



**Materials Management Department
901-B Texas Street
Denton, Texas 76209**

**REQUEST FOR PROPOSALS
RFP 6063**

**EMPLOYEE BENEFITS CONSULTING SERVICES FOR THE CITY OF
DENTON**

NIGP CLASS and ITEM

918	40
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**Issue Date: February 26th, 2016
Response due Date and Time (Central Time):
Tuesday, March 22, 2016, 11:00 A.M. C.S.T**

The City highly recommends that respondents do not wait until minutes before the due date and time to email a submission.

It can take significant time for the submissions to reach the City.

Table of Contents

1. INTRODUCTION.....	3
2. COMMODITY OR SERVICE DESCRIPTION.....	3
3. MINIMUM QUALIFICATIONS.....	3
4. SCHEDULE OF EVENTS.....	4
5. PRE-SUBMITTAL CONFERENCE AND WALKTHROUGH.....	4
6. CONTRACT TERM.....	4
7. PRICING.....	5
8. COOPERATIVE PURCHASING / PIGGYBACK OPTION.....	5
9. ADDENDA.....	6
10. BUSINESS OVERVIEW.....	6
11. EXCEPTIONS.....	6
12. DISCLOSURES.....	6
13. ACKNOWLEDGEMENT.....	6
14. FINANCIAL STATEMENTS.....	6
15. SUBMITTAL INSTRUCTIONS.....	6
a. Submission Format.....	7
b. Electronic Submission Requirements.....	8
16. EVALUATION PROCEDURES.....	8
17. CONTACT BETWEEN RESPONDENT AND THE CITY.....	9
SOLICITATION CHECKLIST.....	11
ATTACHMENT A-BUSINESS OVERVIEW QUESTIONNAIRE AND FORMS.....	12
ATTACHMENT B-SUBMISSION EXCEPTIONS.....	19
ATTACHMENT D-REFERENCES.....	20
ATTACHMENT E-CONFLICT OF INTEREST QUESTIONNAIRE.....	22
ATTACHMENT F-ACKNOWLEDGEMENT.....	23

Exhibit 1	Pricing Sheet
Exhibit 2	General Provisions, Standard Terms and Conditions and Appendices
Exhibit 3	Scope of Work or Technical Specifications
Exhibit 4	NOT APPLICABLE
Exhibit 5	NOT APPLICABLE
Exhibit 6	NOT APPLICABLE

1. INTRODUCTION

In accordance with the provisions of Texas Local Government Code, Chapter 252 and 271, the City of Denton (the City) is requesting submissions to contract with an individual or business with considerable experience in providing goods or services of this solicitation. The responses and the cost solutions shall be submitted to the City of Denton in a sealed submission.

The awarded individual or business shall possess a proven track record of using innovative approaches to providing goods and services that represent the best value to their clients. The awarded individual or business shall have the ability to accomplish all aspects of the requested services. The selected individual or firm should be able to provide innovative methods to deal with municipal challenges, and cost effective solutions.

A firm may submit a solicitation response for one or more of the categories of product or services requested in this solicitation.

2. COMMODITY OR SERVICE DESCRIPTION

The City is seeking a term contract for the Employee Benefits Consulting Services to be purchased as needed over the contract term.

The products and services shall be accomplished per all exhibits identified in the table of contents.

3. MINIMUM QUALIFICATIONS

The following minimum requirements must be demonstrated in order for the submission to be **considered responsive** to the City of Denton. Any submission received, which is determined to not meet these mandatory requirements shall be immediately disqualified and rejected as non-responsive.

- Three (3) years' experience providing similar products or services.
- Five (5) references from governmental entities for the products or services requested. The City prefers references from municipalities of similar size.
- Respondent company and key staff working on the City of Denton's account must possess the Life and Health Insurance Counselor's license through the Texas Department of Insurance.
- The responding individual or business must be registered in the State of Texas, or the County of Denton, to provide the products or services required in the solicitation, and the individual or business must have all licensure required by the State to provide any services required under this contact.

