

**THAMES VALLEY DISTRICT SCHOOL BOARD
2022 PRE-QUALIFICATION FOR
GLASS REPAIR CONTRACTORS
WORKSHEET A - TERMS AND CONDITIONS**

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
1.0	INTRODUCTION		
1.0.1	The Thames Valley District School Board (hereafter referred to as the “Board” or “TVDSB”) invites interested experienced Glass Repair contractors to respond to this Request for Pre-Qualification.		
1.0.2	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 160 schools with an estimated enrolment of 75,000 students.		
1.1	PURPOSE		
1.1.1	The TVDSB proposes to pre-qualify glass repair contractors for the following two categories; For projects less than \$10,000 on a time and material basis. For projects estimated to be \$10,001 to \$100,000 to be awarded on the basis of a written Request for Quotation.		
1.1.2	In order to be eligible to bid on the above project(s), interested Glass Repair Contractors must first be pre-qualified. Tender or Request for Quotation submissions will only be accepted from those contractors who have been successfully pre-qualified.		
1.2	PERSONNEL		
1.2.1	All personnel providing service to the TVDSB shall be completed by skilled trades with a minimum of 5 year's experience, qualified to perform work on behalf of the TVDSB.		
1.2.2	All personnel shall wear an appropriate uniform that identifies the company performing the work.		
1.2.3	All personnel must wear a name badge or other form of identification with credentials.		
1.3	SITE VISITATION		
1.3.1	It is the responsibility of the Contractor to ensure all personnel have signed in and out of each facility upon each visit for health and safety regulations and verification of work.		
1.4	TERMS		
1.4.1	The term of this agreement shall be for (1) one year and unless otherwise provided herein, terminating on, July 31, 2023.		
1.4.2	The TVDSB may, at the end of the initial pre-qualification period, extend the pre-qualification of the contractors for an additional two years in one year increments. The TVDSB will advise the bidder, in writing, of their intentions.		
	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a second year ending July 31, 2024.		

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	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a third year ending July 31, 2025.		
2.0	PRE-QUALIFICATION DEFINITIONS AND INFORMATION		
2.1	The following words are used throughout this pre-qualification document and contractors should note these conditions when completing their pre-qualification submission.		
2.1.1	The word “ MUST ” - Contractors “ must ” include the required information in the pre-qualification submission. Failure to include the required information will deem the pre-qualification submission noncompliant.		
2.1.2	The word “ SHOULD ” - Contractors “ should ” include the required information in the pre-qualification submission.		
2.1.3	The word “ NONCOMPLIANT ” - Pre-Qualification submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.4	The word “ CONTRACTOR ” shall mean a person, firm or company to perform all or any portion of this pre-qualification.		
2.1.5	The word “ SUBCONTRACTOR ” shall mean a person, firm or company hired by the contractor(s) or the successful contractor(s) to perform all or any portion of this pre-qualification.		
2.1.6	The word “ QUALIFIED ” shall mean a Contractor who is compliant and has included the required information in their pre-qualification submission.		
2.1.7	PRE-QUALIFICATION IRREGULARITY:		
2.1.7.1	A deviation between the requirements (terms, conditions, specifications, special instructions) of a pre-qualification response for the purposes of this Pre-qualification; pre-qualification irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be in the sole discretion of the TVDSB.		
2.1.7.2	Major Irregularity: A deviation from the pre-qualification request which relates to information that is material to the determination as to whether a contractor should be pre-qualified. If the deviation is permitted, the contractor could gain an unfair advantage over competitors. The TVDSB will reject any pre-qualification submission which contains a major irregularity.		
2.1.7.3	Minor Irregularity: A deviation from the pre-qualification request which affects form, rather than substance. The effect is not material to the determination as to whether a contractor should be pre-qualified or an ambiguity that can be categorized as a clerical error where mandatory information was inadvertently not included in the submission. If the deviation is permitted or corrected the contractor would not gain an unfair advantage over competitors. The TVDSB may permit the contractor to correct a minor irregularity.		

