



**LANDSCAPING SERVICES  
RFQ – 2024/07/18 LS**

**Due Date: July 30, 2024**

**Time: 10:00 AM**

Please read and follow the attached Instructions and Specifications carefully. Failure to follow Instructions and Specifications may result in rejection of your proposal.

Information: Jeff Roberson, Jr.  
Director of Contracts and Procurement  
26 Journal Square 14<sup>th</sup> Floor Jersey  
City, New Jersey 07306

Telephone: 201-360-4054



## Fair and Open Specifications and Instructions

Proposals will be open and announced at 26 Journal, Square 14<sup>th</sup> Floor, Jersey City, New Jersey conference room on July 30, 2024, at 10:00 am

### LANDSCAPING

### SERVICES RFP

### FO # 2024/07/18 LS

Vendor/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

### ***Special Instructions:***

**Proposers must show proof of Business Registration Certificate prior to the award of contract.**

**The successful proposer will also be required to provide additional documentation including, without limitation, a) Ownership Disclosure compliance, b) Non-Collusion Affidavit, c) Disclosure of Investment Activities in Iran, and d) compliance with the Mandatory Equal Employment Opportunity Language. Forms are included herewith and may be provided with the proposal but in no event later than the time required by law.**

**The proposal must be enclosed in a sealed envelope bearing the name of the proposal, number and the proposer's name and address on the outside.**

## FAIR AND OPEN PROPOSAL

### **College Overview**

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college serving one of the most historic and ethnically diverse areas of the United States. HCCC has three campuses just minutes from Manhattan: the Journal Square campus in Jersey City and the North Hudson Campus in Union City are adjacent to vital transportation hubs; the Secaucus campus has abundant parking.

Fully accredited by the Middle States Commission on Higher Education, HCCC serves more than 18,000 credit and non-credit students annually. The College offers over 60 degree and certificate programs, including award-winning English as a Second Language, STEM (Science, Technology, Engineering and Mathematics), Culinary Arts/Hospitality Management, Nursing and Health Sciences, and Fine and Performing Arts. The HCCC Culinary/Hospitality Management program was ranked number six in the U.S. by Best Choice Schools. Over 94% of HCCC Nursing program graduates passed the NCLEX first time out, placing the program's graduates in the top tier of two- and four-year nursing programs nationwide. In 2017, the Equality of Opportunity Project ranked HCCC in the top 5% of 2,200 U.S. higher education institutions for social mobility. In 2019, the College joined Achieving the Dream as part of its expanding efforts toward continuous improvement in ensuring student success.

HCCC has partnerships with every major four-year college and university in the greater New Jersey-New York area and beyond, accommodating seamless transfer of credits for further undergraduate and graduate education.

The College has been recognized with numerous national and state awards for excellence in student success programming, diversity and equity, educational innovativeness, facilities design, and communications from the Association of Community College Trustees, American Association of Community Colleges, Association of College and Research Libraries, National College Learning Association, National Council of Teachers of English, College Advertising Awards, New Jersey Business & Industry Association, and others.

Hudson County Community College is proud of its culture of care and invites applications from those wishing to join a community dedicated to promoting student success in all its forms.

**SCOPE OF WORK:**

The Landscape Maintenance Contractor (hereinafter called the "Contractor") shall recognize and perform in accordance with all stated intents, specifications and stipulations contained or referenced herein. Each bidder shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services.

The Landscape Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive condition throughout the contract period. Maintenance of plant materials shall include but not be limited to mowing, edging, pruning, fertilizing, watering and cleanup.

The intent is to maintain a Class A appearance of the property as determined by Owner. The Contractor shall maintain such appearance. Any discrepancies in the understanding of this clause shall be resolved in a manner as determined by Owner.  
DURATION OF AGREEMENT The term of the agreement shall be for a period of One (1) year

## FAIR AND OPEN PROPOSAL LANDSCAPING

### SERVICES

#### **PROPOSAL FORMAT OF RESPONSE:**

Two (2) copies of a formal, written proposal addressing each of the aforementioned areas shall be submitted. The proposal shall include:

- **HIGHER EDUCATION EXPERIENCE:**  
A firm must have experience in performing Landscaping for New Jersey Community Colleges, A minimum of two years is preferred. Please provide a list of current clients with your proposal, including four references.
- **INFORMATION ON FIRM:**  
Please provide background information on the firm, including identifying staffing for this proposal. Also, provide copies of any State licenses or certifications that the firm holds as Landscapers .

#### **FEE**

- The proposer may include a lump sum all-inclusive amount for the services and building listed on the above scope of services.

#### **BASIS OF AWARD**

- The College reserves the right to award a contract to the proposer whose proposal, price and other factors considered, is in the best interests of the College, as determined by Board of Trustees.