To learn how to obtain information about filing with the State of Texas, or obtaining copies or certificates from the Secretary of State visit Webpage: <http://www.sos.state.tx.us/corp/copies.shtml>; Phone 512-463-5578; or email corpcert@sos.state.tx.us.

4. Submittal documents including a cover sheet, Solicitation Checklist, Attachments A -F and Exhibit 1, per the method described in FINANCIAL STATEMENTS

Proposer is requested to submit recent financial statements with this Request for Proposal. Audited financial statements are not mandatory. Unaudited financial statements will be accepted. If Proposer's firm does, however, have audited financial statements, please include a copy with the response to the RFP. Financial statements must show the name and address of the firm preparing the financial statements and the date thereof.

- SUBMITTAL INSTRUCTIONS.

5. SCHEDULE OF EVENTS

The City of Denton reserves the right to change the dates indicated below:

Solicitation Schedule:

Issue Solicitation:	2/26/2016
Deadline for Submission of Questions:	3/16/2016 at 11:00 AM CST
Deadline for Submission of Responses:	3/22/2016 at 11:00 AM CST
Evaluate and rank initial results:	4/1/2016
Completion of Negotiations:	4/15/2016
Official Award:	5/3/2016

The City of Denton is using the solicitation 'Issue Date' as noted in the Schedule of Events above as the official 30 day notification requirement for an interview with a firm.

6. PRE-SUBMITTAL CONFERENCE AND WALKTHROUGH

There will be no pre-submittal conference for this solicitation.

7. CONTRACT TERM

It is the intention of the City of Denton to award a contract for a one (1) year period. The City and the Awarded Contractor shall have the option to renew this contract for an additional two (2) one-year periods. Materials and services undertaken pursuant to this solicitation will be required to commence within fourteen (14) days of delivery of a Notice to Proceed.

The Contract shall commence upon the issuance of a Notice of Award by the City of Denton and shall automatically renew each year, from the date of award by City Council, unless either party notifies the other prior to the scheduled renewal date in accordance with the provision of the section titled "price adjustments", or the section(s) titled "termination" in Exhibit 2. At the sole option of

the City of Denton, the Contract may be further extended as needed, not to exceed a total of six (6) months.

8. PRICING

Unit Pricing in Exhibit 1 shall include all fees and costs to provide the goods and services to the City. Unit pricing for goods shall include delivery costs, F.O.B. Destination

The City will not recognize or name an Agent of Record. No commissions or other forms of compensation of any type may be included in your pricing. Pricing must be on a flat fee basis, with full disclosure of all fees, including any which may deviate from the flat fee schedule.

Firm Price

Pricing submitted are firm as provided in Exhibit 1 for each year of the contract. Price decreases are allowed at any time.

Price Decreases/Discount Increases

Respondents are required to immediately implement any price decrease or discount increase that may become available. The City of Denton must be notified in writing for updating the contract.

9. COOPERATIVE PURCHASING / PIGGYBACK OPTION

The contract resulting from this solicitation will be available for use by **all governmental entities**, providing there is no conflict with any applicable statutes, rules, policies, or procedures. The governmental entities will have the option to use the pricing as agreed to within the resulting contract.

Governmental entities will issue their internal purchase orders directly to the contractor(s), however, shall reference and cite the City of Denton contract number (Solicitation number) within the purchase order document.

After award, the contractor agrees to pay a service fee in the amount of **2% of the dollar amount of all issued purchase orders generated** from use of this contract. The contractor further agrees to remit the service fee by check on a quarterly basis for the previous quarter spent through this contract, to Julia Klinck, Purchasing Coordinator at 901B Texas Street, Denton, TX 76209, on or by the Fifteen day of each month, following the end of the quarter. The Contractor shall also provided quarterly sales reports from the contract awards and Purchase Orders issued from the Contract, for the purpose of billing and collecting the service fee, and for compiling required purchasing history. This report shall be sent to purchasing@cityofdenton.com on or by the tenth day of each month. The Contractor further agrees that the City of Denton shall have the right, upon reasonable written notice, to review the Contractor's records pertaining to purchases under this awarded contract to verify the accuracy of service fees charged to the Contractor.

