after a contract has been awarded or all bids have been rejected.
11. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of invoice, the date of receipt of all material covered by the purchase order, or the date of receipt by the City of Tulsa of the original copy of the purchase order with properly executed Affidavit of Claimant, whichever is the later date.
12. Direct purchase of certain items of equipment or material by the City of Tulsa are exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax. The City of Tulsa will furnish executed exemption certificates upon presentation by the bidder at the time of purchase.
13. Bid must show number of days required for delivery under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promises may cause bid to be disregarded. Contractor must keep Purchasing Department advised at all times of status of order. Default in promised delivery or failure to meet specifications authorizes the Purchasing Agent to purchase supplies elsewhere and charge full increase of cost and handling to defaulting contractor. Consistent failure to meet delivery promises without valid reason may cause removal from bid list.
14. Bidder agrees to defend and save City of Tulsa from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patent relating to goods specified in this order or the ordinary use or operation of such goods by City or use or operation of such goods in accordance with bidders direction.
15. If the bid requires a written contract, the successful bidder shall execute a written contract with the City of Tulsa and return the required bonds and insurance certificates within ten (10) days after submission of contracts to said bidder by the City.

BIDDER AFFIDAVIT - TITLE 74 O.S. (1974 SUPP.) 85.22-85.25

STATE OF _____ COUNTY OF _____

_____, of lawful age, being first duly sworn on oath says
Authorized Agent

1. (s)he is the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.
2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. neither the bidder nor anyone subject to the bidder's direction or control has been a party;
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

SIGNATURE OF AUTHORIZED AGENT

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

Signature of Notary Public

MY COMMISSION EXPIRES

The Bidder Affidavit must be completed, signed by an authorized agent, and notarized.

CONTRACTOR/BIDDER INFORMATION SHEET

To be completed by all Bidders
For Contracts with the City of Tulsa
(Please print or type)

Project No. or Description _____

Full Name of Bidder _____

Legal Identity
(Corporation, Partnership,
Individual, etc.) _____

Address _____

Telephone No. _____

FAX No. _____

Taxpayer Identification Number _____

Contact Person _____

Phone No. _____

Fax No. _____

E-mail address _____

Webpage Address _____

Price Sheet Summary

Vendor Name: _____ Date: _____

Signature: _____

You will be able to obtain a copy of the Bid Summary on the City of Tulsa's Purchase-Net Fax-on-Demand and Website shortly after bid opening.

BID 02-703 Education & Training Consultant Services Human Resources Department

**PLEASE SUBMIT 1 ORIGINAL AND 4 COMPLETE
COPIES OF YOUR PROPOSAL**

TOTAL COST OF PROPOSAL:

\$ _____

BID 02-703

Education & Training Consultant Services

Human Resources Department

INTENT:

The intent of these specifications is to set minimum requirements, not to otherwise limit bidding for the supply of consultant services for the City of Tulsa's Human Resources Department. You are invited to submit a bid to the City of Tulsa, Oklahoma, in accordance with the terms, conditions, and instructions as set forth in this request for bid. Your response must include:

- (1) A copy of your standard contract, and
- (2) All segments under "REQUIREMENTS FOR BID PREPARATION"

STATEMENT OF PURPOSE:

The purpose of this Request for Bid is to define for bidding purposes the scope of work, deliverables and other requirements for a training consultant to assist with the design, development, implementation, and delivery of a management training program and develop an e-learning program for the Human Resources Department. Further, the Tulsa International Airport requires assistance with the design, development and implementation of various training and marketing programs.

MANDATORY PRE-BID CONFERENCE:

A MANDATORY PRE-BID CONFERENCE WILL BE HELD ON **MONDAY, DECEMBER 2, 2002 AT 9:00 AM IN ROOM 1103, CITY HALL, 200 CIVIC CENTER, TULSA, OKLAHOMA AND AGAIN ON TUESDAY, DECEMBER 3, 2002 AT 9:00 AM IN ROOM 1103, CITY HALL, 200 CIVIC CENTER, TULSA, OKLAHOMA**, TO EXPLAIN THE BID AND TO ANSWER ANY QUESTIONS. ATTENDANCE AT ONE (1) OF THESE MEETINGS WILL BE REQUIRED TO BE ELIGIBLE FOR AWARD OF THIS BID.

