

INVITATION FOR BIDS

408.15.02.001

2015 Sinkhole Filling AML Project

**Unspecified Locations in Western
North Dakota**

Abandoned Mine Lands Division

North Dakota Public Service Commission

Bismarck, North Dakota

February 2015

INVITATION FOR BIDS
2015 Sinkhole Filling AML Project
Bid Number 408.15.02.001

FOREWORD

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FOREWORD

This is an Invitation for Bids (IFB) to perform sinkhole filling and other work as directed by the Public Service Commission (Commission) at Abandoned Mine Lands (AML) sites in North Dakota. These AML sites contain abandoned underground lignite coal mines. The objective of this project is to fill hazardous sinkholes resulting from the collapse of underground mines. Although site locations are unspecified at this time, similar work has been done in recent years at mine sites near Baldwin, Beach, Beulah, Bowman, Burlington, Dickinson, Garrison, Hanks, Haynes, Havelock, New Salem, Noonan, Parshall, Richardton, Sawyer, Scranton, Washburn, Williston, Wilton and Zap. The total contract price cannot be guaranteed because contract work is contingent upon future occurrences of sinkholes, mobilizations and sinkhole filling volumes.

The successful bidder will be expected to mobilize and begin sinkhole filling within ten days of notification by the Public Service Commission at any time during the contract period. This notice may be verbal or written and will specify the site location, estimated number of sinkholes and a volume estimate. The Public Service Commission will endeavor to consolidate sinkhole filling plans to the extent possible; but in cases of emergency, such as hazardous sinkholes that occur near homes, businesses, or public roads, the contractor may be required to mobilize and fill a single sinkhole. The Public Service Commission will provide Right of Entry documentation to the Contractor upon request.

To bid, submit the required material to the Public Service Commission no later than 11:00 a.m., Central Standard Time (CST), February 26, 2015. The public bid opening will begin at 11:00 a.m., CST, February 26, 2015, in the Commission Hearing Room, 12th floor, State Capitol, Bismarck, North Dakota.

Any inquiries regarding the Invitation for Bids should be made in writing and addressed to William E. Dodd, Procurement Officer, North Dakota Public Service Commission, 600 E. Boulevard Ave., Dept. 408, Bismarck, North Dakota 58505-0480. The deadline for submitting questions is February 19, 2015 at 5:00 p.m., CST.

This document can be accessed at www.nd.gov/spo/. Please be informed that maps and other attachments may be excluded from the free materials on the Internet and the Commission makes no guarantee of completeness, accuracy or availability of Internet documents.

Part I.
General Information



INVITATION FOR BID
State of North Dakota
OMB/Central Services Division
SFN 2464 (8-2008)

North Dakota Public Service Commission
Abandoned Mine Lands Division
600 East Boulevard Avenue, Dept 408
Bismarck, ND 58505-0480
PH: 701-328-4096

Bid Number: 408.15.02.001	Bid Title: 2015 Sinkhole Filling AML Project	
Date Issued: February 5, 2015	Procurement Officer: William E. Dodd	
Deadline for Questions: February 19, 2015, 5:00 p.m., CST	Telephone: 701-328-4101	Fax: 701-328-2133
Bid Opening Date and Time: February 26, 2015, 11:00 a.m., CST	E-mail: wdodd@nd.gov	
Contract Period: April 1, 2015 to December 31, 2016 (approximate)	Commodity or Service: 962 – Miscellaneous Services #2 Sub Class 73 912 – Construction Services Gen Sub Class 23	

You are invited to participate in this Invitation for Bid. Please submit your bid response in conformance with the instructions specified herein.

By submitting a bid response, the bidder agrees and promises to sell, furnish, and deliver to the State all commodities and services contained in this Invitation for Bid for which a contract is awarded by the State. The bidder shall fully perform the contract in accordance with the all specifications, terms and conditions, and requirements contained in the Invitation for Bid and shall comply with all applicable provisions of the North Dakota Century Code Chapters 54-44.4, 46-02, 44-08 and North Dakota Administrative Code Chapter 4-12, made a part of the Invitation for Bid and contract by reference.