10. ADDENDA

Respondents are required to acknowledge addenda with their submission. Respondents will be responsible for monitoring the City of Denton Purchasing website at www.dentonpurchasing.com to ensure they have downloaded and signed all addenda required for submission with their submission. Respondents should acknowledge each individual addendum on Attachment F.

11. BUSINESS OVERVIEW

Respondent shall complete the Business Overview Questionnaire as applicable per Attachment A.

12. EXCEPTIONS

The Request for Proposal (RFP) process allows for negotiation of the terms and conditions of this proposal. The respondent shall note any exceptions to the solicitation document, on Attachment B. The exceptions will be reviewed to ensure they meet the minimum specifications and requirements and will be ranked in accordance with the evaluation criteria. The City reserves the right to accept, reject or negotiate the exceptions provided.

Respondents shall itemize all exceptions on Attachment B. Additional pages may be added as necessary. **Do not mark or change the text of the solicitation document, exceptions shall be noted only on Attachment B.**

If no exceptions are taken, the respondent shall sign and return Attachment B in the appropriate signature block.

13. DISCLOSURES

The individual or business must disclose any business relationship that would have an effect, of a conflict of interest. A conflict of interest statement must be signed as part of the contract negotiated with the awardee(s). (Attachment E)

14. ACKNOWLEDGEMENT

Submit a signed acknowledgement by authorized agent of the responding firm (Attachment F).

15. FINANCIAL STATEMENTS

Proposer is requested to submit recent financial statements with this Request for Proposal. Audited financial statements are not mandatory. Unaudited financial statements will be accepted. If Proposer's firm does, however, have audited financial statements, please include a copy with the response to the RFP. Financial statements must show the name and address of the firm preparing the financial statements and the date thereof.

16. SUBMITTAL INSTRUCTIONS

The City of Denton will accept electronic or hard copy submittals until the date and time on the cover sheet of this solicitation. Any submission received after the date and/or hour set for solicitation opening will be returned unopened.

Electronic submittals may be emailed to ebids@cityofdenton.com with the solicitation number and name in the subject line. Please consolidate attachments as much as possible, and do not exceed 35MB total for attachments. Emails received by the City will remain unopened until after the due date and time. Only authorized Materials Management Staff will have access to the e-bid email inbox. Please do not email the buyer directly to ensure security of the proposal. **Electronic proposals must be received by the City before the due date and time. The date and time used by the City shall be the official time. It is highly recommended that respondents do not wait until minutes before the due date and time to email their submission. It can take significant time for the email to reach the City.**

Hard copy submissions may be hand delivered (by firm or express courier) to the address listed below:

City of Denton
Materials Management
SOLICITATION NUMBER AND NAME
901B Texas Street
Denton, TX 76209

The City of Denton reserves the right to accept or reject in part or in whole any submission, and to waive technicalities of the submission, in the best interest of obtaining best value for the City.

Each respondent is responsible for taking the necessary steps to ensure their submission is received by the date and time noted herein. The City is not responsible for missing, lost or late mail or any mail or email delays, internal or external, that may result in the submission arriving after the set time.

a. Submission Format

Respondents shall provide detailed information to allow the City to properly evaluate the submission. The City requests the following format be used:

1. Hard copy submissions shall be bound only utilizing a staple or binder clip. Do not submit responses in a binder or file folder.
2. Submission shall be no more than 200 pages in length or 35 MB is file size
3. Utilize tabs to identify exhibits and attachments
4. The submission shall be in the following order:
 - a) Coversheet – including Solicitation number and name, firm name, address, contact name, phone, fax, website and email address.
 - b) Pricing Sheet – Exhibit 1
 - c) Completed Solicitation Checklist
 - d) Attachment A- Business Questionnaire
 - e) Attachment B- Exception Form
 - f) Attachment C -Safety Record (if applicable form will be attached)
 - g) Attachment D -References
 - h) Attachment E -Conflict of Interest Questionnaire Form