THE PURPOSE OF THE PRE-BID CONFERENCE IS TO INFORM VENDORS OF OUR NEEDS, CLARIFYING AMBIGUITIES OR DIFFERING INTERPRETATIONS, AND TO EVALUATE VENDOR RECOMMENDATIONS CONCERNING CHANGES. PLEASE USE THIS TIME TO ASK ANY QUESTIONS YOU MAY HAVE.

SCOPE:

The successful bidder agrees to design and implement the following training workshops and programs for the City of Tulsa Human Resources Training and Development Section:

- ✓ **Training program for all employees on Sexual Harassment**
- ✓ **Management Training Program that encompasses block training on City of Tulsa Personnel Policies and Procedures**
- ✓ **Training program for managers on legal issues of managing employees**
- ✓ **MAPP (Managerial Assessment Proficiency Program) competencies training workshops**
- ✓ **On-line reference library for managers and supervisors**
- ✓ **E-learning program**

The successful bidder agrees to advise and assist the Human Resources Training and Development staff on the following project and program:

- **Tuition Reimbursement Program:** Evaluate and make recommendations for a secure efficient Tuition Reimbursement administration.
- **Training Partner 2000:** Analysis of work-flow issues involved with the administration of this software program as well as analysis of the second phase on-line version of this program, and then establish procedures and processes to make it work effectively

The successful bidder agrees to design and implement the following training workshops, programs and marketing projects for the Tulsa International Airport Marketing and Training section:

- **Workshops for airport tenants on airport regulations, user policies, TIA available resources and tenant services;**
- **Workshops and training programs for volunteers regarding informational development work related to Tulsa businesses, business prospects, citizens and visitors to the Tulsa International Airport;**
- **Review of and developmental consultation related to the Tulsa International Airport web site to facilitate citizen information, business recruitment and other marketing programs;**
- **Projects related to identification and specification of performance development objectives and goals related to the Tulsa International Airport's long rang marketing plan and work unit performance measures**

DELIVERABLES:

The products, reports, plans, projects and training designs to be delivered to the City will include:

- 1) A timeline prior to total project commencement for development of training programs and special projects
- 2) Weekly meetings with status reports detailing activity
- 3) Written training program with outlines and designs on the following:
 - a) Module on sexual harassment for managers
 - b) Module on sexual harassment for all employees
 - c) Twelve (12) MAPP competencies workshops
 - d) Three (3) blocks of training on the City of Tulsa's Personnel and Policies Manual (performance management, finance and budget, safety and health)
 - e) Legal issues of managing employees (FMLA, FSLA, Workplace Harassment, Administering Discipline Interviewing, Drug Testing, Training, ADA, etc.)
 - f) Workshop on airport regulations, user policies, and availability of TIA resources and tenant services for TIA tenants
 - g) Workshops on informational development regarding Tulsa area businesses, business prospects, citizens and visitors for airport volunteers
- 4) Analysis and written proposal for establishing e-learning resource utilization in the City of Tulsa workforce
- 5) Further development of the Human Resources Document Library to include an on-line reference library for managers
- 6) Consultations services concerning:
 - a) The City of Tulsa's tuition reimbursement program policies, procedures-related security matters
 - b) Analysis of work-flow issues related to the administration of Training Partner 2000 as well as analysis of the second phase, on-line version of this program, and establishing procedures and processes to make it work effectively
 - c) Further development of the Tulsa International Airport's web site to facilitate better communications and information for citizens, business recruitment, and other marketing programs

- 7) Written proposal related to identification and specification of performance; development of objectives and goals related to the Tulsa International Airport's long range marketing plan and work unit performance measures.

GENERAL CONTRACTUAL CONDITIONS:

The primary emphasis on this project will be to design, develop, and assist with implementation and delivery of a comprehensive management-training program for the City of Tulsa as well as design, develop, and assist with implementation and delivery of workshops and training programs for the Tulsa International Airport. In addition, the successful bidder will assist the City of Tulsa in such special projects as developing an e-learning program, developing an on-line reference library for managers, and further enhancing the cost tracking measures for the City of Tulsa's tuition reimbursement program.

The City of Tulsa Human Resources Department and the Tulsa International Airport will make available records, existing written training programs, and reference materials as may be required. The City of Tulsa Human Resources Department and the Tulsa International Airport will also make available suitable workspaces in both City Hall and at Tulsa International Airport for use during on-site visits.

