



## **Request for Proposals**

# **City of Portsmouth, New Hampshire**

## **Annual Services Contract - Comprehensive Services for Emergency Generator Systems**

**RFP No. 43-07**

City of Portsmouth  
Portsmouth, New Hampshire

**Department of Public Works**

**“Annual Services Contract – Comprehensive Services for Emergency  
Generator Systems”**

**REQUEST FOR PROPOSAL**

**Sealed Request for Proposals, plainly marked with “Annual Services Contract – Comprehensive Services for Emergency Generator Systems for the City of Portsmouth, RFP 43-07” on the outside of the mailing envelope as well as the sealed Non-Price Proposal & Price Proposal Envelopes,** addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire 03801, will be accepted until **2:30 p.m. on June 13, 2007**, at which time all Non-Price Proposals will be publicly opened. Price Proposals shall be in a separate sealed envelope.

The City of Portsmouth Public Works Department is seeking Proposals from firms to provide comprehensive services for servicing Emergency Generator Systems throughout the City of Portsmouth. The purpose of this RFP is to contract for these services.

Five (5) copies of Proposals shall be submitted by the date and time as indicated above.

Specifications and request for Proposal forms may be obtained from the City’s website at [www.cityofportsmouth.com](http://www.cityofportsmouth.com), the Finance/Purchasing Department on the third floor at the above address, or by calling 603-610-7227. **Please continue below for the complete Request for Proposal.**

The City of Portsmouth reserves the right to reject any or all Proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

If you have any questions please contact the Purchasing Clerk at 603-610-7227.

**A. Purpose**

The City of Portsmouth, New Hampshire seeks specific qualifications from interested firms that are capable of providing comprehensive services as part of an annual service contract for Emergency Generator Systems.

Each Proposer must submit a two-part Proposal, each being in its own sealed envelope, consisting of a "Price Proposal" and a "Non-Price Proposal".

**B. Background**

The **CITY OF PORTSMOUTH** operates and maintains a total of 29 emergency generator systems. These systems are located as follows:

Department of Public Works Facility, City Hall, Central Fire Station, Portsmouth High School, Police Station Garage, High/Hanover Parking Garage, Peirce Island Wastewater Treatment Facility, Pease Wastewater Treatment Facility, at sixteen wastewater pump stations throughout the City, Portsmouth Water Treatment Plant in Madbury, Newington Booster Pump Station, Collins Well, Havens Well, Greenland Well, and Portsmouth Well No.1.

The attached Table 1 indicates the Emergency Generator System locations that will be part of this Services Contract. A summary of each system is also attached indicating the specifics of each emergency generator system including size, manufacturer and operating fuel system.

**C. Description of the Contract Services Firm Procurement Process****a) General**

The process for procurement of Contract Services will proceed in two stages. Each Proposer must submit a two-part Proposal, each being in its own sealed envelope, consisting of a "Price Proposal" and a "Non-Price Proposal".

**b) Delivery of Proposals**

When sent by mail, the sealed Proposal shall be addressed to the Owner at the address and in the care of the official in whose office the Proposals are to be received. All Proposals shall be filed prior to the time and at the place specified in the Invitation for Proposals. The Proposal shall include the Price Proposal in a separate sealed envelope. The Price Proposal portion shall not be opened until after the selection committee concludes the preliminary selection process. Proposals received after the time for opening of the Proposals will be returned to the firm, unopened. Faxed Proposals are **NOT ACCEPTABLE**.

**c) Submission of Written Qualifications**

The selection committee will review and evaluate the written responses to the Request for Proposal (RFP). Firms making proposals must respond in writing to all requirements of this RFP. Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information that is felt to be relevant by the proposing firm should be included after the items listed below.

Contract firms with no prior experience and submittals that do not meet the minimum requirements will not be considered.

The Price Portion of the selected firm(s) will be opened once two or three firms have been short-listed and prior to the oral interviews if any.

**d) Oral Interview**

The selection committee may, at its discretion, select a minimum of one and no more than three qualified Contract Firms to proceed to the competitive oral interview stage of the procurement process. Each of the selected qualified Contract firms will participate in a detailed oral interview to more fully discuss their approach to this project and to answer questions posed by the selection committee.

**e) Selection**

The top ranking candidate will be invited to negotiate a Contract with the City of Portsmouth. Should the City and the selected firm not be able to reach an agreement, the City will then negotiate with the second-highest ranked firm. The City reserves the right to discontinue the selection process at any time prior to the awarding of a Contract. There will be no reimbursement to any candidate firm for the cost of proposal preparation. The Contract shall include among other items a requirement that the Contract Services firm carries certain insurance policies naming the City as an “additional insured”.