- i) Attachment F -Signed Acknowledgement form
 - j) Appendices may be used for additional documentation or clarification at the respondent's option.
5. Hard Copy submittals shall include one (1) original signed by an officer authorized to bind the firm, and three (3) copies of the completed response.
6. Submit response, before the published due date. Hard copy submittals must be in a sealed envelope with the solicitation number and name.

b. Electronic Submission Requirements

All respondents shall submit their pricing sheet (Exhibit 1) in Microsoft Excel format for quick tabulation of results. The electronic pricing sheet must be received regardless of the method chosen by the proposer to submit (hard copy or electronic). If a respondent is only submitting a hard copy, they shall provide a flash drive, containing a complete copy of the response to this solicitation, or submit electronically to ebids@cityofdenton.com. Emails to the City should include the RFP number and name in the subject line, consolidate attachments as much as possible, and not exceed 35MB total. Please do not email the buyer directly to ensure security of the proposal.

17. EVALUATION PROCEDURES

Selection of a firm(s) to provide the aforementioned materials and services shall be in accordance with the City of Denton Purchasing Policies and procedures and the State of Texas Local Government Code 252.043. The City of Denton shall open all submissions and evaluate each respondent in accordance to the below criteria:

Step 1: The City of Denton will evaluate the submission in accordance with the selection criteria and will rank the firms on the basis of the submittals. The City of Denton, reserves the right to consider information obtained in addition to the data submitted in the response. The selection criterion is listed below:

a) Compliance with specifications, quality, reliability, characteristics to meet stated or implied needs (FACTOR 20%)

Compliance with the stated specification(s) coupled with the quality and reliability of the goods and services such as fitness for use that meets or exceeds Owner's expectations and the characteristics of the product or service that bear on its ability to meet the stated/implied needs.

b) Indicators of Probable Performance under contract (FACTOR: 30%).

Indicators of probable performance under the contract to include: past vendor performance, financial resources and ability to perform, experience or demonstrated capability and responsibility, references, and the vendor's ability to provide reliable maintenance agreements and support.

c) Price, Total Cost of Ownership (FACTOR: 50%).

The price of the items, to include total cost of ownership, such as installation costs, life cycle costs, and warranty provisions.

In addition to the above factors, others that can be utilized as stated within Local Government Code 252.043 are: (1) the extent to which the goods or services meet the City's needs, (2) the impact on the ability of the City to comply with the laws and rules related to contracting with historically underutilized businesses and non-profit organizations employing persons with disabilities, (3) the long term cost to the City to acquire the respondents' goods and services, and (4) any relevant criteria specifically listed in the solicitation by the City.

The total possible score of the submissions shall be scored and weighted as indicated above, Step 1 items a-d. Based on the outcome of the computations performed, each submission will be assigned a raw score. The assigned weight will then be applied to these scores to calculate an overall score for each submission for completion of the final scoring process.

Step 2: After the final ranking of the submissions and determination of Firm(s) that provide a best value to the City and are within the competitive range, provided the City of Denton elects to proceed without oral discussions, the City will immediately proceed to negotiate final pricing, terms and conditions with the **highest ranked Firm or Firms**. The City of Denton may elect to conduct oral discussions, request clarifications, and presentations concerning the project approach and ability to furnish the requirements, as part of the negotiation process. The City may elect to utilize a Best and Final negotiation phase to determine the Firm that provides the overall best value to the City.

Step 3: Upon selection of the submission or Best and Final Offer that represents the "best value", a written recommendation will be presented to the appropriate approving authority for the City of Denton (the City Manager, Public Utility Board, City Council) requesting authorization to proceed with contract execution for the proposed services.

In accordance with Local Government Code 252.049, trade secrets and confidential information in competitive sealed proposals are not open for public inspection. All submissions shall be opened in a manner that avoids disclosure of the contents to competing respondents and keeps the responses secret during negotiations. A public opening will not be conducted with this process.

After the contract has been awarded all submissions will be open for public inspection, and the unsuccessful respondent(s) may request a debriefing regarding their submittal. Please contact the City of Denton Materials Management staff to document the request for a debriefing. A meeting with the City of Denton Materials Management Staff and the using Division will be scheduled within a reasonable time.

