Office of the Illinois State Treasurer  
Judy Baar Topinka

Request for Proposals

Contractor to Provide Temporary Workers  
for the Unclaimed Property Division

June 22, 2005

1.0 Introduction

The Office of the Illinois State Treasurer ("Treasurer") is issuing this Request for Proposals to provide temporary workers for the Unclaimed Property Division. The Treasurer plans to contract with one or more vendors to provide these services for a period of one (1) year beginning July 7, 2005 and continuing through June 30, 2006.

Upon expiration of this term, the Treasurer, in her discretion, may elect to renew any one or all resulting agreements for a period of time and terms agreed upon by the parties that are consistent with Procurement Regulations.

2.0 Workers provided may perform the following functions:

- Coordinating, collecting and reviewing legal documents from claimants (apparent owners) and their agents that are deemed necessary by the supervisor to enable the Treasurer's Unclaimed Property Division to make appropriate payments of unclaimed property in a timely fashion.

- Maintaining a working knowledge of state laws applicable to the above functions including probate matters and privacy issues and documents related thereto.

- Preparing claims for approval by a Supervisor.

- Using a personal computer, selecting and generating the appropriate correspondence and claim forms to send inquirer and creating a pending claim inquiry file.

- Receiving and responding to telephone inquiries and answering general questions concerning the procedures for submitting an inquiry.

- Receiving, recording and tracking unclaimed property reports into the computer tracking system.
• Receiving, recording and researching unclaimed property inquiries on the owner mainframe database using a personal computer and on microfilm to determine the validity of inquiry and type of response required.

• Reviewing and evaluating information submitted on unclaimed property reports to identify missing and/or inaccurate information and phoning holder to verify or obtain additional information.

• Performing data entry/verification functions for unclaimed property reports submitted on paper forms and processing reports received on electronic media using the personal computer diskette reporting system.

• Performing other routine clerical duties as required or assigned which are reasonably within the scope of duties enumerated above.

The above-listed duties are not all-encompassing but, rather, are representative of the functions that the temporary employees will perform.

Employees of the Vendor’s Staffing sent to the Treasurer to perform the above described functions shall have two (2) years of business college or equivalent experience and the ability to type thirty (30) words per minute.

3.0 General Provisions

• All work shall be performed on an as-needed basis at the Office of the State Treasurer, Unclaimed Property Division, 1 West Old State Capitol Plaza, Springfield, IL  62701.

• Workers provided shall be employees of the Vendor. No employee-employer relationship will exist between the Treasurer or the State of Illinois and any employee of the Vendor.

• Vendor is responsible for replacing its employees who fail to report to work for any reason or fail to fit into the office work environment of the Treasurer’s Office. Due to the nature of the work involved, reliability and consistency among workers provided by the Vendor is critically important. The Treasurer shall have the ultimate authority to accept or reject any temporary worker provided.

• The response must be accompanied by a transmittal letter that designates the name, address and telephone number of the person or persons available for contact concerning the response and who are authorized to make representations on behalf of the Vendor’s organization. This statement must also relay the Vendor’s willingness to perform these services and enter into a contract with the Treasurer.

• Vendor must provide a list of references.
3.1 **Submission of Request for Proposals**

Vendors must submit a signed original and four copies of their Proposal to provide the services in a sealed container along with a signed original and four copies of their pricing in a sealed envelope within the sealed container.

All pricing information must be placed in a separately sealed envelope within the proposal container.

Your proposal must provide all information requested and address all of the points mentioned in this RFP.

3.2 **Agency Project Contact**

Mr. Edward Buckles  
Chief Procurement Officer  
Illinois State Treasurer’s Office  
300 West Jefferson Street  
Springfield, IL  62702  
Phone:  (217) 782-6540  
Fax:  (217) 524-3822  
E-mail Address:  ebuckles@treasurer.state.il.us

3.3 **Required Response Date and Time**

All responses must be received by mail or messenger no later than 2:00 p.m. July 6, 2005.

Responses should be mailed to:

The Honorable Judy Baar Topinka  
Treasurer of the State of Illinois  
Attn:  Mr. Edward Buckles, Chief Procurement Officer  
“Response to State Treasurer’s Request for Proposals for Providing Temporary Workers for the Unclaimed Property Division”  
300 West Jefferson Street  
Springfield, Illinois  62702

3.4 **Request to Modify or Withdraw Proposals**

Vendor may make a written request to modify or withdraw its proposal at any time prior to opening; however, no oral modifications will be allowed. Such requests shall be addressed in the same manner as the proposal and plainly marked *MODIFICATION TO PROPOSAL*, with the Project Title shown, and if received by
the Treasurer prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal will be corrected after opening.

