



POUDRE SCHOOL DISTRICT R-1

TELECOM BILLING AUDIT

RFQ 22-680-002

SCHEDULE

RFQ Posted to BidNet

July 27, 2021

Questions Due

August 2, 2021, 2:00 p.m. MST

RFQ Closing Date

August 9, 2021, 2:00 p.m. MST

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TELECOM BILLING AUDIT RFQ 22-680-002

Poudre School District (“the District”) is seeking quotes from experienced and qualified service providers to audit the past 12 months of invoices from its current telecommunications provider as specified in this Request for Quote (“RFQ”).

The District shall provide copies of this RFQ to service providers through the Rocky Mountain E-Purchasing System electronic solicitation platform, <http://www.RockyMountainBidSystem.com>, (“BidNet”) where registered service providers are required to submit their electronic quote responses.

Questions regarding this RFQ must be in writing and directed to the District through the BidNet platform any time after the issuance of this RFQ through and including 2:00 p.m. MST on August 2, 2021. Questions received after the deadline date/time and/or not submitted electronically through the BidNet platform may not be addressed. Each question submitted, as well as the District’s response thereto, shall be provided in an addendum through BidNet.

Note: Every question must be submitted individually. Multiple questions per entry will not be addressed.

At no time during the solicitation process, will communication regarding this RFQ be permitted with any district employee other than the Procurement Agent named below until an award has been announced. Communication with a district employee other than the Procurement Agent named below may disqualify the quote from consideration.

The District will only accept and consider electronically submitted quotes. Quotes must be submitted and received in BidNet’s electronic solicitation portal on or before 2:00 p.m. MST on August 9, 2021. At that time, the submission portal will close, and no further submissions will be allowed, nor considered.

District staff shall review the quotes received in response to this RFQ during the quote consideration period commencing on August 9, 2021. During the quote consideration period, the District may ask questions of and/or request additional information from service providers who have submitted quotes.

Sales Prohibited/Conflict of Interest: No officer, employee, or member of the School Board, shall have a financial interest in the sale to the school district of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the School District. Soliciting or accepting any gift, gratuity favor, entertainment, kickback, or any items of monetary value from any person who has or is seeking to do business with Poudre School District R-1 is prohibited.

Collusive or sham quotes: Any quote deemed to be collusive, or a sham quote will be rejected and reported to authorities as such. Your authorized signature on this quote assures that such quote is genuine and is not a collusive or sham quote.

The District reserves the right to reject any and all quotes and to waive any irregularities or informalities.

Sincerely,
Karen Wailly
Senior Procurement Agent

1.0 GENERAL TERMS AND CONDITIONS

- 1.1 This is a solicitation for an offer and is not an offer to contract for goods or services.
- 1.2 These General Terms and Conditions apply to all offers made to the District by all prospective service providers (“Service Provider”) on behalf of District solicitations including, but not limited to, Invitation for Bids (“IFB”), Request for Quotes (“RFQ”), and Request for Proposals (“RFP”).
- 1.3 Submission of a quote is deemed as acceptance of all terms, conditions and specifications contained in the solicitation package provided to the Service Provider. Any proposed modification must be accepted in writing by the District prior to award of the agreement.
- 1.4 Service Provider must provide all requested information. Failure to do so may result in rejection of the quote at the option of the District.
- 1.5 Quotes must meet or exceed specifications contained in the solicitation document.
- 1.6 Service Providers are required to submit the name, address, phone number, email address and contact person for three (3) organizations that have purchased similar products and services in the past 24 months.
- 1.7 There is no expressed or implied obligation for the District to reimburse Service Providers for any expenses incurred in preparing quotes in response to this solicitation.
- 1.8 The District is exempt from City, County, State and Federal Sales/Excise Taxes. Tax Exempt Certificates will be issued upon request. The District’s Tax-Exempt Number is: 98-03335.
- 1.9 Service Provider and its employees, representatives, and subcontractors agrees to abide by all applicable Federal, State and Local codes, laws, rules, and regulations.
- 1.10 Service Provider agrees to provide the services covered in this solicitation in strict accordance with the District’s specifications and at the price noted for each item.
- 1.11 The District’s acceptance of any offer is made in reliance on Service Provider’s service performance time, as material and basic to the acceptance. If Service Provider fails to deliver as and when promised, the District may, without liability and in addition to its other rights and remedies at law or in equity, cancel the order by notice effective when received by Service Provider as to services not yet rendered, and purchase substitute service elsewhere and charge Service Provider with any loss incurred.
- 1.12 For services requiring Service Provider’s presence on District property and the project site, the Service Provider must provide proof of insurance that meets the

insurance requirements stated in Section 4.0 of the RFQ. Service Provider must maintain the required insurance for the duration of the Project.