All written training programs, documents and reports prepared by the successful bidder as part of the services shall become the property of the City.

In order to determine cost the bidder shall submit a total number of hours needed to complete each project along with an hourly wage. The City of Tulsa reserves the right to reject any and all bids.

The term of the contract shall be for one year. The City of Tulsa and the successful bidder may terminate the contract with thirty (30) days written notice on either party's part.

REQUIREMENTS FOR PROPOSAL PREPARATION:

Individuals desiring consideration should submit proposals in the following format:

- A. Cover Letter
- B. Understanding of the Project
Individual will demonstrate an understanding of the scope of work and identify what City and TIA resources will be required.
- C. Project Schedule

The individual will provide a timetable for completion of each written training program, each special project completion (on-line reference library, TIA web site enhancement, e-learning proposal) with an approximation of hours necessary for completion and the completion dates of deliverables noted.

D. Project Organization

The individual will provide their resume and a list of references involving the prior three years of training and marketing/communications experience with current contact names and phone numbers. A statement not to exceed one paragraph showing why the individual is qualified to respond to this RFB will be included.

E. Project Costs

The individual will include a page with an itemized listing of any fees and charges to be billed and a total cost of the project. This itemized listing may be submitted in the timeline format with total number of hours necessary to complete the list of deliverables with an hourly rate or the itemized list may be submitted on a project by project basis.

CONTACTS AND RFP SCHEDULE:

Fran Chmelik
Training & Development Manager
Department of Human Resources
City of Tulsa
200 Civic Center, Room 803A
Tulsa, Oklahoma 74103
Telephone: 918-596-7285
Fax: 918-699-3755

Patricia D. Cummings
Buyer, Purchasing Division
Department of Finance
City of Tulsa
200 Civic Center
Tulsa, Oklahoma 74103
Telephone: 918-596-7561
Fax: 918-699-3021

Responses to this RFP must be delivered to the City Clerk's office, Room 109 by 5:00 p.m., **December** 18, 2002 and marked externally with the RFP number.

EVALUATION AND AWARD PROCESS:

A committee comprised of representatives from the City's Human Resources, Airport, & Finance Department will review the submitted proposals. A recommendation from this committee will be forwarded to the Mayor for approval. The selection criteria will include, but not be limited to, demonstrated ability, delivered products, cost, and staff assigned. The same committee will serve as an oversight group for the project and will review all material and work submitted by the selected service provider.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected. The City reserves the right without prejudice to reject any or all proposals.

AWARD OF BID:

THE BID WILL BE AWARDED TO THE FIRM WHO ACHIEVES THE HIGHEST NUMBER OF POINTS BASED ON THE MATRIX OUTLINED BELOW. FURTHER, THE BID SHALL BE AWARDED TO THE FIRM WHOSE PROPOSAL IS RESPONSIVE TO THE BID AND IS MOST ADVANTAGEOUS TO THE CITY, CONSIDERING THE FACTORS IDENTIFIED IN THE BID AND SECTION 406E OF TITLE 6, THE PURCHASING ORDINANCE SET FORTH BELOW:

E. AWARD OF CONTRACT.

1. AUTHORITY OF MAYOR. THE MAYOR SHALL HAVE THE AUTHORITY TO AWARD CONTRACTS WITHIN THE PURVIEW OF THIS CHAPTER.

2. LOWEST SECURE BIDDER. CONTRACTS SHALL BE AWARDED TO THE LOWEST SECURE BIDDER MEETING SPECIFICATIONS. IN DETERMINING "LOWEST SECURE BIDDER", IN ADDITION TO PRICE, THE FOLLOWING FACTORS SHALL BE CONSIDERED:

A. THE ABILITY, CAPACITY AND SKILL OF THE BIDDER TO PERFORM THE CONTRACT OR PROVIDE THE SERVICE REQUIRED;

B. WHETHER THE BIDDER CAN PERFORM THE CONTRACT OR PROVIDE THE SERVICE PROMPTLY OR WITHIN THE TIME SPECIFIED, WITHOUT DELAY OR INTERFERENCE;

