



REQUEST FOR QUOTATION

City of Suffolk
RFQ #17051-CN
February 14, 2017
Purchasing Division
442 West Washington Street, Room 1086
Suffolk, VA 23434
Phone: (757) 514-7522 Fax: (757) 514-7524
<http://apps.suffolkva.us/bids/>

Environmental Review Record (ERR) Assistance

Quotes subject to the conditions and instructions contained herein, will be received at the Office of the Purchasing Agent listed above, until the time and date shown below (local prevailing time), for furnishing the items or services described in the bid. Bid documents may be downloaded from the City Purchasing Division's Bid Board website (<http://apps.suffolkva.us/bids/>).

SCOPE OF WORK – The intent of this Request for Quotation (RFQ) is to obtain a qualified consultant to provide Environmental Review Record (ERR) Assistance Western Tidewater HOME Consortium in accordance with all specifications, terms, and conditions herein.

Bid Due: 3:00 p.m. February 28, 2017

Contract Officer: _____

Cindy Norfleet, Senior Buyer, CPPB, cnorfleet@suffolkva.us

The Senior Buyer, Cindy Norfleet, is the Contract Officer for the City of Suffolk with respect to this RFQ. All questions and/or comments should be directed to her at this email address: cnorfleet@suffolkva.us. The respondents to this RFQ shall not contact, either directly or indirectly, any other employee or agent of the City regarding this RFQ. This prohibition shall also extend to the Suffolk City Council and other elected City officials. Any such unauthorized contact may disqualify the bidder from the procurement.

**** SUBMIT ENTIRE RFQ AS YOUR BID PACKAGE****

In compliance with this Request for Quotation, and subject to all the conditions thereof, the undersigned offers, if this quotation is accepted within ninety (90) calendar days from the date of the opening, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies he has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named below.

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ FAX No.: _____

E-mail: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

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Prepared By: Cindy L. Norfleet Date: February 14, 2017
Senior Buyer

1.0 PURPOSE

The intent of this Request for Quotation is to obtain a qualified consultant to provide Environmental Review Record Assistance (Tier 1 only) for HOME/CDGB-funded projects implemented by the Western Tidewater HOME Consortium, consisting of City of Suffolk, City of Franklin, Isle of Wight County, and Southampton County, in accordance with all specifications, terms, and conditions herein.

2.0 COMPETITION INTENDED

It is the City's intent that this Request for Quotation (RFQ) permits competition. It shall be the bidder's responsibility to advise the Purchasing Agent in writing if any language requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFQ to a single source. Such notification must be received by the Senior Buyer not later than five days prior to the date set for bids to close.

3.0 CONTRACT PERIOD

The work will be performed for each of the Consortium localities for two (2) consecutive review periods. The first review will occur immediately during the first quarter of 2017; the second review will be performed, as required for HUD-assisted projects, three (3) years later during the first quarter of 2020.

4.0 BACKGROUND

The requested environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets Federal, State, and Local environmental standards. This review is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment, and that the property site itself will not have an adverse environmental or health effect on end users.

Not every project is subject to a full environmental review, but every project must be in compliance with the National Environmental Policy Act (NEPA), and other related Federal and State environmental laws.

The Consultant shall provide a cost based on a 3-year review of the Western Tidewater HOME Consortium which includes City of Suffolk, City of Franklin, Isle of Wight County, and Southampton County. This review is required every 3 (three) years to determine if any activities in the area are having a significant impact on the environment.

The City of Suffolk will act as the Lead Agency for the Western Tidewater HOME Consortium.

5.0 CONSULTANT QUALIFICATIONS

Bidders must have a minimum of three (3) years' experience providing environmental review record assistance as required by HUD for local government and entitlement communities. Provide at least three (3) references on the BID FORM showing proof of this experience.

6.0 SCOPE OF SERVICES

A. General

The Consultant shall perform Tier I services related to the completion of Environmental Review Records (ERR's) for HOME/CDBG-funded projects for Western Tidewater HOME Consortium member jurisdictions. The Consultant will develop a tiered ERR structure for the HOME Consortium as detailed in the Work Task Outline below.

Preparation of Tier I advertisement will be the responsibility of the City of Suffolk.

Tier II tasks will be performed by the individual jurisdictions.

B. Work Task Outline for Tier I

Tier I includes preparation of Tier I documentation, and development of the Written Strategy and Site Specific Checklist for each locality as described below:

1. **Preparation of Tier I Documentation**

The Tier I Environmental Review Record (ERR) can be used multi-year and should coincide with the Consolidated Plan. Once the Tier I ERR is developed, it is valid for up to three (3) years as long as it is reviewed annually.