- 1.13 The Service Provider, by affixing his signature to this quote, certifies that his quote is made without previous understanding, agreement, or connection either with any persons, firms or corporations offering a quote for the same items or with the District. The Service Provider also certifies that his quote is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.
- 1.14 The successful Service Provider is not permitted to transfer any interest in the project whether by assignment or otherwise, without prior written consent of the District's Strategic Sourcing Department.
- 1.15 Service Provider must note in the solicitation response any intent to use subcontractors.
 - 1.15.1 The subcontractor's name, address, phone number and three client references, along with the type of work to be performed must be included.
 - 1.15.2 Use of subcontractors may be considered as a factor in the District's evaluation process.
 - 1.15.3 If the Service Provider fails to notify the District of its intent to use subcontractors in the quote submittal, the quote may be considered a void offer.
 - 1.15.4 Subcontractors will be allowed only by written consent of the District.
 - 1.15.5 The Service Provider agrees that it is fully responsible to the District for the acts or omissions of its subcontractors, or any persons employed by them, in the same way as it is for the acts and omissions of persons directly employed by the Service Provider. Nothing contained in the agreement shall create any contractual relation between any subcontractor and the District.
- 1.16 A submission of a quote in response to this solicitation is an offer to contract with the District based upon the terms, conditions, scope of work and specifications contained in the RFQ.
 - 1.16.1 The successful Service Provider will be required to enter into a negotiated District agreement prior to the start of project work.
 - 1.16.2 The agreement language will control over any language contained within this RFQ that conflicts with the signed and fully executed agreement.
- 1.17 This solicitation does not commit the District to award an agreement.

- 1.17.1 The District reserves the right to accept or reject any or all quotes received as a result of this RFQ or to cancel in part or in its entirety this solicitation if it is deemed to be in the best interest of the District.
- 1.17.2 The District reserves the right to accept any portion of or the entire quote as deemed in the best interest of the District.
- 1.18 All changes in quote documents shall be through written addendum and provided through BidNet.
 - 1.18.1 Amendments or clarifications to the submitted quotes not requested by the District will not be accepted, nor considered in awarding the agreement.
- 1.19 The District reserves the right to request additional information from one or more Service Provider. The District may make such inquiries and conduct such investigations as it deems necessary to determine the qualifications and ability of the Service Provider to provide the services called for under the RFQ and/or represented in the Service Provider's response.
- 1.20 The agreement between the District and the successful Service Provider is planned to commence upon full execution of the agreement and issuance of a District purchase order and shall continue through and including June 30, 2022 unless terminated earlier by the District as in section 1.21 below.
- 1.21 Notwithstanding the planned term of an agreement and/or any extensions thereof as provided in sections 1.20 above, the District may terminate the agreement at any time in its sole discretion for any reason, with or without cause, upon written notice served on the Service Provider no less than thirty (30) days prior to the date of termination. In the event of such early termination by the District, the Service Provider shall be paid up to the date of termination for services performed under and in accordance with this agreement.
- 1.22 Notwithstanding any other term or provision of this RFQ, the District's obligations hereunder are expressly subject to its budgeting and appropriation of sufficient funds for each fiscal year (July 1 - June 30) an agreement is in effect. In no event, shall the District's obligations in an agreement constitute a multiple-fiscal year direct or indirect debt or other financial obligation under Article X, Section 20(4)(b) of the Colorado Constitution.
- 1.23 In the event the District has reasonable grounds to believe that any individual assigned to perform work under this agreement has a criminal record, is a registered sex offender, is under the influence of alcohol or other substance, has exhibited violence or based upon other information the District deems reliable; the District may exclude such individual from any school building or grounds or impose reasonable conditions upon such individual's presence upon any school premises. In the judgment of the District, if the agreement cannot be performed as a result of such action, the agreement may be terminated.