C. THE CHARACTER, INTEGRITY, REPUTATION, JUDGMENT, EXPERIENCE AND EFFICIENCY OF THE BIDDER;

D. THE QUALITY OF PERFORMANCE OF PREVIOUS CONTRACTS OR SERVICES;

E. THE PREVIOUS AND EXISTING COMPLIANCE BY THE BIDDER WITH LAWS AND ORDINANCES RELATING TO THE CONTRACT OR SERVICE;

F. THE SUFFICIENCY OF THE FINANCIAL RESOURCES AND ABILITY OF THE BIDDER TO PERFORM THE CONTRACT OR PROVIDE THE SERVICE;

G. THE QUALITY, AVAILABILITY AND ADAPTABILITY OF THE SUPPLIES OR CONTRACTUAL SERVICES TO THE PARTICULAR USE REQUIRED;

H. THE ABILITY OF THE BIDDER TO PROVIDE FUTURE MAINTENANCE AND SERVICE FOR THE USE OF THE SUBJECT OF THE CONTRACT, AND;

I. WHERE AN EARLIER DELIVERY DATE WOULD BE OF GREAT BENEFIT TO THE REQUISITIONING AGENCY, THE DATE AND TERMS OF DELIVERY MAY BE CONSIDERED IN THE BID AWARD, AND;

J. THE NUMBER AND SCOPE OF CONDITIONS ATTACHED TO THE BID.

K. IF A POINT SYSTEM HAS BEEN UTILIZED IN THE BID SPECIFICATIONS, THE NUMBER OF POINTS EARNED BY THE BIDDER.

The following is a system for awarding points for required criteria and non-required criteria in bid proposals for a training consultant for the Human Resources Training and Development Section and for the Marketing Section of the Tulsa International Airport.

References:	9 points possible
Years of Experience:	11 points possible
Years of Experience with E-Learning:	4 points possible
Education:	6 points possible
Interview Process:	21 points possible
Cost:	<u>49 points possible</u>
	100 total points possible

BIDDER'S AFFIDAVIT:

Each bidder shall accompany their bid with a fully executed and notarized copy of the attached **NON-COLLUSION AFFIDAVIT** and the **INTEREST AFFIDAVIT**. Failure to do so may be cause for rejection of this proposal.

CONTRACT:

The successful bidder will be required to enter into contract with the City in accordance with item 15 of the terms and conditions as printed on page 4 of the invitation for sealed bids form.

AMERICANS WITH DISABILITIES ACT:

The contractor shall take the necessary actions to ensure its facilities and equipment are in compliance with the requirements of the Americans with Disabilities Act. It is understood that the program of the contractor is not a program or activity of the city of Tulsa. The contractor agrees that its program or activity will comply with the requirement of the ADA. Any costs of such compliance will be the responsibility of the contractor. Under no circumstances will the contractor conduct any activity which it deems to not be in compliance with the ADA.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED:

A. DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES AS FOLLOWS:

- (1) THE CONTRACTOR WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, RELIGION, COLOR, SEX OR NATIONAL ORIGIN, EXCEPT WHERE RELIGION, SEX OR NATIONAL ORIGIN IS A BONA FIDE OCCUPATIONAL QUALIFICATION REASONABLY NECESSARY TO THE NORMAL OPERATION OF THE CONTRACTOR. THE CONTRACTOR AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISION OF THIS NON-DISCRIMINATION CLAUSE.
- (2) THE CONTRACTOR, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYMENT PLACED BY OR ON BEHALF OF THE CONTRACTOR, WILL STATE THAT SUCH CONTRACTOR IS AN EQUAL OPPORTUNITY EMPLOYER.
- (3) NOTICES, ADVERTISEMENTS AND SOLICITATIONS PLACED IN ACCORDANCE WITH FEDERAL LAW, RULE OR REGULATION SHALL BE DEEMED SUFFICIENT FOR THE PURPOSE OF MEETING THE REQUIREMENTS OF THIS SECTION.

B. THE CONTRACTOR WILL INCLUDE THE PROVISION OF THE FOREGOING PARAGRAPHS OF THIS SECTION IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

BID DOCUMENTS:

BIDDER SHALL RETURN ALL BID DOCUMENTS INTACT EXACTLY AS FURNISHED IN ITS ORIGINAL FORM. ALL BID DOCUMENTS REQUIRING SIGNATURE MUST BE SIGNED BY AN AUTHORIZED AGENT OF THE COMPANY BIDDING. PRINTING YOUR NAME IN LIEU OF SIGNATURE WILL NOT BE ALLOWED. **FAILURE TO COMPLY WILL RESULT IN REJECTION OF YOUR BID.**