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2.1.8.3	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of pre-qualification request a contractor to correct minor irregularity items of non compliance on any pre-qualification submissions which do not strictly comply with the provisions, procedures and requirements of this Pre-Qualification, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All contractors agree to provide all such additional information as, and when requested, at their own expense, provided no contractor in supplying any such information shall be allowed, in any way materially alter or add to the submission originally proposed.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Proponents must use the online bid entry system which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	Click on "I'D LIKE TO"		
2.2.1.3	Click on "Go to Purchasing"		
2.2.1.4	Click on "Bids"		
2.2.1.5	Click on "Proceed to inquiry/download page".		
2.2.1.6	Proceed to the bid, click "New" icon		
2.2.1.7	You will be directed to the "TVDSB Client Portal"		
2.2.1.7.1	Proponents that already have a TVDSB Client Portal account:		
2.2.1.7.1.1	Click "TVDSB Login".		
2.2.1.7.1.2	Login using TVDSB Client Portal account and password.		
2.2.1.7.2	Proponents that do not already have a TVDSB Client Portal account:		
2.2.1.7.2.1	Click "Sign up now".		
2.2.1.7.2.2	Read TVDSB Client Portal Disclaimer, scroll to bottom and click "I agree" or "I do not agree".		
2.2.1.7.2.3	If "I do not agree" was clicked, you will not be able to proceed. If "I agree" was clicked, you will be taken to "New Account Application".		
2.2.1.7.2.4	Complete account information and click "Create My Account".		
2.2.1.7.2.5	Click "TVDSB Login".		
2.2.1.7.2.6	Login using new TVDSB Client Portal account and password.		
2.2.1.8	Within the Client Portal click "Open to Bid"		
2.2.1.9	Click on the "New" icon for the bid upon which you will be bidding.		
2.2.1.10	Download the 2022Appendices048.xlsx file to your hard drive.		
2.2.1.10.1	The file contains the following worksheets:		
2.2.1.10.1.1	Worksheet A: Terms and Conditions in Excel format - Electronic Response Required		
2.2.1.10.1.2	Worksheet B: Requirements in Excel format - Electronic Response Required		

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2.2.1.10.1.3	Worksheet C - List of Personnel in Excel format - electronic response required.		
2.2.1.10.1.4	Worksheet D - List of Equipment in Excel format - electronic response required.		
2.2.1.10.1.5	Worksheet E - Designated Substances in Excel format - electronic response required.		
2.2.1.10.1.6	Worksheet F - Criteria and Weighting - no response required.		
2.3	RETURN LOCATION		
2.3.1	The bid submission must be returned as a file upload as per 9.3.3.		
2.3.2	Upload of the files as per 9.3.3 is the responsibility of the proponent.		
2.3.3	Submissions received as hardcopies will not be accepted.		
2.3.4	Late bids will not be processed.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Thursday, June 2, 2022.		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Thursday, June 16, 2022.		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Stacey Shoemaker, by email s.shoemaker@tvdsb.ca no later than Wednesday, June 15, 2022. After this date no further inquiries, concerns or questions may be submitted. All questions pertaining to this bid document must be submitted in writing.		
2.5.2	Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated above, may at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Stacey Shoemaker, Buyer. The TVDSB will only be bound by written answers to questions.		
2.5.3	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		
3.0	ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES		
3.1	The successful bidder shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the regulations thereunder with regard to the provision of its goods or service to persons with disabilities. The proponents acknowledge that pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the Board must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services. This legislation can be accessed through the following link to the Government of Ontario's website: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm		
4.0	SUBMISSION REQUIREMENTS		
	Pre-qualification of a contractor will be based on the contractor meeting the following requirements to the satisfaction of the TVDSB:		