Please send the proposal to the attention of:

**Jeff Roberson, Jr.**  
**Director of Contracts and Procurement**  
**Hudson County Community College 26 Journal**  
**Square - 14<sup>th</sup> Floor**  
**Jersey City, New Jersey 07306**

**Telephone #: )201) 360-4054**  
**Fax #: (201) 656-8961**

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all proposal and proposal submissions. Failure to submit the required information is cause for automatic rejection of the proposal or proposal.**

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)     Limited Liability Company (LLC)
- Partnership     Limited Partnership     Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**
- OR**
- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a Proposer has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the Proposer/proposer; that the *Hudson County Community College (“College”)* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the *College* to notify the *College* in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the *College* to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY/\_\_\_\_\_

Specify, of Other

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, of the (City, Town, Borough) of \_\_\_\_\_ State of \_\_\_\_\_, of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the Proposer making the Proposal for the above named contract, and that I executed the said Proposal with full authority to do so; that said Proposer has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive proposalding in connection with the above named contract; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge, and the State of New Jersey relies upon the truth of the statements contained in this affidavit in awarding the contract for the said contract.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.

Name of Vendor

(N.J.S.A. 52:34-15)

By: \_\_\_\_\_

(Signature of Authorized Representative)

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Seal) Notary Public of New Jersey/  
Specify Other State  
My Commission Expires \_\_\_\_\_ 20\_\_



## **EXHIBIT A**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)**

**N.J.A.C. 17:27 et seq.**

#### **GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

**EXHIBIT A *(Cont)***

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http://www.state.nj.us/treasury/contract\\_compliance/](http://www.state.nj.us/treasury/contract_compliance/)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Acknowledged by Vendor

By: \_\_\_\_\_

Print name and title

\_\_\_\_\_  
Signature

**HUDSON COUNTY COMMUNITY COLLEGE**

**To be completed, signed and returned with the proposal**

**Prohibited Russia-Belarus Activities & Iran Investment Activities**

**Person or Entity**

**Part 1: Certification**

COMPLETE PART 1 BY CHECKING **ONE OF THE THREE BOXES**  
**BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>  
[www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

**CONTRACT AWARDS AND RENEWALS**

*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this*

	<p><i>certification on its behalf.</i> (Skip Part 2 and sign and complete the Certification below.)</p>
--	---

## CONTRACT AMENDMENTS AND EXTENSIONS

*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)*

## IF UNABLE TO CERTIFY

*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*

## Part 2: Additional Information

## DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

**BID SOLICITATION/PROPOSAL TITLE** \_\_\_\_\_

**VENDOR/BIDDER NAME** \_\_\_\_\_

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**CHECK THE APPROPRIATE BOX**

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities \_\_\_\_\_  
Relationship to Vendor/ Bidder \_\_\_\_\_  
Description of Activities \_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement \_\_\_\_\_  
Anticipated Cessation Date \_\_\_\_\_

*Attach Additional Sheets If Necessary*

**CERTIFICATION**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name and Title**

**Version REV. 2.1 2021**

**This form is to be completed, certified and submitted prior to the award of contract.**

**Site: 161 Newkirk**



Spring Cleanup 2025

- cut back perennials
- cut back ornamental grasses
- clean up winter debris from beds
- supply mulch to beds
- fertilize plants
- Spring Pansies

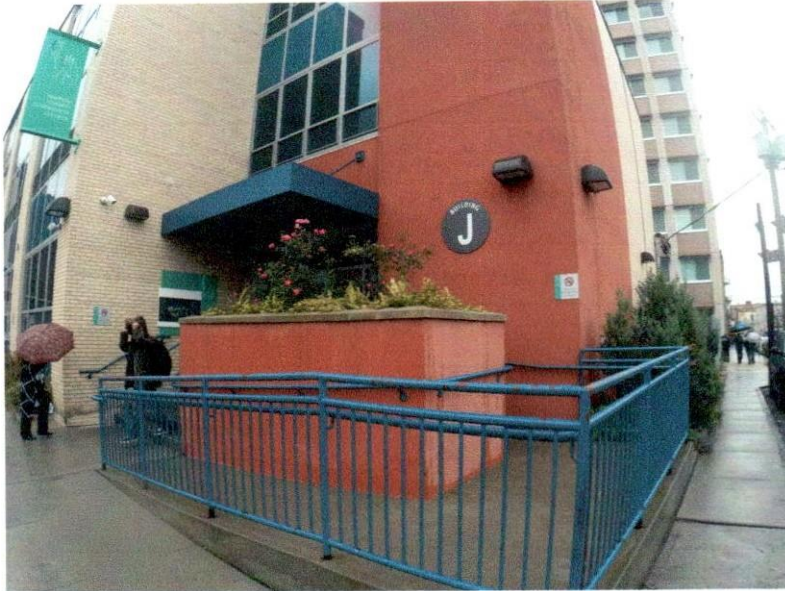
Bi-Weekly Service 2024 - 2025

- clean weed growth from beds
- prune spent blooms from perennials
- clean debris from beds
- trimming/pruning of shrubs as needed
- Summer Flowers