Tier I Environmental Reviews will be created for each of the four (4) localities within the HOME Consortium. Language and level of review determination will be prepared in such a way for future flexibility with projects. Although each locality has a separate Tier I, the activities for each locality will be the same to simplify project implementation within the HOME Consortium region. The Tier I reviews will differ between localities to address environmental concerns unique to the locality (ie: Suffolk and Isle of Wight are within Virginia's Coast Zone Management.)

- Project Description

The Tier I project description will provide the general background information about the project, cover all potential funding activities, and define geographic coverage. A map of the project area will be created. Funding sources, approximate amount of funds and annual funding allocation will be listed.

- Level of Review Determination

Activities will be reviewed to determine level of environmental review required.

- First Tier Environmental Review Record Documentation

Tier I project activities will be evaluated for compliance with every element on HUD's Statutory Checklist (24 CFR Part 58.5) and with 24 CFR Part 58.6. Supporting documentation will be provided for each element of compliance.

2. Development of Written Strategy and Site Specific Checklist for Tier II

The Written Strategy and Site Specific Checklist will be developed for each locality to reflect the level of determination in Tier I as described below:

- Written Strategy

A written strategy will be developed to address all factors requiring site-specific information for compliance that could not be addressed in Tier I.

- Site Specific Checklist

The developed Site Specific Checklist will adhere to the Written Strategy.

C. Compensation and Method of Payment

Compensation for all services as described above will be in accordance with the method of payment outlined in the General Terms and Conditions herein and will be subject to a fixed fee for all technical services satisfactorily completed. The City of Suffolk shall make payment to the Consultant for work satisfactorily performed, subject to receipt of an invoice from the Consultant. Invoices for payment will be adequately supported by statements indicating the nature of the work completed. Work completed will be at all times subject to inspection by the City, and all invoices and supporting documentation must be acceptable to the City.

D. Pricing

Consultant shall provide unit pricing on the attached BID FORM to provide the required services for each of the jurisdiction members listed in the Western Tidewater HOME Consortium for each of the Review Periods Listed (Review 1 and Review 2). Contract will be awarded to the lowest responsive and responsible bidder for the GRAND TOTAL OF REVIEW 1 AND REVIEW 2.

7.0 CONTRACT TERMS AND CONDITIONS

1. License Requirement

All firms doing business in the City of Suffolk are required to be licensed in accordance with the City of Suffolk business license ordinance.

Wholesale and retail merchants without a business location in the City of Suffolk are exempt from this requirement. Any questions concerning business licenses should be directed to the Commissioner of the Revenue's Office, telephone (757) 514-4260 or e-mail comrev@suffolkva.us

2. Anti-Discrimination

By submitting their bids, bidders certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians-with Disabilities Act, the Americans with Disabilities Act and 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia 2.2.4343.1E).

In every contract over \$10,000 shall include the following provisions:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, service disabled veterans or any other basis prohibited by state law relating to discrimination in employment, except where there 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 provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The contractor will include the provisions of No. 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

3. Immigration Reform and Control Act Of 1986

By submitting a bid, bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal immigration Reform and Control Act of 1986.

4. Debarment Status

By submitting a bid, bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

5. Antitrust

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the City of Suffolk all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the City of Suffolk under said contract.

6. Drug-Free Workplace

During the performance of this contract, the contractor agrees to (1) provide a drug-free workplace for the contractor's employees; (2) post in conspicuous place, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (3) state in all solicitation or advertisement for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (4) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

7. Exemption from Taxes

The City is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificate indicating the City's tax exempt status will be furnished by the City of Suffolk.

8. Faith Based Organization

City of Suffolk does not discriminate against faith-based organizations.

9. Bidder Qualification

Only bids from established contractors for work similar in scope to work herein shall be considered; the City reserves the right to request specific reference information prior to award. Bidder shall demonstrate that he has adequate and appropriate manpower, tools and equipment to respond and perform in accordance with the provisions herein.

The City may, at its option, disqualify a bidder and reject his bid for cause. Reasons deemed to be sufficient for this action shall include, but not be limited to, the following:

- Evidence of collusion among bidders
- Receipt of more than one bid on any project from an individual, or from a corporation. This restriction does not apply to subcontractors
- Default on any previous contract
- For unreasonable failure to complete a previous contract within the specified time or for being in arrears on an existing contract without reasonable cause for being in arrears
- Inability to perform as revealed by an investigation of the Bidder's financial statement, experience and/or plant and equipment

10. Substitutions

NO substitutions or cancellations permitted after award without written approval by the Purchasing Agent.

11. Method of Payment

Contractor shall submit invoices in duplicate for each delivery, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables.

