

Request For Proposal

for

**Security Systems at Harnett County
Jetport**

455 McKinney Parkway

Lillington, NC 27546

Due March 11th, 2024 at noon

BID PACKAGE

1 INTRODUCTION

1.1 GENERAL BACKGROUND

The Harnett County Jetport is soliciting proposals from experienced and qualified firms capable of providing consultation on a camera system with latest AI functionality and integration into the existing or new access control system for the Jetport. The selected firm shall be responsible for all Work associated with the project as set forth in the Scope of Work.

1.2 TERMS AND CONDITIONS OF BIDS

1. This is an invitation to submit a bid based on the materials, systems and equipment described in this document.
2. All bids must be submitted in accordance with the specifications and information contained herein, as well as with any addenda, if required, issued by the purchaser.
3. The bid package shall be accompanied by a presale warranty commitment binding the awarded contractor and manufacturer to the customer selected.
4. It is the intent of the Drawings and Specifications to provide a complete workable system ready for the Owner's use. Any item not specifically shown on Drawings or called for in the Specification, but normally required for a complete system, are to be considered a part of the contract.
5. Consideration other than cost alone will be used in making the determination of the successful contractor. These factors will include financial stability, availability, design support, project management and future expansion options.

1.3 INSTRUCTIONS TO THE BIDDER

1. Bids shall be valid for 60 days and other factors such as material and labor rate increase during the duration of this project must be taken into account.
2. The Bidder shall consider the nature and amount of work to be done as well as the difficulties involved in its proper execution.
3. The bid shall include all costs deemed necessary to cover all contingencies essential to the installation of the specified system.
4. Total cost for installation materials, labor project management, permit fees, sales tax and other miscellaneous items must be listed separately.
5. A complete materials list, including description, manufacturer, part number, quantity and total price must also be included.
6. All products and materials shall be new, clean, free of defects and free of damage and corrosion.
7. Where discrepancies are found during the bid process, the most stringent requirements must be included in the bid.
8. Any cost encountered, which is not specifically itemized in the bid, shall not be incurred unless specifically agreed upon, in writing.
9. No additional compensation will be allowed for extra work incurred on the part of the Contractor due to the bidder's failure to notice any existing condition, which may cause the additional labor.
10. Bid responses shall be concise following the format and numbering of this specification. Items not requiring responses shall be acknowledged by the bidder as being read and understood.
11. Bidders must notify the Purchaser as soon as detected any omissions or errors in the specification so corrective addenda may be issued. Such notification must be received by the Purchaser, at least (10) days prior to the date for receipt of bids.
12. Bids will be accepted by Renea Warren-Ford, Harnett County Purchasing Specialist, until **Tuesday, March 11th, 2024 at 12:00pm**. Harnett County requires one electronic package to be sent to purchasing.support@harnett.org. Bids received after this time will be disqualified.

13. Inquiries and requests for clarifications should be submitted to Ira Hall, CIO or via email ihall@harnett.org within one (1) week following receipt of these specifications.

1.4 RIGHTS OF THE PURCHASER

1. The Purchaser reserves the right to accept any bid or, at its discretion, reject any or all bids for whatever reason it deems appropriate.
2. The Purchaser reserves the right to purchase ALL or PART of the materials and hardware needed for the project.
3. Receipt of a bid response does not obligate the Purchaser to pay any expenses incurred by the bidder in preparation of the bid response or obligate the Purchaser in any other respect.
4. The Purchaser reserves the right to modify the specifications contained in the Request for Proposal anytime during the bidding period.
5. Only changes issued as an addendum will be binding upon the Purchaser. No verbal instructions or interpretations of requirements shall be accepted.

1.5 SCHEDULE OF EVENTS

1. The schedule below indicates the critical dates that must be satisfied by the Contractor. The Contractor must staff its work crews appropriately to meet the required dates of completion. The Contractor shall also have staff available to provide coverage during the cut over period of 2 days.