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4.1	Printed and signed copies of 2022Appendices541.xlsx with the following worksheets:		
4.1.1	Worksheet A - Terms and Conditions in Excel format - electronic response required.		
4.1.2	Worksheet B - References in Excel format - electronic response required.		
4.1.3	Worksheet C - List of Personnel in Excel format - electronic response required.		
4.1.4	Worksheet D - List of Equipment in Excel format - electronic response required.		
4.1.5	Worksheet E - Designated Substances in Excel format - electronic response required.		
4.1.6	Worksheet F - Criteria and Weighting - no response required.		
4.2	For each requirement as described in Worksheet A - Terms and Conditions and Worksheet E - Designated Substances, contractors must place a response in the appropriate column.		
4.3	The Contractor must not have a conflict of interest with the TVDSB.		
4.4	The Contractor should submit resumes of all staff members in a supervisory capacity who would be assigned to the work.		
4.5	The Contractor must submit a listing of personnel and equipment to be assigned to TVDSB projects in Worksheet C and Worksheet D.		
4.6	The Contractor should submit a financial reference completed by a Canadian Bank or Financial Institution stating maximum credit limits and capabilities.		
4.7	The Contractor must submit a completed CCDC Document No. 11 - 2019 Contractor's Qualification Statement. Ensure the inclusion of a list of recently completed similar size school projects.		
4.8	The Contractor must submit a letter from an insurance company (licenced to do business in the Province of Ontario) indicating its insurance limits for Comprehensive Commercial General Liability coverage. These limits must be in accordance with the current Standard Construction Document 2 (CCDC 2 - 2008), Section GC11.1. A minimum of \$5,000,000.00 for Comprehensive Commercial General Liability coverage is required. The contractor must ensure that all subcontractors are either covered under the contractor's policy(s) or have their own separate coverage similar to the above limits. In the event that the contractor does not have the minimum coverage, the insurer should confirm that such coverage can be obtained if the contractor is pre-qualified.		
4.8.1	The Contractor must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB		

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4.9	The Contractor must submit a letter from an insurance company (licensed to do business in the Province of Ontario) indicating its insurance limits for Motor Vehicle Liability coverage). These limits must be in accordance with the current Standard Construction Document 2 (CCDC 2 - 2008), Section GC11.1. A minimum of \$2,000,000.00 Automotive Liability Insurance coverage is required for company owned vehicles and a minimum of \$1,000,000.00 for employee owned vehicles. The General Contractor must ensure that all subcontractors and any employees operating vehicles on property of the TVDSB are either covered under the contractor's policy(s) or have their own separate coverage similar to the above limits. In the event that the contractor does not have the minimum coverage, the insurer should confirm that such coverage can be obtained if the Contractor is pre-qualified.		
4.10	The Contractor must submit a completed Workplace Injury Summary Report (WISR) document applicable to the Contractor.		
4.11	The Contractor must submit a current Clearance Certificate from the Workplace Safety and Insurance Board.		
4.12	The Contractor must submit a copy of their company's health and safety policy.		
4.13	The Contractor must carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
4.14	Contractors interested in pre-qualifying are advised that it is mandatory they have experience in expediting this type of work.		
4.15	It is the responsibility of the Contractor to ensure that they have submitted all information concerning the requirements of this Request for Pre-qualification.		
4.16	The TVDSB may cancel or withdraw this Request for Pre-qualification for any reason without incurring any cost or liability to any Contractor including expenses incurred in the preparation of the submission.		
4.17	The TVDSB may request additional information from all Contractors.		
5.0	CANADA'S ANTISPAM LEGISLATION		
5.1	Please note that vendors are required to comply with all applicable laws, including CASL, in providing goods or services to the TVDSB. This also extends to communications sent on the TVDSB's behalf. The successful proponent(s) will be required to indemnify the TVDSB for any failure by the successful proponent(s) to comply with CASL, to the extent that the successful proponent(s) action, or inaction, could expose the TVDSB to liability.		
6.0	CONTRACT PERFORMANCE EVALUATION		
6.1	The TVDSB reserves the right at any time during the contract period to evaluate the successful proponents service based on their contract performance.		