Fall Service 2024

- cut back perennials
- clean leaf litter
- clean weeds

**Site: Bldg J - 2 Enos**



Spring Cleanup 2025

- cut back perennials
- cut back ornamental grasses
- cleanup winter debris from beds
- supply mulch to beds
- fertilize plants

Bi-Weekly Service 2024 - 2025

- clean weed growth from beds
- prune spent blooms from perennials
- clean debris from beds
- trimming/pruning of shrubs as needed

Fall Service 2024

- cut back perennials
- clean leaf litter
- clean weeds



**Site: 25 Sip**



Spring Cleanup 2025

- cleanup winter debris from beds
- supply mulch to beds
- plant summer flowers (May)

Bi-Weekly Service 2024 - 2025

- clean weed growth from beds
- prune spent blooms from perennials
- clean debris from beds
- plant fall mums (September)

Fall Service 2024

- cut back perennials
- clean leaf litter
- clean weeds
- plant winter cabbage (November)

**Site: 48<sup>th</sup> & Kennedy Blvd.**

Lower Level



6<sup>th</sup> Floor



Spring Cleanup 2025

- -cut back perennials
- -cut back ornamental grasses
- -cleanup winter debris from beds
- -supply mulch to beds
- -fertilize plants

Bi-Weekly Service 2024 - 2025

- clean weed growth from beds
- prune spent blooms from perennials
- clean debris from beds
- trimming/pruning of shrubs as needed
- Summer Flowers on 6<sup>th</sup> Floor

Fall Service 2024

- cut back perennials
- clean leaf litter
- clean weeds

**Site: Stem Building - 263 Academy St.**

Rear



**Spring Cleanup 2025**

- cut back perennials
- cut back ornamental grasses
- cleanup winter debris from beds
- supply mulch to beds
- fertilize plants

**Bi-Weekly Service 2024 - 2025**

- clean weed growth from beds
- prune spent blooms from perennials
- clean debris from beds
- trimming/pruning of shrubs as needed

**Fall Service 2024**

- cut back perennials
- clean leaf litter
- clean weeds

**Site: Gabert Library - 6<sup>th</sup> Floor Planters**

Spring Cleanup 2025

- cut back perennials
- cut back ornamental grasses
- clean up winter debris from beds
- supply mulch to beds
- fertilize plants

Bi-Weekly Service 2024 - 2025

- clean weed growth from beds
- prune spent blooms from perennials
- clean debris from beds
- trimming/pruning of shrubs as needed
- Summer Flowers in planters

Fall Service 2024

- cut back perennials
- clean leaf litter
- clean weeds

**PROPOSAL FORM SPRING – BI-WEEKLY AND FALL SERVICES**

**HUDSON COUNTY COMMUNITY COLLEGE**

**26 Journal Square, 14th Floor, Jersey City, New Jersey 07360**

---

<b>RFQ No.</b>	<b>Title:</b>	<b>Due Date</b>
<b><u>24-07-18 LS</u></b>	<b><u>Landscaping Services</u></b>	<b><u>July 30 2024</u></b>

**Pursuant to public advertisement, we the undersigned hereby declare that we have carefully examined the attached proposal, specifications and instructions.**

The undersigned does hereby agree to furnish, deliver, and install, as applicable, at Hudson County Community College the product(s) and/or service(s) described in the attached specifications for the price indicated below. Prices for individual items, where appropriate, are indicated on the attached sheets. The total bid amount is listed below. The College may award contracts for individual items, or the entire group. All items are to be shipped Prepaid F.O.B. Destination, with inside delivery if applicable.

**Total Bid Price \$ \_\_\_\_\_**

---

**Written Dollar Amount**

The Bidder hereby certifies that all the figures, computations, and additions used in compiling the bid herein have been carefully checked and are accurate in all respects and no claims shall be made as a basis for withdrawal of this bid after opening on these grounds.

The Bidder also certifies, by signature below, that he is an authorized dealer or distributor of the products herein quoted, and documentation from the applicable manufacturer(s) is available on request.

**Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.**

\_\_\_\_\_  
**Name of Bidder**

\_\_\_\_\_  
**Print Name and Title**

\_\_\_\_\_  
**Address of Bidder**

\_\_\_\_\_  
**By (Signature)**

\_\_\_\_\_  
**Telephone No.**

**Check List**

- Proposal Form**
- Non-Collusion Affidavit**
- Statement of Ownership**
- Equal Opportunity Statement**
- Business Registration Form/Certificate**
- Investment Disclosure form**
- Specification Price Sheet (if required)**