**f) Proposal Evaluation**

The City reserves the exclusive right to select or reject the firm(s) that it deems to be in the best interest to accomplish the project specified herein. Factors integral to the evaluation process, including:

- i) The firm’s ability, capacity, and skill to perform within the specified time limits. The firm shall have experience and capabilities for municipal facilities and wastewater and water applications in the electrical and mechanical disciplines.

- ii)** The Contract firm's experience, reputation, efficiency, judgment and integrity. The firm shall have prior experience with municipal facilities and wastewater and water application systems.
- iii)** The quality and availability of supplies and materials that the firm has access to for maintenance and repairs to the City's equipment.
- iv)** Firm's prior performance. The firm shall demonstrate that they have been involved in emergency generator service work for a minimum of five (5) years in municipal facilities and wastewater and water applications similar in size and complexity to the City of Portsmouth. Please provide at least three (3) reference contact names and phone numbers.
- v)** Sufficiency of firm's financial resources to fulfill the Contract.
- vi)** Other applicable factors as the City determines necessary or appropriate.
- vii)** Firm's Proposal has been prepared in accordance with the instructions of the RFP.
- viii)** Proposed schedule and scope of work.
- ix)** Price

The City reserves the right to undertake such investigation of the firm's qualifications and references as it deems necessary to determine the firm's ranking. The firm may be requested to provide additional information as part of the interview process. Failure to provide additional information and to execute any releases requested for reference checks may result in disqualification.

**g) Request For Proposals – Minimum Requirements**

Submittals at a minimum shall consist of the following:

i) Description of Firm

Brief description of the firm including location of corporate headquarters and potential satellite office proposed to handle this project.

ii) Statement of Project Requirements

Statement in succinct terms the firm's understanding of what is required by this Request for Proposal.

iii) Scope of Services

Describe in narrative form the firm's approach and technical plan for accomplishing the work listed herein. Provide a discussion of how the firm will assure adequate and timely completion of this project. A description of the firm overall capability and assurance that it can meet its' commitment to successfully complete this project.

iv) Team

Provide the names, with their resumes, of all members of the team. Each team member's experience, background and special skills shall be included. The team leader(s) should be designated.

v) Relevant Experience

Provide the details of experience and past performance of the firm on comparable projects for other utilities. This item should cover, at a minimum, the substantive nature of comparable projects. Contract firms are required to give sufficient information of their experiences to permit the City to understand and verify the exact nature of the contributions made by the consultant to the projects listed.

vi) Work Schedule

Provide a work schedule as part of the annual Services Contract.

vii) References

Provide the name, title, locations and telephone number of persons who can substantiate the firm's referenced experiences. Contractor shall supply executed releases, see Appendix A, for all references.

viii) Costs

Costs shall be submitted as part of the SCHEDULE OF PRICES listed in the Price Proposal Form. In addition, the Firm shall include their standard rate schedule for work beyond the proposed scope outlined within this RFP.

**D. Site Visitation and Additional Information**

All prospective Contract Service firms may contact the Chief Water Plant Operator Mr. Steve Scotton at the Portsmouth Water Treatment Plant in Madbury, New Hampshire at (603) 516-8360, Ms. Paula Anania, Chief Wastewater Plant Operator at (603) 427-1553, and Mr. Everett Kern, General Foreman, at (603) 766-1428 for additional information and to arrange site visits. Prospective Contract firms may also contact Mr. Peter Rice, City Engineer at 766-1416 for additional information.

**E. Scope of Services**

The selected firm shall provide scheduled emergency generator system service, one visit per year per emergency generator system. The services shall follow the guidelines as outlined in the manufacturer's Operation and Maintenance Manual. The manual for each emergency generator system shall be provided to the selected firm. Only parts and lubricants as recommended by the manufacturer of the individual emergency generator systems shall be installed/provided.

Work shall be performed during normal business hours and shall include the following work:

1. Replace lube oil annually (waste oil legally disposed).
2. Replace lube oil filter(s) annually (filter legally disposed).
3. Replace fuel filter(s) annually.
4. Replace coolant filter(s) annually.
5. Service/clean air filter(s) as required.
6. Check entire unit for fuel, oil and water leakage.
7. Perform air inlet restriction test on all diesel units.
8. Check coolant level, condition of coolant, protection rating and perform pressure test (coolant legally disposed). Add engine coolant anti-freeze if low up to one gallon. Additional requirements for anti-freeze shall be invoiced to the City at normal billing rates. Check engine radiator for leakage.
9. Inspect/adjust hoses, belts, and linkages.
10. On diesel engines, inspect injection system and fuel lines.
11. On gas and liquid propane engines, inspect complete ignition system, check timing, spark plug wires and replace points, condenser and spark plugs.
12. Check and adjust fan and governor belts.
13. Check engine heater operation.
14. Inspect fuel supply system including piping, solenoid valve and transfer tank where applicable.
15. Inspect exhaust system and drain condensation if system has drain provision.
16. Check battery charger operation and charge rate. Check battery charging generator brushes and starter motor brushes.
17. Check AC generator brushes for proper setting and wear.
18. Check DC generator brushes for proper setting and wear.
19. Clean collector rings and commutator.
20. Clean static exciter.