3.5 **Treasurer May Cancel Request for Proposal**

If the Treasurer determines it is in her best interest, she reserves the right to do any of the following:

- Cancel this RFP;
- Modify this RFP as needed; or
- Reject any or all responses received in response to this RFP.

4.0 **Compensation**

As indicated above, all reference to pricing must be submitted under separate, but attached cover.

We will evaluate and discuss price with the most qualified Vendors. We will award the contracts only if we determine the price to be fair and reasonable. Such determination will be made by considering the proposals, Vendors' qualifications, Vendors' reputation, pricing submitted with other proposals and the project budget. Only the Treasurer can determine whether a price is fair and reasonable.

5.0 **Mandatory Requirements**

5.1 Vendors must submit information regarding Compensation under separate but attached cover.

5.2 Vendors must submit fully executed Financial and Potential Conflicts of Interest Disclosure Form (Disclosure Form A, attached)

5.3 Vendors must submit a fully executed Other Contract and Procurement Related Information Forms. (Disclosure Form B, attached)

5.4 Vendors must submit a fully executed State Certifications Form (Attached).

5.5 All responses must be submitted in a sealed envelope or package bearing the title “State Treasurer Request For Proposals for Temporary Workers for Unclaimed Property Division”. The package must include an original and four copies of the response, in the specified format and all supporting documents. The pricing element of the Request for Proposal must be submitted under separate but attached cover.

5.6 References.
6.0 Evaluation Criteria:

The Evaluation Committee will review responses based on the following criteria:

- Ability to provide the required services determined by general and specific experience in providing these services, a record of past performance of similar work and qualifications and training of proposed personnel.
- Financial stability;
- Pricing; and
- References.
STATE CERTIFICATIONS

______________________________________________  (“CONTRACTOR”) makes the
following certifications:

1.0 ANTI-BRIBERY.

CONTRACTOR certifies that it is not barred from being awarded a contract or subcontract under Section 1400.5010 of the Treasurer’s Procurement Rules (44 Ill. Adm. Code 1400.5010).

2.0 BID-RIGGING/BID-ROTATING.

CONTRACTOR certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4).

3.0 DRUG FREE WORKPLACE.

This certification is required by Section 3 of the Drug Free Workplace Act (30 ILCS 580/3). The Drug Free Workplace Act, effective January 1, 1992, requires that CONTRACTOR shall not be considered for the purposes of being awarded a contract for the procurement of any services from the State unless CONTRACTOR has certified to the State that CONTRACTOR will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract payments, termination of the contract and debarment of contracting opportunities with the State for at least one (1) year but not more than five (5) years.

CONTRACTOR certifies and agrees that it will provide a drug free workplace by:

a. Publishing a statement:
   i. Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the grantee’s or contractor’s workplace.
   ii. Specifying the actions that will be taken against employees for violation of such prohibition.
   iii. Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
      a. abide by the terms of the statement; and
      b. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

b. Establishing a drug free awareness program to inform employees about:
   i. the dangers of drug abuse in the workplace;
   ii. CONTRACTOR’s policy of maintaining a drug free workplace;
   iii. any available drug counseling, rehabilitation, and employee assistance programs; and
   iv. the penalties that may be imposed upon an employee for drug violations.

c. Providing a copy of the statement required by Section (a) to each employee engaging in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
d. Notifying the Treasurer’s Office within ten (10) days after receiving notice under part (b) of paragraph (iii) of Section (a) above from an employee or otherwise receiving actual notice of such conviction.

e. Imposing a sanction on, or requiring the satisfactory participation in drug abuse assistance or rehabilitation program by, an employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.

f. Assisting employees in selecting a course of action in the event of drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.

g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

4.0 U.S. EXPORT ACT.

CONTRACTOR certifies that neither CONTRACTOR nor any substantial-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 (50 U.S.C.A. App. § 2401 et seq.) or the regulations of the U.S. Department of Commerce promulgated under that Act.

5.0 NON-DISCRIMINATION.

CONTRACTOR certifies that it is in compliance with the State and Federal Constitutions, the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, and all applicable rules that prohibit unlawful discrimination in performance of this Agreement and all other activities, including employment and other contracts. As a condition of receiving the Agreement, CONTRACTOR represents or certifies that services, programs and activities provided under the Agreement are and will continue to be in compliance with State and Federal Constitutions, the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, and all applicable laws that prohibit unlawful discrimination.