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6.2	The successful proponent will be evaluated based on the evaluation form - Facility Services - Contract Performance Evaluation (available upon request).		
6.3	Failure to meet the evaluation criteria may result in termination if performance is deemed unsatisfactory, and/or impact the awarding of future bids.		
7.0	PRE-QUALIFICATION PROCESS		
7.1	The TVDSB reserves the right to disqualify from the request for pre-qualification process:		
7.1.1	an individual who has; or		
7.1.2	an individual who was a shareholder or officer or director of a corporation or partner in a partnership that has; or		
7.1.3	a corporation or partnership that has; or		
7.1.4	a corporation with a shareholder or officer, or director, or partnership with a partner who has; or		
7.1.5	a corporation or partnership that is, or was, a shareholder of a corporation or a partner in a partnership that has; or		
7.1.6	a corporation that has a shareholder or officer, or director, or partnership that has a partner who is also a shareholder or officer or director of another corporation or a partner in another partnership that has;		
7.1.6.1	had a bond retained, or		
7.1.6.2	had all or part of a performance bond retained, or		
7.1.6.3	breached a contract with the TVDSB, or		
7.1.6.4	failed to complete its obligations under any prior contract with the TVDSB to the satisfaction of the TVDSB. The determination of which shall be within the sole discretion of the TVDSB, or		
7.1.6.5	has commenced litigation against the TVDSB in relation to a previous contractual or other relationship.		
8.0	PROPONENT'S RESPONSE GUIDE		
8.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, proponents should use the same numbering format, as on this bid document.		
8.2	The pre-qualification submission must include:		
8.2.1	Signed scans of all Worksheets and Bid Report (in PDF).		
8.2.2	Failure to respond in electronic format will deem the bid noncompliant.		
8.2.2.1	Proponents' submissions should include page numbers for ease of reference by committee members.		
8.2.2.2	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
8.2.2.3	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
9.0	EVALUATION PROCESS		
9.1	An evaluation committee will be established to evaluate pre-qualification submissions.		

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9.2	All bid submissions will first be evaluated on their compliance with the requirements of the pre-qualification document.		
9.3	Contractors must have the ability to supply the requirements identified in this Pre-qualification.		
9.4	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the evaluation criteria shown on Worksheet F - Criteria and Weighting.		
9.5	In the event of a tie score, the TVDSB will resolve the tie by drawing names. Both parties will have representation at the draw.		
10.0	AWARD AND NOTIFICATION OF CONTRACT		
10.1	The results of this pre-qualification will be posted to the TVDSB web site as soon as decisions have been made:		
	www.tvdsb.ca		
	click on "I'D LIKE TO"		
	click on "Go to Purchasing"		
	click on "Bids"		
	"Proceed to inquiry/download page".		
	Proceed to the Bid, Click		
	"Results - Check Mark"		
	View documents in PDF format.		
11.0	DEBRIEFING		
11.1	Not later than 60 days following the date of posting of a contract award notification in respect to this Pre-qualification, a Contractor may contact the Pre-qualification Coordinator requesting a debriefing from the Purchaser, and the Purchaser shall conduct such debriefing in accordance with the requirements of the Supply Chain Guideline.		
11.2	Any request that is not timely received will not be considered and the Contractor will be notified in writing.		
11.3	Contractors should note that regardless of the time of submission of a request by a Contractor, debriefings will not be provided until such time as a contract award notification has been posted.		
12.0	BID PROTEST PROCEDURE		
12.1	In the event that a Bidder wishes to review the decision of the TVDSB in respect of any material aspect of the RFP process, and subject to having attended a debriefing, the Bidder shall submit a protest in writing to the TVDSB within 10 Days from such a debriefing.		
12.2	Any protest in writing that is not timely received will not be considered and the Bidder will be notified in writing.		
12.3	A protest in writing shall include the following:		