- 1.24 The Service Provider shall provide the services as an independent contractor of the District. As such, the Service Provider shall have the right to determine how and by whom the services will be provided, subject to and consistent with the terms and conditions of this solicitation.
- 1.24.1 The Service Provider shall be exclusively responsible for: (a) all compensation, employment tax withholdings and payments, and all fringe benefits for its employees in full compliance with all applicable federal, state and local laws; (b) all insurance coverage's and benefits for its employees in full compliance with all applicable federal, state and local laws, including but not limited to pension or retirement benefits, works' compensation, unemployment compensation, and Social Security benefits; and (c) all payments to its Service Providers and subcontractors for goods and/or services directly or indirectly related to the solicitation.
- 1.25 Service Provider certifies, represents, warrants, and agrees that it will not knowingly employ or contract with an illegal alien to provide services under this agreement, and will not enter into an agreement with a subcontractor that fails to certify to Service Provider that the subcontractor will not knowingly employ or contract with an illegal alien to provide services under this agreement. Service Provider also certifies, represents, warrants and agrees that it will confirm the employment eligibility of all its employees who are newly hired for employment to provide services under this agreement through Service Provider's participation in either: (a) the E-Verify Program created under federal law and jointly administered by the Department of Homeland Security and the Social Security Administration; or (b) the Colorado Department of Labor and Employment Program ("Department Program") established pursuant to C.R.S. § 8-17.5-102(5)(c).
- 1.25.1 Service Provider shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this agreement is being performed. If Service Provider obtains actual knowledge that a subcontractor providing services under this agreement knowingly employs or contracts with an illegal alien, Service Provider shall notify the subcontractor and the District within three (3) days that Service Provider has such actual knowledge and terminate the subcontract within three (3) days of providing the notice if the subcontractor has not stopped employing or contracting with the illegal alien. Service Provider shall comply with any reasonable request made by the Department of Labor and Employment in the course of an investigation undertaken pursuant to the authority of C.R.S. § 8-17.5-102(5). If Service Provider participates in the Department Program, it shall: (a) notify the District and the Department of Labor and Employment of such participation as required by law; and (b) within twenty (20) days after hiring an employee to provide services under this agreement, provide to the District a written notarized copy of an affirmation that it has examined the legal work status of such employee, retained file copies of the documents required by 8 U.S.C. § 1324a, and not altered or falsified the identification documents for such employee.

- 1.26 Service Provider agrees to not refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, or physical handicap.
- 1.27 Venue for any and all legal action regarding or arising out of transactions covered herein shall be solely in the District Court in and for Larimer County, State of Colorado. The transactions covered herein shall be governed by the laws of the State of Colorado.
- 1.28 Quotes shall contain a signature of an authorized representative in the space provided on the Quote Certification Form. Failure to properly sign quote may result in quote being considered non-responsive.
- 1.29 The District shall issue written addenda if substantial changes which impact the technical submission of quotes are required. Copies of such addenda will be distributed via the BidNet system. In the event of conflict with the original agreement documents, addenda shall govern all other agreement documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.
- 1.30 All information and supplemental documentation required in conjunction with this RFQ shall be furnished by the Service Provider with its quote. If the Service Provider fails to supply any required information or documents, its quote may be considered non-responsive and ineligible for award.
- 1.31 The accuracy of the quote is the sole responsibility of the Service Provider. No changes in the quote shall be allowed after the submission deadline, except when the Service Provider can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended.
- 1.32 The apparent silence or omissions within this solicitation regarding a detailed description of the materials and services to be provided shall be interpreted to mean that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used.
- 1.33 Service Providers may offer a cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for quote evaluation purposes.
- 1.34 A purchase order resulting from this solicitation shall be governed by and construed in accordance with the laws of the State of Colorado.
- 1.35 Payment for the goods and/or services furnished by the Service Provider shall not constitute acceptance thereof. The District shall have the right to inspect such goods and the products of such services, and to reject any or all of which are in the District's judgment defective or nonconforming. In addition to the District's other rights, goods

rejected, and goods supplied in excess of quantities specified in a purchase order, may be returned to the Service Provider at the Service Provider's expense.