6.0 AMERICANS WITH DISABILITIES ACT.

CONTRACTOR certifies that it is in compliance with the Americans with Disabilities Act (“ADA”) (42 U.S.C. 12101 et seq.) and the regulations thereunder (28 CFR 35.130) prohibit discrimination against persons with disabilities by the Treasurer, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving the Agreement, CONTRACTOR represents or certifies that services, programs and activities provided under the Agreement are and will continue to be in compliance with the ADA.

7.0 ILLINOIS HUMAN RIGHTS ACT.

CONTRACTOR certifies that it is presently in compliance with all of the terms, conditions and provisions of Section 5/2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105), together with all rules and regulations promulgated and adopted pursuant thereto.

8.0 FELONY.

CONTRACTOR certifies that it has not been barred from being awarded a contract under Section 1400.5015 of the Treasurer’s Procurement Rules (44 Ill. Adm. Code 1400.5015).
9.0 FORMER EMPLOYMENT.

CONTRACTOR has informed the Treasurer’s Office in writing if CONTRACTOR was formerly employed by the Treasurer’s Office and has received an early retirement incentive under Section 14-108.3 or 16-133.3 of the Illinois Pension Code (30 ILCS 105/15a).

10.0 INDUCEMENT.

CONTRACTOR has not paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor has CONTRACTOR accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract (30 ILCS 500/50-25).

11.0 REVOLVING DOOR PROHIBITION.

CONTRACTOR certifies neither it or its employees and agents are in violation of the “Revolving Door” section of the Illinois Procurement Code (30 ILCS 500/50-30), which prohibits certain officers and their designees from engaging in procurement activities for a certain time period.

12.0 REPORTING ANTICOMPETITIVE PRACTICES.

CONTRACTOR shall report any to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anticompetitive practice among any bidders, offerors, contractors, proposers or employees of the State (30 ILCS 500/50-40, /50-45, /50-50).

13.0 DISCRIMINATORY CLUB.

CONTRACTOR agrees not to pay any dues or fees on behalf of its employees or agents or subsidize or otherwise reimburse them for payments of any dues or fees to a discriminating club as prohibited by Section 2 of the Discriminatory Club Act (775 ILCS 25/2).

14.0 TAXPAYER IDENTIFICATION NUMBER AND LEGAL STATUS OF CONTRACTOR.

CONTRACTOR shall be in compliance with applicable tax requirements and shall be current payment of such taxes. Under penalty of perjury, CONTRACTOR certifies that #_______ is its correct Taxpayer Identification Number and that it is doing business as a (please check one):

- ______ Individual
- ______ Partnership
- ______ Corporation
- ______ Sole Proprietorship
- ______ Not-for-Profit Corporation
- ______ Real Estate Agent
- ______ Government Entity
- ______ Trust or Estate
- ______ Tax Exempt Organization (IRS 501 as (a) only)
- ______ Medical and Health Care Services Provider Corporation

15.0 LICENSE.

CONTRACTOR, directly or through its employees, shall have and maintain any license required by this Agreement.
16.0 APPROPRIATION.

This Agreement is subject to termination and cancellation in any year for which the General Assembly fails to make an appropriation to make payments under the terms of the contract.

17.0 RECORDS RETENTION.

CONTRACTOR shall maintain, for a minimum of three (3) years after the termination of this Agreement, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this Agreement; this Agreement and all books, records, and supporting documents related to this Agreement shall be available for review and audit by the Auditor General and the Treasurer; CONTRACTOR agrees to cooperate fully with any audit conducted by the Auditor General or the Treasurer and to provide full access to all relevant materials. The three-(3)-year period shall be extended for the duration of any audit in progress during the term. Failure to maintain the books, records and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under this Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

18.0 CONFLICTS OF INTEREST.

CONTRACTOR has disclosed, and agrees that it is under a continuing obligation to disclose to the Treasurer financial or other interests (public or private, direct or indirect) that may be a potential conflict of interest that would prohibit CONTRACTOR from having or continuing the Agreement. Conflicts of interest include, but are not limited to, conflicts under Section 1400.5020 of the Treasurer’s Procurement Rules (44 Ill. Adm. Code 1400.5020) and Section 50-30 of the Illinois Procurement Code (30 ILCS 500/50).

19.0 LATE PAYMENTS.

Late payment charges, if any, shall not exceed the formula established in the Illinois Prompt Payment Act (30 ILCS 540/1) and the Illinois Administrative Code (74 Ill. Adm. Code 900).