2. EVENT	DATE
3. Release of this RFP	<u>February 26th 2024</u>
4. Proposal Due	March 11 th , 2024 by 12:00pm
5. Contract Award	March 12 th , 2024 or later Board Meeting
6. Start of Installation	Tentatively set March 19 th 2024
7. Completion of Installation	TBD-Will be based on construction timeline
8. Start of Acceptance Testing	TBD-Will be based on construction timeline
9. Start of Cut Over	TBD-Will be based on construction timeline

2 QUALITY ASSURANCE

2.1 CONTRACTOR QUALIFICATIONS

1. The Contractor shall at a minimum possess the following qualifications:
2. Be in business a minimum of five (5) years.
3. Contractor shall demonstrate satisfaction of sound financial condition and can be adequately bonded and insured if the project deems necessary.
4. Possess those licenses/permits required to perform installations in the specified jurisdiction.
5. Have personal knowledgeable in local, state, province and national codes and regulations. All work shall comply with the latest revision of the codes or regulations. When conflict exists between local or national codes or regulations, the most stringent codes or regulations shall be followed.
6. Must possess current liability insurance certificates.

2.2 CONTRACTOR RESPONSIBILITY

1. Contractor shall be obligated to exercise the highest standard of care in performing its obligations as defined in this request for proposal.
2. Contractor acknowledges that Harnett County will rely on contractor's expertise, ability and knowledge of the system being proposed and shall be obligated to exercise the highest of standard care in performing its obligation as defined in the following Scope of Work.

3 GENERAL CONDITIONS

1. **READ, REVIEW AND COMPLY:** It shall be the contractor's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
2. **NOTICE TO BIDDERS:** All quotes are subject to the provisions of the Terms and Conditions of Bids, Instructions to the Bidder, and the Scope of Work. THE COUNTY OF HARNETT objects to and will not evaluate or consider any additional terms and conditions submitted with a quote. By execution and delivery of this document, the contractor agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.
3. **SUBMITTING AN OFFER:** Each contractor submitting an offer warrants and represents that:
 - a. The offer is based upon an understanding of the specifications and requirements described in this RFP.
 - b. Costs for developing and delivering responses to this RFP and any subsequent presentations of the offer as requested by the County are entirely the responsibility of the contractor. The County is not liable for any expense incurred by the contractors in the preparation and presentation of their offers.
4. **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By submission of the proposal, the proposer certifies and, in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this procurement:
 - a. The price in this proposal has been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other proposer or with any competitor;
 - b. Unless otherwise required by law, the prices which have been quoted in this proposal have not and will not be knowingly disclosed by the proposer prior to proposal opening, directly or indirectly, to any other proposer or to any competition; and
 - c. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
5. **OFFER/NO BID:** All contractors in receipt of a Request for Proposal are urged to respond with an Offer or a No Bid.
6. **TIME FOR CONSIDERATION:** Unless otherwise indicated on the first page of this document, the offer shall be valid for 60 days from the date of quote opening.
7. **PROMPT PAYMENT DISCOUNTS:** Bidders are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the contract except as a factor to aid in resolving cases of identical prices.
8. **SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible, therefore deviations shall be explained in detail. **The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**
9. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the purchaser named in Section 1.3 of this document. Do not contact any users directly. Any and all revisions to this document shall be made only by written addendum from the County of Harnett. This contractor is cautioned that the requirements of this quote can be altered only by written addendum and that verbal communications from whatever source are of no effect.
10. **ACCEPTANCE AND REJECTION:** The County of Harnett reserves the right to reject any and all quotes, to waive any informality in quotes and, unless otherwise specified by the bidder, to accept any item in the quote. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.
11. **REFERENCES:** The County of Harnett reserves the right to require a list of references. The County of Harnett may contact these users to determine acceptability of the quote. Such information may be considered in the evaluation of the quote.
12. **E-VERIFY:** Pursuant to N.C.G.S. §143-133.3, the County of Harnett shall not enter into a contract unless the awarded Vendor and each of its subcontractors comply with the E-Verify requirements of N.C.G.S. Chapter 64, Article 2. Vendors are directed to review the foregoing laws. Any awarded Vendor must submit a certification of compliance with E-Verify to the awarding agency, and on a periodic basis thereafter as may be required by the County.
13. **RECRUITMENT FOR MINORITY BUSINESSES:** Pursuant to G.S. 143-48 and Executive Order #150, the County of Harnett invites and encourages participation in this procurement process by

businesses owned by minorities, women, disabled business enterprises and non-profit work centers for the blind and severely disabled. In accordance with G.S. 143-128.2 (effective January 1, 2002) the County of Harnett has established goals for minority participation. Nothing in these guidelines shall be construed to require a contractor to be awarded contract who does not submit the lowest, responsible, responsive bid.