18. CONTACT BETWEEN RESPONDENT AND THE CITY

Respondents shall direct all inquiries and communications concerning this solicitation to the Point of Contact(s) listed below:

Karen E. Smith
Assistant Purchasing Manager
901-B Texas Street
Denton, TX 76209

City of Denton
RFP for Employee Benefits Consulting Services

(940) 349-7100

Fax: (940) 349-7302

Karen.smith@cityofdenton.com

*** Please do not email the buyer the final proposal unless requested after the due date and time published on the coversheet. A proposal should be emailed to ebids@cityofdenton.com

SOLICITATION CHECKLIST

Check when Completed	Task to be Completed by Respondent
	Exhibit 1 – Pricing sheet
	Review Exhibit 2 – General Provisions and Terms and Conditions
	Review Exhibit 3 – Scope of Work/Technical Specifications
	Cover sheet
	Solicitation number
	Solicitation name
	Firm name
	Firm address
	Contact name
	Contact phone
	Contact fax
	Website address
	Contact email address
	Solicitation Checklist
	Attachment A- Business Overview Questionnaire
	Document how firm meets minimum qualifications (Section 3)
	Detail to support evaluation criteria
	Attachment B – Exception Form
	Attachment D – Reference Form
	Attachment E – Conflict of Interest Questionnaire Form – with signature
	Attachment F - Acknowledgment
	Acknowledgment of Addenda
	Submission signed by authorized officer, in the order specified below
	Hard Copy Submission: If submitting a hard copy, the City requires one (1) original and three (3) copies, with the pricing sheet submitted electronically in excel or emailed in excel to Ebids@cityofdenton.com with the Solicitation # and name in the subject line.
	Electronic Submission: If submitting an electronic proposal only, email to Ebids@cityofdenton.com with the Solicitation # and name in the subject line. The pricing sheet (Exhibit 1) must be in excel format.

Submit response, with tabs marking each section, in the following order:

Order for Submission	Document
1	Cover Sheet
2	Pricing Sheet – Exhibit 1
3	Solicitation Checklist
4	Attachment A- Business Overview Questionnaire
5	Attachment B – Exception Form
6	Attachment C – Safety Record Questionnaire (if applicable)
7	Attachment D – Reference Form
8	Attachment E – Conflict of Questionnaire Form
9	Attachment F - Acknowledgment

ATTACHMENT A-BUSINESS OVERVIEW QUESTIONNAIRE AND FORMS

1. Contract Information (for formal contracting purposes):

The following information will be used to write a contract, should your firm be selected for award.

- Firm's Legal Name:
- Address:
- Agent Authorized to sign contract (Name):
- Agent's email address:

2. Subsidiary of:

3. Organization Class (circle):

Partnership

Corporation

Individual

Association

4. Tax Payer ID#:

5. Date Established:

6. Historically Underutilized Business: Yes or No

7. Does your company have an established physical presence in the State of Texas, or the City of Denton? Yes or No, in which?

8. Please provide a detailed listing of all products and/or services that your company provides.

9. Has your company filed or been named in any litigation involving your company and the Owner on a contract within the last five years under your current company name or any other company name? If so provide details of the issues and resolution if available. Include lawsuits where Owner was involved. (Notice: Failure to disclose this information during proposal submission, and later discovered, may result in contract termination at the Owner's option.)

10. Have you ever defaulted on or failed to complete a contract under your current company name or any other company name? If so, where and why? Give name and telephone number of Owner.

City of Denton
RFP for Employee Benefits Consulting Services

11. Have you ever had a contract terminated by the Owner? If so, where and why? Give name and telephone number (s) of Owner (s).