20.0 LIABILITY.

The State’s liability for damages is expressly limited by and subject to the provisions of the Illinois Court of Claims Act (705 ILCS 505/1) and to the availability of suitable appropriations.

21.0 DEBT DELINQUENCY.

CONTRACTOR certifies that it is not barred from being awarded a contract under the Illinois Procurement Code (30 ILCS 500). Section 50-11 of the Illinois Procurement Code prohibits a person from entering into a contract with the Treasurer’s Office if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 of the Illinois Procurement Code prohibits a person from entering into a contract with a State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. CONTRACTOR further acknowledges that the Treasurer’s Office may declare the Agreement void if this certification is false or if
CONTRACTOR or any affiliate is determined to be delinquent in payment of any debt during the term of the Agreement.

22.0 EDUCATIONAL LOAN DEFAULT.

CONTRACTOR certifies that it is not barred from being awarded a contract under the Educational Loan Default Act (5 ILCS 385). Section 3 of the Educational Loan Default Act prohibits an individual from entering into a contract with the Treasurer’s Office if that individual is in default of an educational loan. CONTRACTOR further acknowledges that the Treasurer’s Office may declare the Agreement void if this certification is false or if CONTRACTOR is determined to be in default of an educational loan during the term of the Agreement.

23.0 FORCE MAJEURE.

Failure by either party to perform its duties and obligations shall be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, labor or material shortages, labor disputes, fire, flood, explosion, legislation, and governmental regulation.

24.0 ANTITRUST ASSIGNMENT.

CONTRACTOR hereby assigns, sells and transfers to the State of Illinois all right, title and interest in and to any claims and causes of action arising under antitrust laws of Illinois or the United States relating to the subject matter of the Agreement.

25.0 PROHIBITION OF GOODS FROM FORCED LABOR.

CONTRACTOR certifies that it is not barred from being awarded a contract under the State Prohibition of Goods from Forced Labor Act (30 ILCS 583). Section 10 of the State Prohibition of Goods from Forced Labor Act prohibits a contractor from entering into a contract with the Treasurer’s Office if that contractor knew that the foreign-made equipment, materials, or supplies furnished to the State were produced in whole or part by forced labor, convict labor, or indentured labor under penal sanction. CONTRACTOR further acknowledges that the Treasurer’s Office may declare the Agreement void if this certification is false or if CONTRACTOR is determined to have known that the foreign-made equipment, materials, or supplies furnished to the State during the term of the Agreement were produced in whole or part by forced labor, convict labor, or indentured labor under penal sanction.

26.0 SARBANES-OXLEY ACT AND ILLINOIS SECURITIES LAW.

CONTRACTOR certifies that it is not barred from being awarded a contract under the Illinois Procurement Code (30 ILCS 500). Section 50-10.5 of the Illinois Procurement Code prohibits a business from bidding or entering into a contract with the Treasurer’s Office if the business or any officer, director, partner, or other managerial agent of the business has been convicted of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 for a period of five (5) years from the date of conviction. CONTRACTOR further acknowledges that the Treasurer’s Office may declare the Agreement void if this certification is false or if CONTRACTOR or any officer, director, partner, or other managerial agent of CONTRACTOR is determined to have been convicted of a felony under the
Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 during the term of the Agreement.

27.0 DISPUTES.

Any claim against the State arising out of this Agreement must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1). The State shall not enter into binding arbitration to resolve any Agreement dispute. The State of Illinois does not waive sovereign immunity by entering into this Agreement. Any provision containing a citation to an Illinois statute (cited “ILCS”) may not contain the complete statutory language. The official text, which is incorporated by reference, may be found in the appropriate chapter and section of the Illinois Compiled Statutes. An unofficial version may be viewed at [www.ilga.gov](http://www.ilga.gov).

28.0 MOST FAVORABLE TERMS.

If more favorable terms are granted by the CONTRACTOR to any similar governmental agency in any state in a contemporaneous agreement let under the same or similar financial terms and circumstances for comparable supplies or services, the more favorable terms will be applicable under the Agreement between the Treasurer’s Office and the CONTRACTOR.

_________________________________________
CONTRACTOR

By: __________________________
Signature

________________________
Name

________________________
Title

________________________
Date

________________________
Phone number
DISCLOSURES
FINANCIAL INTEREST AND POTENTIAL CONFLICTS OF INTEREST
(Disclosure Form A)

The Treasurer’s Procurement Regulations (44 Ill. Adm. Code 1400.5035) require that vendors/offerors desiring to enter into certain contracts with the State of Illinois must disclose the financial and potential conflicts of interest information as specified below.