1.36 The District may, at its sole and absolute discretion:

1.36.1 Reject any and all or parts of any or all quotes submitted by prospective Service Providers;

1.36.2 Re-advertise this solicitation;

1.36.3 Postpone or cancel the quote process for this solicitation;

1.36.4 Waive any irregularities or technicalities that are not qualified as a requirement for responsiveness in this RFQ or in quotes received in conjunction with this RFQ; and/or

1.36.5 Determine the criteria and process whereby quotes are evaluated and awarded.

1.37 Information and materials submitted in response to this RFQ may be considered public records subject to disclosure under the Colorado Open Records Act ("CORA"), C.R.S. §§ 24-72-200.1 to -205.5. Information and materials that Service Provider believes are confidential and not subject to disclosure under CORA must be submitted separately with a citation to the section of CORA and any other relevant law under which Service Provider believes they are confidential. The District, not Service Provider, shall determine whether information and materials so identified will be withheld as confidential, but will inform Service Provider in advance of disclosure to give it an opportunity to take legal action to protect its interests vis-à-vis the party making the CORA request.

1.38 Service Provider must indicate any variances to the specifications and terms and conditions, no matter how slight. If variations are not stated in the Service Provider's response, it shall be construed that the quote fully complies with the specifications and terms and conditions.

1.38.1 Notwithstanding the above, it is hereby agreed and understood that the District reserves the right to reject these variations if they individually, or as a whole, do not meet the standards established in the specifications. Variations accepted by the District will be conveyed in writing.

1.39 Warranties

1.39.1 Notwithstanding prior acceptance of goods and services by the District, the Service Provider shall expressly warrant all delivered goods and services provided, as properly functioning at the start of operations and compliant with the terms of the agreement and industry standards thereafter. The warranty period will begin at the time the goods and services have been formally accepted in writing by the District.

- 1.39.2 Service Provider warrants that all goods and services furnished under the agreement shall be merchantable and shall be safe and appropriate for the purpose for which goods and services of like kind are normally used. If Service Provider knows or has reason to know the particular purpose for which the District intends to use the goods and service, Service Provider warrants that such goods and services shall be fit for that particular purpose. Service Provider warrants that all goods furnished under the agreement shall be new unless otherwise specified by the District, and that the title conveyed regarding such goods and services shall be complete and its transfer rightful. Service Provider agrees to promptly replace or correct all defects and/or deficiencies in any goods and services not conforming to the foregoing warranties, without expense to the District, provided the District elects to allow Service Provider the opportunity to do so.
- 1.39.3 The Service Provider will correct all defects and/or deficiencies associated with the agreement and replace incorrect or defective goods and services within five (5) business days of written notification from the District to the Service Provider. If, within five (5) business days after written notice by the District to the Service Provider, the Service Provider has not corrected all defects and/or deficiencies, the District may correct all defects and/or deficiencies at the Service Provider's expense.
- 1.39.4 During the warranty period, the Service Provider shall be responsible and bear all costs to correct any problems, defects and/or deficiencies reported which do not meet the specifications set forth in the agreement.
- 1.39.5 Defects and/or deficiencies properly noted in writing to the Service Provider before expiration of the warranty period will be fully covered regardless of such expiration.
- 1.39.6 In the case of emergency, repairs and/or replacement may be made without notice being given to the Service Provider if determined by the District that delay would cause certain loss or damage. The Service Provider shall pay the cost of these emergency repairs and/or replacements. Service Provider shall, upon District request, provide proof as to the kind and quality of materials and equipment. Contracted work shall, likewise, be free of defects and in conformance with industry standards. Service Provider also warrants that its workers will be sufficiently skilled to produce high quality work, free of faults and defects. Work not conforming to these requirements, including unauthorized substitutions, may be considered defective. Service Provider further warrants that the construction processes and methods employed to perform the work shall be suitable for the results required and expected. If the Service Provider proposes to use an unproved and untried method, process or product, the District must be advised of it in the quote in writing and give approval. The District may permit experimentation but

may require special guarantees by the Service Provider to cover the experimental work.