14. **DEFINITIONS:**

- a. Minority – a person who is a citizen or lawful permanent resident of the United States and who is: A. Black, that is, a person having origins in any of the black racial groups in Africa; B. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands regardless of race; C. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, the Pacific Islands; D. American Indian, that is, a person having origins in any of the original peoples of North America; or E. Female
- b. Minority Business – means a business: A. In which at least fifty-one percent (51%) is owned by one or more minority persons, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and B. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.
- c. Socially and economically disadvantaged individual – means the same as defined in 15 U.S.C.637. “Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities”. “Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged”.

15. **EQUAL OPPORTUNITY EMPLOYER:** The County is an equal employment opportunity employer. The County is a federal contractor, and therefore the provisions and affirmative action obligations of 41 CFR § 601.4(a), 41 CFR 60-741.5(a), and CFR 60-250.4 are incorporated herein by reference, where applicable.

16. **DEFAULT:** Failure to satisfactorily perform the services required by the contract will be grounds for the County to declare the contractor in default. Upon default by the contractor, the County shall provide thirty (30) days written notice to contractor of its default, if said default is not corrected by the contractor within this thirty (30) day period, the contract may be canceled or annulled, in whole or in part, by the County for nonperformance or violation of the contract's terms. Upon cancellation of the services of the contractor by the County, an award may be made to another vendor and the contractor shall be liable to the County for costs to the County in excess of the defaulted contract prices. The contractor shall continue the performance of the contract to the extent that any part is not terminated under the provisions of this clause.

17. **DISPUTE PROCEDURES:** It is the policy of the County that disputes that involves a person's rights, duties or privileges, should be settled through informal procedures. To that end, minority business disputes arising under these guidelines should be resolved as governed under G.S. 143-128(g). The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under the Agreement. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either Party may elect to exercise any other remedies available under the Agreement, or at law. This term shall not constitute an agreement by either party to mediate or arbitrate any dispute.

18. **PAYMENT TERMS:** Payment terms are Net 30 days after receipt of a correct invoice.

19. **INDEMNITY & INSURANCE:** The contractor will indemnify and hold harmless the County, its officers, agents and employees from and against all loss, damages, expense and liability caused by an accident or other occurrence resulting in bodily injury, including death and disease to any person, or damage or destruction to property real or personal, arising directly or indirectly from operations, products or services rendered or purchased under this contract.

In addition to the insurance requirements outlined in Exhibit J, contractor shall list County of Harnett as additional insured on its Commercial General Liability, Automotive Liability, and Umbrella Liability policies.

The successful contractor shall provide the County with a certificate of such insurance and shall contain the provision that the County will be given thirty (30) days written notice of any intent to amend or terminate by either the insured or the insuring company.

20. **AWARD OF CONTRACT:** Contract shall be awarded by the Harnett County Governing Body either at its March 12th 2024 or later meeting. Contractor to whom award is made must execute the contract and return the same with the appropriate bonds and a certificate of insurance as required herein to the County Finance Division within ten (10) days after the said contract has been presented to the successful Contractor for signature. If the Contractor shall refuse or neglect to execute the contract, the amount of the proposal guaranty shall be forfeited to the use of the County, not as a penalty, but as liquidated damages.
21. **CONTRACT BONDS REQUIRED IF PROJECT EXCEEDS \$50,000:** The successful bidder, at the time of the execution of the contract shall provide the County with a contract payment bond and a contract performance bond that shall be in compliance with N.C.G.S. Chapter 44A, Article 3, as follows:
- (a) A performance bond in the amount of one hundred percent (100%) of the contract amount, conditioned upon the faithful performance of the contract in accordance with the plans specifications, and conditions of the contract shall be provided. Such bonds shall be solely for the protection of the County of Harnett.
 - (b) A laborer and materials payment bond in the amount of one hundred percent (100%) of the contract amount, conditioned upon the prompt payment for all labor or materials for which a Contractor is liable shall be provided. The payment bond shall be solely for the protection of the persons furnishing materials or performing labor for which the Contractor is liable.