Invoices shall be submitted to using departments.

Upon acceptance of work, the City will render payment within forty-five (45) days of receipt of invoice.

Individual contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

12. Assignment of Contract

This contract may not be assigned in whole or in part without the written consent of the Purchasing Agent.

13. Severability

If any part, term, or provision of this agreement, shall be found by the Court to be legally invalid or unenforceable, then such provision or portion thereof, shall be performed in accordance with applicable laws. The invalidity or unenforceability of any provision or portion of any contract document shall not affect the validity of any other provision or portion of the contract document.

14. Applicable Laws

This contract shall be governed in all respects by the laws of the Commonwealth of Virginia. Any judicial action shall be filed in the Commonwealth of Virginia, City of Suffolk.

15. Ethics in Procurement

Bidders, offerors, contractors or consultants must provide written disclosure with their bid or proposal if one of your officers, directors, trustees, partners, employees, or lenders is an employee or officer of the City of Suffolk or an immediate family member of the employee or officer (as defined by Section 2.2-4368 of the Virginia Procurement Act) who is involved personally or substantially participates in procurement transactions or owns or controls an interest of more than three percent (3%) of the company or receives more than \$5,000 annually from the bidder, Offeror, contractor or consultant.

16. Insurance

The successful bidder shall procure, maintain, and provide proof of, insurance coverage's for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the City by the bidder, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall consist of all policies, endorsements, declaration pages, and certificates of insurance and shall be submitted fifteen (15) days prior to the commencement of work, and such coverage shall be maintained by the offeror for the duration of the contract period; for occurrence policies. Claims made policies must extend reporting period for two (2) years after expiration date.

a. General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

1. Minimum Limits

General Liability:

\$2,000,000 General Aggregate Limit
\$2,000,000 Products & Completed Operations
\$1,000,000 Personal and Advertising Injury
\$1,000,000 Each Occurrence Limit
\$ 50,000 Fire Damage Limit
\$ 5,000 Medical Expense Limit

b. Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the offeror, his agents, representatives, employees or subcontractors.

1. Minimum Limits

Automobile Liability:

\$1,000,000 Combined Single Limit
\$ 5,000 Medical Expense Limit

c. Workers' Compensation

Limits as required by the Workers' Compensation Act of Virginia.
Employers Liability, \$100,000/\$500,000/\$100,000

d. Umbrella/Excess Liability

\$2,000,000 umbrella/excess liability coverage

e. Coverage Provisions

1. All deductibles or self-insured retention shall appear on the declaration pages, endorsements, and/or policies provided.
2. The City of Suffolk, its officers/officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. A copy of all endorsements, declaration pages, and policies that address additional insured shall be provided. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
3. The offeror's insurance shall be primary over any applicable insurance or self-insurance maintained by the City.

4. Shall provide thirty (30) days written notice to the City before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
5. All coverages for subcontractors of the offeror shall be subject to all of the requirements stated herein.
6. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the City, its' officers/officials, agents, employees and volunteers.
7. The insurer shall agree to waive all rights of subrogation against the City, its' officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
8. The offeror shall furnish the City with all certificates of insurance, endorsements, declaration pages, and policies affecting coverage. All documents are to be signed by a person authorized by the insurance company(s) to bind coverage on its' behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.
9. All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII or self-insured-pool, approval must be received from City's Risk Manager.

All coverages designated herein shall be as broad as the Insurance Services Office (ISO) forms filed for use with the Commonwealth of Virginia.

QUOTATION FORM

TO: City of Suffolk, Virginia
 Purchasing Division
 442 West Washington Street
 Suffolk, VA 23434

BID: *Environmental Review
 Record Assistance*
DUE: February 28, 2017
TIME: 3:00 p.m., Local

_____ (Consultant) quotes firm price, exclusive of all taxes, to furnish Environmental Review Record (ERR) Assistance for the Western Tidewater HOME Consortium in accordance with all specifications, terms, and conditions herein.

Provide unit price (per locality) below to provide the required services:

Qty	Description	Unit Cost per Locality	Total
<u>REVIEW I – 2017 REVIEW</u>			
4 Each	Tier I Documentation	\$ _____	\$ _____
4 Each	Written Strategy & Site Specific Checklist	\$ _____	\$ _____
TOTAL FOR 2017 REVIEW:			\$ _____
<u>REVIEW II – 2020 REVIEW</u>			
4 Each	Tier I Documentation	\$ _____	\$ _____
4 Each	Written Strategy & Site Specific Checklist	\$ _____	\$ _____
TOTAL FOR 2020 REVIEW:			\$ _____
GRAND TOTAL FOR 2017 AND 2020 REVIEWS:			\$ _____

REFERENCES

Indicate below a listing of at least three (3) recent references for which you have provided similar services. Include the date that services were furnished and the name, address, and phone number of the person we have your permission to contact.