- 1.40 The Service Provider shall have and maintain a set of protocols and guidelines to meet evolving health and safety requirements and implement COVID-19 protocols, which shall follow guidance and orders from state and/or local public health officials and shall be no less strict than the District's protocols.
 - 1.40.1 If the District is directed, or the District determines to limit or restrict access to any or all of its facilities or District location due to a public health or safety concern, the District may, at its discretion, temporarily delay or stop Service Provider's services, with or without prior notice.
- 1.41 Prior to quote submission, Service Providers are encouraged to check the BidNet website to ensure additional requirements are incorporated into its submissions.
- 1.42 Appeal of Award. Service Provider may appeal the award by submitting, in writing, a request for re-consideration to the District's Strategic Sourcing department within seventy-two (72) hours after the receipt of the notice of award.

2.0 SCOPE OF WORK

- 2.1 Successful Service Provider shall perform a comprehensive analysis of the District's telecom billing information.
 - 2.1.1 The accuracy of the monthly telecom billing statements shall be verified against the contracted agreement and service records.
 - 2.1.2 Audit shall span a minimum of a one-year period (or the maximum period of time allowed for refunds).
 - 2.1.3 Areas of focus include but are not limited to rates and services provided.
- 2.2 Successful Service Provider shall provide monthly quantitative and narrative reports to the District.
 - 2.2.1 Reports shall include refund recovery, credits available, and potential savings information.
- 2.3 Successful Service Provider shall work with the District's current telecom provider to streamline and update its billing where possible.
- 2.4 Successful Service Provider shall work with a District IT representative to verify that the current District telephone lines and circuits are active and in use.
- 2.5 The District has no immediate plans to switch telecom providers.

3.0 EVALUATIONS AND AWARD OF AGREEMENT

3.1 The District intends to award the Telecom Billing Audit agreement to one Service Provider meeting the specifications of this RFQ and deemed to be in the best interests of the District.

3.1.1 Final evaluation may be based on, but not limited to the following: price, project delivery time, adherence to specifications, performance, and previous experience with similar projects. Those quotes that are clearly non-responsive to the stated requirements may be eliminated prior to the evaluation.

4.0 INSURANCE

Service Provider shall procure and maintain the required insurance specified below for the duration of this Agreement, which insurance shall be written for not less than the amounts specified or greater if required by law. Specified coverages and amounts may be provided by a combination of a primary policy plus an umbrella or following form excess policy. If not otherwise required by law, lower amounts may be acceptable upon review and written approval by the District’s Director of Records and Risk Management. All insurance shall be with a carrier licensed in the state of Colorado and shall have a minimum A.M. Best rating of A- VII. Service Provider shall furnish the District’s Director of Records and Risk Management with certificates of the required insurance prior to the District’s approval and signing of this Agreement, and with renewal certificates prior to the expiration of any required insurance that expires during the term of this Agreement. Memorandums of Insurance will not be accepted. Certificates of Insurance and all communication regarding insurance shall be sent to:

Poudre School District
Attention: Risk Management
2407 Laporte Ave
Ft. Collins, CO 80521
Email to: risk@psdschools.org

Any insurance and/or self-insurance carried by the District is excess of the coverage extended to the District by Service Provider. Service Provider shall provide at least thirty (30) days’ advance written notice to the District prior to cancellation, change of coverage, or non-renewal. The insurance requirements specified in this section shall not reduce the indemnification liability that Service Provider has assumed in section 4.1.

Professional Liability

Minimum Limits

- a. Each Occurrence or Wrongful Act Limit \$1,000,000
- b. Annual Aggregate Limit \$3,000,000
- c. In the event that the Professional Liability insurance required by this Agreement is written on a claims-made basis Provider warrants that any retroactive date under the policy shall precede the effective date of this Agreement and that either continuous coverage will be maintained, or an extended discovery period will be exercised for a period of three (3) years beginning at the time work under this Agreement is completed.

- d. Provider must provide evidence of the extended reporting period coverage at the end of the project and before all final payments to the Provider is made.