The corporate surety furnishing the bonds shall be authorized to do business in the State of North Carolina, and shall be acceptable to the County Attorney. All contract payment bonds and contract performance bonds shall be executed on "Performance Bond" and "Payment Bond" forms provided in the "Contract Award Package" and be countersigned by a regularly authorized agent of the corporate surety who is resident in North Carolina and who is licensed by the North Carolina Department of Insurance.

22. **CLEANING UP:** The contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the contract. At completion of the work, the contractor shall remove from and about the project waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials. If the Contractor fails to clean up, the County of Harnett may do so and the cost thereof shall be charged to the Contractor.
23. **ROYALTIES AND PATENTS:** The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of patent rights and shall hold the County of Harnett and the Architect harmless from loss unless a particular design, process or product of a particular manufacturer or manufacturers is required by the contract documents. However, if the Contractor has reason to believe that the required design, process or product is an infringement of a patent, the Contractor shall be responsible for such loss unless such information is promptly furnished to the Architect.
24. **SAFETY:** Contractor shall provide all necessary safety measures for the protection of all persons on the work site at all times during the prosecution of the work. The Contractor is required to comply with the provisions of the "North Carolina Occupational Safety and Health Standards (OSHA) for the Construction Industry" and revisions thereto as adopted by General Statutes of North Carolina 95.126 through 155.
25. **GUARANTEE:** The Contractor shall guarantee and warrant all labor and material against defect due to faulty material, workmanship, and/or negligence for a period of ONE YEAR from the date of final inspection. Where items of equipment or material carry a manufacturer's warranty for any

period in excess of twelve (12) months, the manufacturer's warranty shall apply for that particular piece of equipment or material. The Contractor shall respond to any repair request from the County within 48 hours of notice received by telephone or letter. The Contractor shall replace defective materials, equipment, or workmanship without cost to the County within the stipulated guarantee period.

26. **CONTRACTOR'S RIGHT TO STOP WORK/TERMINATE CONTRACT:** Should the work be stopped by order of a court having jurisdiction, or by order of any other public authority for a period of three (3) months, due to cause beyond the fault or control of the Contractor, or if the County should fail or refuse to make payment of account of a certificate issued by the Engineer within thirty (30) days after receipt of same then the Contractor, after fifteen (15) days written notice sent by certified mail, return receipt requested, to the County and the Engineer, may suspend operations on the work or terminate the contract. The County shall be liable to the Contractor for the cost of all materials delivered and work performed on this contract.
27. **CODES AND STANDARDS:** Wherever reference is given to codes, standard specifications or other data published by regulating agencies including but not limited to National Electrical Codes, North Carolina State Building Codes, Federal Specifications, ASTM Specifications, various institute Specifications, etc., it shall be understood that such reference is to the latest edition including addenda published prior to the date of the contract.
28. **OBSERVANCE OF LAWS:** The contractor at all times shall observe, conform to, and comply with all laws, regulations, and ordinances of the United States, the State of North Carolina, County of Harnett, and shall indemnify and save harmless the County and all of its officers, agents, and employees against any claim or liability arising from or based on the violation of any such law or regulation, order, or decree, whether by himself or his employees.

If the Contractor observes that the drawings and specifications are at variance therewith, he shall promptly notify the Engineer in writing. Additional requirements or changes implemented after contract award will be subject to equitable negotiations and shall be made by change order. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, codes, rules and regulations, and without such notice to the Engineer, he shall bear all cost arising, there from.

4 SCOPE OF WORK

4.1 GUIDANCE

The Harnett County Jetport is soliciting proposals from experienced firms capable of providing consultation on a camera system with latest AI functionality and potential integration into the existing access control system for the Jetport. The system will be capable of managing employee, contractor and other individual's identification, access to secure areas of the airport, monitor and record surveillance cameras, provide AI (artificial intelligence) capabilities for person, animal and vehicle detection; License plate and registration recognition; and sensors that detect leaks or spills.