Vendor/offeror shall disclose the financial interest and potential conflicts of interest information identified in Sections 1 and 2 below as a condition of receiving an award or contract. Submit this information along with your bid, proposal or offer.

This requirement applies to contracts with an annual value exceeding $10,000.

A publicly traded entity may submit its 10K disclosure in satisfaction of the disclosure requirements set forth in both Sections 1 and 2 below.

Sec. 1. Disclosure of Financial Interest in the Vendor/Offeror

a. If any individuals have one of the following financial interests in the vendor/offeror (or its parent), please check all that apply and show their name and address:

Ownership exceeding 5% (_____)
Ownership value exceeding $73,813.20 (_____)
Distributive Income Share exceeding 5% (_____)
Distributive Income Share exceeding $73,813.20 (_____)

Name: ____________________________________________________
Address: __________________________________________________

b. For each individual named above, show the type of ownership/distributable income share: sole proprietorship _____ stock _____ partnership _____ other (explain)

______________________________________________________.

c. For each individual named above, show the dollar value or proportionate share of the ownership interest in the vendor/offeror (or its parent) as follows:

If the proportionate share of the named individual(s) in the ownership of the vendor/offeror (or its parent) is 5% or less, and the value of the ownership interest of the named individual(s) is $73,813.20 or less, check here (______)

If the proportionate share of ownership exceeds 5% or the value of the ownership interest exceeds $73,813.20, show either.

The percent of ownership _________%

or

The value of the ownership interest $_________
Sec. 2. Disclosure of Potential Conflicts of Interest. For each of the individuals having the level of financial interest identified in Section 1 above, check “Yes” or “No” to indicate which, if any, of the following potential conflicts of interest relationships apply. If “Yes,” please describe (use space under applicable section to explain your answers – attach additional pages as necessary).

| a. | State employment, currently or in the previous 3 years, including contractual employment of services | Yes | No |
| b. | State employment for spouse, father, mother, son, or daughter, including contractual employment for services in the previous 2 years. | Yes | No |
| c. | Elective status; the holding of elective office of the State of Illinois, the government of the United States, any unit of local government authorized by the Constitution of the State of Illinois, or the statutes of the State of Illinois currently or in the previous 3 years. | Yes | No |
| d. | Relationship to anyone holding elective office currently or in the previous 2 years; spouse, father, mother, son, or daughter. | Yes | No |
| e. | Appointive office; the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office currently or in the previous 3 years. | Yes | No |
| f. | Relationship to anyone holding appointive office currently or in the previous 2 years; spouse, father, mother, son, or daughter. | Yes | No |
| g. | Employment, currently or in the previous 3 years, as or by any registered lobbyist of the State government. | Yes | No |
| h. | Relationship to anyone who is or was a registered lobbyist in the previous 2 years; spouse, father, mother, son, or daughter. | Yes | No |
| i. | Compensated employment, currently or in the previous 3 years, by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee with either the Secretary of State or the Federal Board of Elections. | Yes | No |
| j. | Relationship to anyone; spouse, father, mother, son, or daughter, who is or was a compensated employee in the last 2 years of any registered election or re- | Yes | No |
election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections.

This disclosure is submitted on behalf of ______________________________________________

(Name of Vendor/Offeror)

Official authorized to sign on behalf of vendor/offeror:

Name (printed) ________________________________ Title ____________________________

Signature ________________________________ Date ____________________________
DISCLOSURES
OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION
(Disclosure Form B)

The Treasurer’s Procurement Regulations (44 Ill. Adm. Code 1400.5035) require that vendors/offerors desiring to enter into certain contracts with the State of Illinois must disclose the information as specified below.

Vendor/offeror shall disclose the information identified below as a condition of receiving an award or contract.

This requirement is applicable to only those contracts with an annual value exceeding $10,000.

You must submit this information along with your bid, proposal or offer.

a. Vendor/offeror shall identify whether it has current contracts (including leases) with other units of State of Illinois government by checking “Yes” or “No”.

   If “Yes” is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).

b. Vendor/offeror shall identify whether it has pending contracts (including leases), bids, proposals, or other ongoing procurement relationships with other units of State of Illinois government by checking “Yes” or “No”.

   If “Yes” is checked, identify each such relationship by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary).

This disclosure is submitted on behalf of ____________________________________________

(Name of Vendor/Offeror)

Official authorized to sign on behalf of vendor/offeror:

Name (printed) ___________________________ Title ___________________________

Signature ___________________________ Date ___________________________