	<u>Client/Address</u>	<u>Date</u>	<u>Contact Person</u>	<u>Phone No.</u>
1)	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
2)	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
3)	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

BIDDER:

Company Name _____

Address _____

Person Quoting _____ Title _____

Telephone _____ Fax No. _____

Federal ID No. _____ E-mail address: _____

I certify by my signature below that I have received the documents associated with this bid/proposal and understand that the review for completeness of these bid documents and the understanding and comprehension of the bid specifications is solely my responsibility; base on this, by my signature below I waive all rights to future claims against the City of Suffolk that the documents were incomplete or not understandable.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same equipment/materials/service and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

I certify that the bidder represented herein is eligible to bid with respect to all applicable sections of State and Local Government Conflict of Interests Act, Code of Virginia, Section 2.1-639.1 et. seq.

Signature _____ **Date** _____
(Person signing bid must show title or authority to bind the firm in a contract.)

ANTICOLLUSION/NONDISCRIMINATION/DRUG FREE WORKPLACE CLAUSES

ANTICOLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THIS BID, SAID BIDDER DID NOT EITHER DIRECTLY OR INDIRECTLY ENTER INTO ANY COMBINATION OR ARRANGEMENT WITH ANY PERSON, FIRM OR CORPORATION, OR ENTER INTO ANY AGREEMENT, PARTICIPATE IN ANY COLLUSION, OR OTHERWISE TAKE ANY ACTION IN THE RESTRAINT OF FREE, COMPETITIVE BIDDING IN VIOLATION OF THE SHERMAN ACT (15 U.S.C. SECTION 1), SECTIONS 59.1-9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.6 THROUGH 59.1-68.8 OF THE CODE OF VIRGINIA.

THE UNDERSIGNED BIDDER HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THEREFROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, THE CITY OF SUFFOLK HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS BID; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS BID.

DRUG-FREE WORKPLACE:

DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES TO (I) PROVIDE A DRUG-FREE WORKPLACE FOR THE CONTRACTOR'S EMPLOYEES; (II) POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE OR MARIJUANA IS PROHIBITED IN THE CONTRACTOR'S WORKPLACE AND SPECIFYING THE ACTIONS THAT WILL BE TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION; (III) STATE IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE CONTRACTOR THAT THE CONTRACTOR MAINTAINS A DRUG-FREE WORKPLACE; AND (IV) INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS I, II, AND III IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR CONTRACTOR.

FOR THE PURPOSE OF THIS SECTION, "DRUG-FREE WORKPLACE" MEANS A SITE FOR THE PERFORMANCE OR WORK DONE IN CONNECTION WITH A SPECIFIC CONTRACT AWARDED TO A CONTRACTOR IN ACCORDANCE WITH THIS CHAPTER, THE EMPLOYEES OF WHOM ARE PROHIBITED FROM ENGAGING IN THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF ANY CONTROLLED SUBSTANCE OR MARIJUANA DURING THE PERFORMANCE OF THE CONTRACT.

NONDISCRIMINATION CLAUSE:

1. EMPLOYMENT DISCRIMINATION BY BIDDER SHALL BE PROHIBITED.
2. DURING THE PERFORMANCE OF THIS CONTRACT, THE SUCCESSFUL BIDDER SHALL AGREE AS FOLLOWS:
 - A. THE BIDDER, WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY STATE LAW RELATING TO DISCRIMINATION IN EMPLOYMENT, EXCEPT WHERE THERE IS A BONA FIDE OCCUPATIONAL QUALIFICATION/CONSIDERATION REASONABLY NECESSARY TO THE NORMAL OPERATION OF THE BIDDER. THE BIDDER AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NONDISCRIMINATION CLAUSE.
 - B. THE BIDDER, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED ON BEHALF OF THE BIDDER, WILL STATE THAT SUCH BIDDER IS AN EQUAL OPPORTUNITY EMPLOYER.
 - C. 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.
 - D. BIDDER WILL INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS A, B, AND C IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR CONTRACTOR.

Name and Address of Bidder:	Date:
	By:
	Signature In Ink
	Printed Name
Telephone Number: ()	Title
Fax Phone Number: ()	
FIN/SSN#:	

Is your firm a "minority" business? Yes No If yes, please indicate the "minority" classification below:

African American Hispanic American American Indian Eskimo Asian American Aleut

Other; Please Explain: _____

Is your firm Woman Owned? Yes No

Is your firm a Small Business? Yes No