21. Check battery electrolyte levels and specific gravity, clean terminals as needed, spray terminals with corrosion proof solvents.
22. Check all engine and generator shutdown and alarm systems.
23. Adjust output voltage and frequency as required.
24. Confirm proper operation of all engine gauges and AC metering.
25. Conduct a safety shutdown check including, where applicable, voltage, frequency, instruments and adjusting carburetor and governor.
26. After notifying the City of Portsmouth, operator transfer switch(es) and confirm proper operation of all timers and accessories. This shall include, where applicable, contacts, trickle charger, voltage at contactor, phase protection relays, start relay and exercise clock operation.
27. Inspect transfer switch main contacts.
28. Operate unit under available connected load for duration required to evaluate operation of system.
29. Check all remote annunciators and alarms.
30. Instruct the City of Portsmouth's personnel on the operation and regular inspection of the equipment. The selected firm shall provide the City with a weekly maintenance checklist. The weekly inspection form shall be maintained in the maintenance log book to be left at the unit.
31. Prepare report on each service visit to be signed by the City of Portsmouth's representative with a copy in a maintenance log book to be left at the unit. The report shall include recommendations for repairs that should be performed to the emergency generator systems. Price quotations shall be provided within seven (7) days following the report for the selected firm to provide labor and parts for these recommended repair services.
32. Perform repair services including installation of additional parts not listed above on a normal notification or emergency basis. All such additional repair services shall be billed at the hourly unit price as indicated in the fee section of this Proposal. All parts shall be billed at current prices.
33. Inspect all electronic modules and control boards.
34. Other service work as deemed necessary by the Service Consultant.

**NOTE: Contractor shall invoice the City of Portsmouth describing the work performed on each generator. The invoice shall be specific for each facility worked on. This method of invoicing is necessary as part of the City's accounting system.**

## **F. Insurance**

### **General**

The successful firm shall be required to purchase and maintain, for the duration of this Contract, insurance of the limits and types specified below from an insurance company approved by the City.



### **Additionally Insured**

All liability policies shall include the City of Portsmouth, NH as named “Additional Insured”.

1. The insurance shall be primary in the event of a loss.
2. The additional insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the Consultant.

### **Evidence of Insurance**

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance companies certifying that all the insurance policies specified below are in force for the specific period. The firm shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the City of Portsmouth, NH at least fifteen (15) days prior to the cancellation or non-renewal of such coverage.

### **Forms of Insurance**

Insurance shall be in such form as will protect the firm from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this Contract whether such operation by himself or by anyone directly or indirectly employed by him.

### **Amounts of Insurance**

Comprehensive General Liability:  
Bodily Injury or Property Damage - \$1,000,000

Automobile and Truck Liability:  
Bodily Injury or Property Damage - \$1,000,000

Additionally, the firm shall purchase and maintain Workers Comprehensive Insurance coverage for all people employed by the firm to perform work on this project. This insurance shall be in accordance with the requirements of the most current laws of the State.

**PRICE PROPOSAL FORM**  
**To be placed in a separate sealed envelope)**

**Part A - SCHEDULE OF PRICES**

**NOTE:** This Proposal shall be filled in by the **CONTRACT SERVICES FIRM** with the prices written in both words and numerals and the extensions made by him/her. In case of discrepancy between words and numerals, the **amount shown in words shall govern.**

**CONTRACT SERVICES FIRM** agrees to perform all the necessary labor and do all work described in the Scope of Services, for the following lump sum prices and/or unit prices:

Project involving Contract Services to the **CITY OF PORTSMOUTH's** Public Works Department in accordance with specifications, the following:

<u>Item No.</u>	<b>Item Description and Unit Price in Words</b>
<b>1</b>	<p><b>Wastewater Dept. – Tucker’s Cove Pump Station</b>                      Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p align="right">_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float:right"><b>Price in Figures</b></span></p>
<b>2</b>	<p><b>Wastewater Dept. – Heritage Road Pump Station</b>                      Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p align="right">_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float:right"><b>Price in Figures</b></span></p>
<b>3</b>	<p><b>Wastewater Dept. – Lafayette Road Pump Station</b>                      Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p align="right">_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float:right"><b>Price in Figures</b></span></p>