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12.3.1	A specific identification of the provision and/or procurement procedure that is alleged to have been breached;		
12.3.2	A specific description of each act alleged to have breached the procurement process;		
12.3.3	A precise statement of the relevant facts;		
12.3.4	An identification of the issues to be resolved;		
12.3.5	The Bidder's arguments and supporting documentation; and		
12.3.6	The Bidder's requested remedy.		
12.3.7	In the event of any dispute or claim arising between the Board and any proponent as to their respective rights and obligations under the Contract, either party may give the other written notice of such dispute or claim within fourteen (14) calendar days of dispute or cause of action arising. The parties agree that they will first work together in good faith to resolve the matter internally by escalating it to higher levels of management and then if necessary, use mutually agreeable alternative dispute resolution prior to resorting to litigation. Each party shall continue performing its obligations during the resolution of any dispute.		
14.0	DOWNLOADING BID DOCUMENTS		
14.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
14.2.1.1	click on "I'D LIKE TO"		
14.2.1.2	click on "Go to Purchasing"		
14.2.1.3	click on "Bids"		
14.2.1.4	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
14.2.1.5	Click "Proceed to Inquiry/Download page"		
14.2.1.6	Click on the "Name of the Bid" to view documents in PDF format.		
14.2.1.7	Click on the "NEW" logo to be directed to the TVDSB Client Portal.		
14.2.1.7.1	Follow log in instructions beginning with item 2.2.		
16.0	COMPUTER SYSTEM REQUIREMENTS		
15.1	To use the electronic system, proponents must be using Microsoft Internet Explorer or Microsoft Edge.		
16.0	BID WORKSHEETS		
16.1	Download the file "2022Appendices541.xlsx" from the Associated Files.		
16.1.1	The file contains the following worksheets:		
16.1.1.1	Worksheet A - Terms and Conditions in Excel format - electronic response required.		
16.1.1.2	Worksheet B - References in Excel format - electronic response required.		
16.1.1.3	Worksheet C - List of Personnel in Excel format - electronic response required.		
16.1.1.4	Worksheet D - List of Equipment in Excel format - electronic response required.		

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16.1.1.5	Worksheet E - Designated Substances in Excel format - electronic response required.		
16.1.1.6	Worksheet F - Criteria and Weighting - no response required.		
16.2	Complete the worksheets.		
16.3	Print and sign all Worksheets.. The printed and signed copies must be scanned and returned as a .pdf file.		
16.4	Upload files back to us using the "Your Uploaded Files for this Tender" area.		
16.5	The "Bid Report" button must be clicked to initiate the transfer of any uploaded files into our system.		
16.2	BID REPORT		
16.2.1	The "Bid Report" button must be clicked to initiate the transfer of any uploaded files into our system. Note that the generation of the bid report is confirmation that a bid has been received. It is not necessary to submit the bid report as a hard copy.		
17.0	RETURN DATE		
17.1	RETURN DATE and TIME: prior to 12:00:00 noon local time Thursday, June 16, 2022.		

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18.0	SIGNATURE PAGE		
18.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
18.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
18.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
18.4	NAME (Please print):		
18.5	TITLE:		
18.6	SIGNATURE:		
18.7	FIRM NAME:		
18.8	State the legal entity that your organization operates under:		
18.8.1	Proprietorship		
18.8.2	Partnership		
18.8.3	Corporation		
18.8.4	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
18.8.5	Name of each individual Partner or Correct Legal Name of Corporation:		
18.8.6	E-MAIL ADDRESS:		
18.8.7	ADDRESS:		
18.8.8	INTERNET ADDRESS:		
18.8.9	TELEPHONE NO.:		
18.8.10	FAX NO.:		

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