The scope of work shall include but not be limited to data and information gathering, schematic design, design development, construction documents, bidding and negotiating, contract administration, construction administration, record drawings, and other services as may be necessary and required for the project.

4.2 CURRENT CIRCUMSTANCES

1. New Terminal Building construction
 - a. Will be completed March 31st 2024
2. Access control system
 - a. Lenel Onguard Access control system is being implemented in new Terminal building.
 - b. System covers terminal building doors and gated entrances to the runway.

- c. No camera integration currently
- 3. Camera Security System
 - a. Ubiquiti Protect with NVR
 - b. 13 cameras – 9 external and 4 internal

4.3 SCOPE

Evaluate the current systems in place and determine the ideal option that would provide the best security system at the most reasonable cost. The Contractor shall design, test, deliver, furnish, install and warrant all new systems for the Harnett County Jetport Terminal. All systems should have the following:

1. The system should have the ability to expand as the facilities grow.
2. The system should be accessible remotely via wireless or broadband systems.
3. The system should encompass the ability to:
 - a. Identify visitors and staff that enter the location.
 - b. Alert key County personnel if something abnormal is occurring.
 - c. Have appropriate CCTV cameras to provide a visual record of activities at key areas and record the visual record for up to 30 days and stored off site as directed by the Harnett County Information Technology Director or designee.
 - d. Provide CCTV recording of control access points to the terminal and runway, including doors and gates and any other means of ingress or egress.
4. The minimum options of the system should include:
 - a. Access Control to all doors and gates that will be recorded and stored for determination of access
 - b. CCTV cameras in critical defined areas by Harnett County Jetport and Information Technology staff.
 - c. The ability to alert Harnett County key personnel.
 - d. Systems analysis to identify potential equipment failures.
 - e. Online support to assist in solving or diagnosing problems or assistance in system operation.
 - f. Twenty-four (24) hour emergency service availability.
 - g. Provide an electronic operations and maintenance manual to the Information Technology Director or designee.

4.3.1 OPTION 1 – INTEGRATE WITH EXISTING SYSTEMS – 1ST CHOICE

1. Provide a solution that would augment the existing access control and CCTV camera system capitalizing on current equipment and software investment.
 - a. Software and/or hardware that connect to the Lenel **and** Ubiquiti system to augment identity management and provide the necessary AI components to automate identification of objects within camera footage and correlate logs of both systems.
 - i. Provide a “single pane” for log monitoring that will record data and maintain data for no less than 30 days.
 - ii. Expand and enhance identity and access management to all means of ingress/egress at Harnett County Jetport Terminal and surrounding area.
 - iii. Automation of security threat identification and alerting using the latest artificial intelligence software tools that are compatible to the Lenel and Ubiquiti systems.

4.3.2 OPTION 2 – REPLACE ONE OF THE EXISTING SYSTEMS – 2ND CHOICE

1. Provide a solution that would integrate with either the existing access control or the camera system but would replace the other system to enable “better” integration and streamline the overall solution.
 - a. Software and/or hardware that connect to the Lenel or Ubiquiti system to augment identity management and provide the necessary AI components to automate identification of objects within camera footage and correlate logs of both systems.
 - i. Provide a “single pane” for log monitoring that will record data and maintain data for no less than 30 days.
 - ii. Expand and enhance identity and access management to all means of ingress/egress at Harnett County Jetport Terminal and surrounding area.
 - iii. Automation of security threat identification and alerting using the latest artificial intelligence software tools.

4.3.3 OPTION 3 – REPLACE THE EXISTING SYSTEMS – 3RD CHOICE

1. Provide a full solution that would profoundly expand the systems operation and overall security of the airport. This system would improve upon every aspect of system functionality.
 - a. Seamless access management and control
 - b. Industry leading monitoring and alerts powered by the latest artificial intelligence for surveillance and threat monitoring.

4.4 TURNKEY INSTALLATION

Harnett County assumes that all labor, equipment, supplies, materials, and incidentals and all operations necessary for the turnkey installation will be provided, including testing, design, drawings and reports. The firm selected for this work will provide a one (1) year warranty for the work, and three (3) year warranty for products.