4	<p><b>Wastewater Dept. – Marcy Street Pump Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
5	<p><b>Wastewater Dept. – Woodlands 1 Pump Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
6	<p><b>Wastewater Dept. – Woodlands 2 Pump Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
7	<p><b>Wastewater Dept. – Rye Line Pump Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
8	<p><b>Wastewater Dept. – Constitution Avenue Pump Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
9	<p><b>Wastewater Dept. – West Road Pump Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
10	<p><b>Wastewater Dept. – Griffin Park Pump Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>

11	<p><b>Wastewater Dept. – Leslie Drive Pump Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
12	<p><b>Wastewater Dept. – Gosling Road Pump Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
13	<p><b>Wastewater Dept. – Atlantic Heights Pump Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
14	<p><b>Wastewater Dept. – Pease Wastewater Treatment Facility</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator System for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
15	<p><b>Wastewater Dept. – Peirce Island Wastewater Treatment Facility</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
16	<p><b>Wastewater Dept. – Mechanic Street Pump Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
17	<p><b>Wastewater Dept. – Deer Street Pumping Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>

18	<p><b>Wastewater Dept. – Corporate Drive Pump Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
19	<p><b>Water Dept.- Water Treatment Plant, Madbury, NH</b> Annual Contract for Planned Servicing, Inspection, testing and report of Emergency Generator System for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
20	<p><b>Water Dept. – Newington Water Booster Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator System for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
21	<p><b>Water Dept. – Collins Well Station</b> Annual Contract for Planned Services, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
22	<p><b>Water Dept. – Portsmouth Well No. 1 Station</b> Annual Contract for Planned Services, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
23	<p><b>Water Dept. – Greenland Well Station</b> Annual Contract for Planned Services, inspection, testing and report of Four Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>

<b>24</b>	<p><b>Dept. of Public Works – High-Hanover Parking Garage</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator System for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<b>25</b>	<p><b>Dept. Public Works –Police Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<b>26</b>	<p><b>Dept. Public Works – Central Fire Station</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<b>27</b>	<p><b>Dept. Public Works –Public Works Facility</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<b>28</b>	<p><b>Dept. Public Works – City Hall</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<b>29</b>	<p><b>Dept. Public Works – Portsmouth High School</b> Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>

**TOTAL PROPOSAL PRICE (Lump Sum of Parts 1 through 29)**

\$ \_\_\_\_\_  
 \_\_\_\_\_ per lump sum \$ \_\_\_\_\_

The unit prices listed above shall be paid for actual quantities supplied in accordance with the applicable specifications within the various categories shown and shall be good for one year with renewable annual contracts up to two (2) additional years. The renewable contracts shall be adjusted to account for inflation in accordance with standard cost index increase. The prices as shown shall include all costs associated with performing the various items of work as outlined in this RFP. No additional payment beyond the unit price shall be made for work for the items listed above.

**It is the intent to award all parts to the same contract services firm. The City may reject any or all Proposals for any reason deemed to be against its best interest.**

**Additional work shall be provided on the hourly rate set forth below for additional work and emergency services.** Additional and emergency work shall be performed between normal working hours of 7:00 am and 3:30 pm Monday to Friday, excluding holidays. Emergency service required during other than normal working hours will be invoiced at 1 ½ times the normal rate as quoted below, Except Sundays and holidays when twice the hourly rate as quoted below will be invoiced. The additional work shall be either prearranged or will be on an emergency basis. The requested work may include rebuilding or overhaul work of the emergency generator systems. The firm shall be available on a 24 hour per day, 7 days per week basis with a response within 2 hours to call to a single telephone number for servicing all Emergency Generator Systems. The normal hourly billing rate shall be as presented in the rate schedule provided by the Contracting Firm as part of this Proposal.

Hourly Rate: \_\_\_\_\_ \$ \_\_\_\_\_  
Rate in Words Rate in Figures

**Part B - Proposal Conditions**

The Contract Services Firm understands that the Owner reserves the right to reject any or all Proposals and to waive any informalities in the Proposal.

The Contract Services Firm agrees that the Proposal shall be valid and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving proposals.

The full name of all persons and parties interested in the foregoing Proposal as principals are as follows:

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.....  
.....  
.....

.....  
.....

Date: .....



**APPENDIX A**

**RELEASE OF ALL CLAIMS FOR PURPOSE OF REFERENCE CHECK**

TO: \_\_\_\_\_  
Name of Reference ("Reference")

\_\_\_\_\_  
Name of Employer/Organization ("Entity")

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

On behalf of the undersigned Contractor I hereby agree to release and hold harmless the above-named Reference and Entity from any and all claims and causes of action including without limitation actions for defamation, slander or interference with contractual relations for any statements made to the City during the course of the City's investigation of Contractor's qualifications.

Dated: \_\_\_\_\_ Contractor: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

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