Commercial General Liability

- a. Each Occurrence Bodily Injury & Property Damage \$2,000,000
- b. General Aggregate \$3,000,000
- c. Products/Completed Operations Aggregate \$3,000,000
- d. Personal/Advertising Injury \$2,000,000
- e. Coverage must be written on an “occurrence” basis
- f. Poudre School District and its elected officials, employees, agents, and volunteers shall be named as additional insured or covered as an additional insured by way of a blanket endorsement and shall be insured to the full limits of liability purchased by the Service Provider even if those limits of liability are in excess of those required by this Agreement.

Commercial Automobile Liability Providing Coverage for Owned, Non-Owned, and Leased or Hired Vehicles

- a. Bodily Injury & Property Damage Combined Single Limit Minimum \$1,000,000
- b. If Service Provider operates vehicles in performing any services under this Agreement, the policy shall be endorsed to include the following additional insured language: “Poudre School District R-1, its elected officials, employees, agents, and volunteers shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Service Provider” and shall be insured to the full limits of liability purchased by the Service Provider even if those limits of liability are in excess of those required by this agreement. Copy of policy endorsement must be attached to the Certificate of Insurance.

Workers’ Compensation and Employers’ Liability

- a. State of Colorado Statutory
- b. Employer’s Liability \$100,000 Each Accident
\$500,000 Disease – Policy Limit
\$100,000 Disease – Each Employee
- c. Waiver of subrogation in favor of Poudre School District R-1

4.1 Indemnification. Service Provider shall indemnify and hold harmless the District and the District’s Board members, employees, representatives, and agents from and against any and all liability arising from any suit, action, grievance, charge or proceeding brought in connection with or related to Service Provider’s operations, provision of Services and/or conduct of any of its employees, volunteers, agents, or representatives. The indemnification and hold harmless obligation hereunder shall include all attorney fees, costs and expenses incurred by the District and/or the District’s Board members, employees, representatives and/or agents in defense of said suits, actions, grievances, charges and/or proceedings. Nothing in this section or otherwise in this Agreement shall be construed in any way or applied in any manner as a compromise or waiver of the District’s rights and protections under the Colorado Constitution or the Colorado Governmental Immunity Act.

5.0 REFERENCES

References are required. Provide three references for which your company has completed similar services for projects of similar scope within the past 24 months.

5.1 Company Name _____
Address _____
Contact Person _____
Telephone _____
Email _____
Describe type of work/service performed and items supplied _____

5.2 Company Name _____
Address _____
Contact Person _____
Telephone _____
Email _____
Describe type of work/service performed and items supplied _____

5.3 Company Name _____
Address _____
Contact Person _____
Telephone _____
Email _____
Describe type of work/service performed and items supplied _____

6.0 PRICING AND REQUESTED INFORMATION

- 6.1 Provide a list of procedures that would be employed to accomplish the audit.
- 6.2 Provide your telecom billing audit pricing structure.

7.0 QUOTE CERTIFICATION TELECOM BILLING AUDIT RFQ 22-680-002

Quotes must be submitted and received in BidNet’s electronic solicitation portal on or before 2:00 p.m. MST on August 9, 2021.

The undersigned hereby affirms that:

- He/she is a duly authorized agent of the company issuing this quote and that all information provided in the quote is true and accurate.
- He/she has read the conditions and technical specifications, which were made available to the company in conjunction with this RFQ, and fully understands and accepts these terms unless specific variations have been expressly listed in the quote.
- The company will adhere to all terms and conditions and provide, at a minimum, all services as expressed in the RFQ and/or the company’s quote responding to the RFQ.
- The company meets or exceeds all of the required criteria as specified by this RFQ, or if not, has submitted a Justification for Consideration addressing any failure to meet the criteria.
- The company’s quote is being offered independently of any other Service Provider and in full compliance with the terms specified in this RFQ.
- The company will accept any awards made to it, as a result of this RFQ for a minimum of ninety (90) calendar days following the date and time of the RFQ closing.

Company Name _____

Mailing Address _____

Signature of Agent _____

Printed Name _____

Title _____

e-Mail Address _____

Phone Number _____

Contact Person _____

(If different from Agent – include e-mail address and phone number)

NOTE: Quotes submitted without the signature of an authorized agent of the company may be considered non-responsive and ineligible for the award.