The Contractor performing the work is expected to obtain and pay for all permits and inspections required by all legal authorities and agencies having jurisdiction for the work. The work must conform to all required building and electrical codes.

5 OPTIONAL ALTERNATES

Please provide costs for the following options that may be added or removed from final award decision.

5.1 24/7 MONITORING AND MAINTENANCE SERVICES

1. Provide a 24/7 monitoring service that would review logs, camera footage, sensor information other available data and alert appropriate personnel as needed.
2. Provide regularly scheduled maintenance of the equipment to identify potential failures and take corrective action to restore equipment to proper operating condition.
3. Provide on-call service during normal working hours that shall be provided on a preferential basis and billed at an agreed upon labor rate.

5.2 CHEMICAL DETECTION SYSTEM

1. Provide software and hardware to monitor potential hazardous spills or leaks that would integrate into our security systems or a standalone option.
 - a. Implement a separate Chemical threat system.
 - i. Monitor, detect and alert for potential Chemical failures, spills, and leaks.
 - ii. Automation of alerts for potential issues.

6 ADMINISTRATION & DOCUMENTATION

6.1 DRAWINGS

1. Drawings shall be supplied by the contractor showing the locations of and identifiers for all:
 - a. Hardware and cabling that may be necessary.
 - b. Interconnectivity between systems.
 - c. All power distribution to any CCTV site.

6.2 RECORDS

2. All records shall be created by the installation contractor and turned over at the completion of work.
3. The format shall be computer based and both soft copies and hard copies shall be part of the As-built package

7 WARRANTY

7.1 PRODUCT WARRANTY

1. Any software and hardware should have at least a 3-year warranty and support provided from the day of project completion.

7.2 LABOR AND MATERIALS WARRANTY

Installer shall provide a 1-year warranty on all labor and material to be free of defects.

8 FINAL ACCEPTANCE

2. Completion of the installation; in progress and final inspections; receipt of as built documentation; and successful performance of the system for a two-week period will constitute acceptance of the system.

8.1 FINAL RFP CHECKLIST

3. Complete RFP Response with Pricing
4. Hourly Rate for Miscellaneous Tasks
5. References of Similar Scope and Size
6. Detailed Materials List with Description, Manufacturer, Part Number and Quantity
7. Project Team – List of Company Contacts, installation team and Qualifications

REQUEST FOR PROPOSAL FORM

TO: Harnett County Finance Department
Attention: Renea Warren-Ford
purchasing.support@harnett.org

FROM: Name of Bidder: _____
Street Address: _____
Email Address: _____

DO YOU HAVE A VALID BUSINESS LICENSE? YES: _____ NO: _____
PHONE #(____) _____ BUSINESS LICENSE # _____

____ CORPORATION ____ MINORITY OWNED: 51%
____ PARTNERSHIP BLACK, HISPANICS, ASIAN
____ INDIVIDUAL AMERICAN, AMERICAN INDIAN,
____ OTHER (SPECIFY) FEMALE
____ NON-MINORITY OWNED

LIST THREE (3) REFERENCES

NAME: _____
ADDRESS: _____
CONTACT: _____
TELEPHONE #: _____ FAX # _____
E-MAIL ADDRESS: _____

NAME: _____
ADDRESS: _____
CONTACT: _____
TELEPHONE #: _____ FAX # _____
E-MAIL ADDRESS: _____

NAME: _____
ADDRESS: _____
CONTACT: _____
TELEPHONE #: _____ FAX # _____
E-MAIL ADDRESS: _____

BID PROPOSAL FORM

COST OF WORK TO BE PERFORMED (LABOR) \$ _____
COST OF MATERIALS \$ _____
SALES TAX (MATERIALS) \$ _____
DISCOUNT (IF APPLICABLE) \$ _____
GRAND TOTAL \$ _____
Hourly Rate for Miscellaneous Tasks \$ _____

Respectfully submitted this _____ day of _____ 2022

By: _____ Title: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Social Security Number or Federal Tax ID Number: _____

Contractor: _____

Address: _____