12. Has your company implemented an Employee Health and Safety Program compliant with 29 CFR 1910 “General Industry Standards” and/or 29 CFR 1926 “General Construction Standards” as they apply to your Company’s customary activities?

http://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1926

13. Resident/Non-Resident Bidder Determination:

Texas Government Code Section 2252.002: Non-resident bidders. Texas law prohibits cities and other governmental units from awarding contracts to a non-resident firm unless the amount of such a bid is lower than the lowest bid by a Texas resident by the amount the Texas resident would be required to underbid in the non-resident bidders’ state. In order to make this determination, please provide the name, address and phone number of:

- a. Responding firms principle place of business:

- b. Company’s majority owner principle place of business:

- c. Ultimate Parent Company’s principle place of business:

14. **Provide details to support the evaluation criteria, including experience and delivery.**

15. **Provide details on how firm meets the minimum qualifications stated in this Main document Section 3.**

- a. The details must be completed on this form, and shall not point to another document in the respondent's proposal.
- b. Sign below and return form with final submission.

I certify that our firm meets the minimum qualifications as stated in this Main document, Section 3.

Signature

Company

Date

Attachment A
Supplemental Questionnaire

16. FIRM OVERVIEW: Proposer is requested to define the overall structure of the Firm to include the following:
- a. A descriptive background of Proposer's history

 - b. State its principal business location and any other service locations, including the primary office servicing the City

 - c. State its primary line of business

 - d. State how long it has been providing services as described herein

 - e. State how many states other than Texas, where services are in use
17. State the organization's experience, experience of the staff, and technical experience in providing these types of services.
18. State level of organizational responsibility of key project staff members.

City of Denton
RFP for Employee Benefits Consulting Services

29. Have you made any claims against the City in the past three (3) years? If yes, what was the outcome/status?
30. Please include a detailed explanation of services offered, as they relate to the City's "Outline of Expected Services" provided in Exhibit 3, and your recommended approach to addressing the City's needs.

ATTACHMENT D-REFERENCES

Please list five (5) Government references, **other than the City of Denton**, who can verify the quality of service your company provides. The City prefers customers of similar size and scope of work to this solicitation.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

City of Denton
RFP for Employee Benefits Consulting Services

REFERENCE FOUR

GOVERNMENT/COMPANY NAME:

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE FIVE

GOVERNMENT/COMPANY NAME:

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

ATTACHMENT E-CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE - FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local government entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

Name of Officer

This section, (item 3 including subparts A, B, C & D), must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. 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, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of one percent or more?

Yes No

D. Describe each employment or business and family relationship with the local government officer named in this section.

4 I have no Conflict of Interest to disclose.

5

Signature of vendor doing business with the governmental entity

Date

ATTACHMENT F-ACKNOWLEDGEMENT

The undersigned agrees this submission becomes the property of the City of Denton after the official opening.

The undersigned affirms he has familiarized himself with the specification, drawings, exhibits and other documents; the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of materials and equipment; and all other matters that will be required for the work before submitting a response.

The undersigned agrees, if this submission is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specification. The period for acceptance of this submission will be 120 calendar days unless a different period is noted.

The undersigned affirms that they are duly authorized to execute this contract, that this submission has not been prepared in collusion with any other respondent, nor any employee of the City of Denton, and that the contents of this submission have not been communicated to any other respondent or to any employee of the City of Denton prior to the acceptance of this submission.

Respondent hereby assigns to the City any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications, all exhibits and attachments contained in this solicitation package.

The undersigned agrees that the solicitation package posted on the website are the official specifications and shall not alter the electronic copy of the specifications and/or pricing sheet (Exhibit 1), without clearly identifying changes.

The undersigned understands they will be responsible for monitoring the City of Denton Purchasing Website at: <http://www.cityofdenton.com/index.aspx?page=397> to ensure they have downloaded and signed all addendum(s) required for submission with their response.

I certify that I have made no willful misrepresentations in this submission, nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in this submission will be investigated, with my full permission, and that any misrepresentations or omissions may cause my submission to be rejected.

Acknowledge receipt of following addenda to the solicitation:

Addendum No 1 Dated _____	Received _____
Addendum No 2 Dated _____	Received _____
Addendum No 3 Dated _____	Received _____

NAME AND ADDRESS OF COMPANY:

Tel. No. _____

Email. _____

AUTHORIZED REPRESENTATIVE:

Signature _____

Date _____

Name _____

Title _____

Fax No. _____