Written acceptance of the bidder's bid response by the State, by issuance of a purchase order or contract, constitutes a binding contract made and entered into by and between the State of North Dakota, acting through the Purchasing Agency named above, and the bidder named below:

Bidder Company Name:			
Street Address:			
P.O. Box:	City	State:	Zip Code:
Toll Free Telephone:		Telephone:	Fax:
Federal I.D. or Social Security No.:		E-Mail:	
Type or Print Name of Person Signing:		Title:	
Authorized Signature:			

MAILING INSTRUCTIONS

Mail or hand deliver a completed and signed Invitation for Bid document in a sealed envelope to the address listed below. Invitation for Bid documents received after the date and time specified in the Invitation for Bid, will be rejected. Address the envelope containing your response in the following manner:

BID NUMBER	408.15.02.001
BID TITLE	2015 Sinkhole Filling AML Project
BID OPENING DATE	February 26, 2015
BID OPENING TIME	11:00 a.m., CST
AGENCY	Public Service Commission 600 East Boulevard Ave Dept. 408 Bismarck ND 58505-0480

Bidder Checklist. Have you remembered to:

- Review all instructions, terms and conditions, and specifications to ensure your bid response complies?
- Double check your bid price(s)?
- Prepare your bid price in the specified unit of measure, F.O.B. Destination, Freight Prepaid to the delivery location listed on the cover sheet?
- Sign your bid on the cover sheet?
- Initial any alterations or corrections?
- Attached MBE/WBE Certification?
- Mark envelope as indicated?

Bidder's Instructions

1. **Addition of Terms and Conditions.** Additional terms and conditions submitted with a bid response are of no effect unless accepted in writing by the Purchasing Agency. Bids with any additional terms and conditions may be rejected as non-responsive.
2. **Assistance to Bidders with a Disability.** Bidders with a disability that need an accommodation must contact the Procurement Officer prior to the deadline for receipt of bids so that reasonable accommodations can be made.
3. **Bid Held Firm.** Bids are not awarded at the bid opening. Bid responses will be firm for 60 days, unless otherwise specified by the Procurement Officer in writing.
4. **Bid Opening.** All bids received by the time and date of the bid opening will be publicly opened by the Purchasing Agency at the location indicated on the cover sheet of this solicitation. Interested parties are invited to attend the bid opening.

5. **Bid Results.** Bidders desiring a copy of the bid results are instructed to request such and include a self-addressed, stamped, envelope or email address with their bid response. Bid results will be mailed when an award decision is made. Bidders may also obtain bid results or arrange to review the bid file by contacting the Purchasing Agency.
6. **Corrections.** The Bidder's authorized representative must initial any corrections and alterations (i.e. erasers, whiteouts, correction tape, etc.) made to the bid response. Those bid responses with corrections and alterations that are not initialed are subject to confirmation by the procurement officer.
7. **Definitions:**
 - Bidder – any person or firm submitting a competitive bid in response to a solicitation.
 - Bid Results – a summary of all bid responses received and the award results.
 - Bid response – the executed document submitted by a bidder in response to a solicitation.
 - Contractor – any person or firm having a contract with a governmental body.
 - Solicitation – the process of notifying prospective bidders that the state wishes to receive bids for furnishing goods or services.
8. **Facsimile Bids.** Bid responses faxed to the Purchasing Agency will be rejected. Bids may be faxed to a third party who will put it in an envelope and deliver it to procurement office before the date and time specified in the solicitation.
9. **Late Bids.** It is the bidder's responsibility to ensure that a bid response is physically deposited with the Purchasing Agency prior to the date and time specified for the opening. Late bid responses will not be opened and will be rejected regardless of the degree of lateness or the reason.
10. **Minor Informalities.** The State reserves the right to waive minor informalities in bid responses in accordance with N.D.Admin.Code. Chapter 4-12-10. Minor informalities are insignificant omissions or nonjudgmental mistakes that are matters of form rather than substance, evident from the bid document, with a negligible effect on price, quantity, quality, delivery, or contractual conditions that can be waived or corrected without prejudice to other bidders.
11. **New Equipment and Materials.** Unless otherwise indicated in the detailed specifications of this solicitation, all equipment and materials must be new and under current production for use in the United States.
12. **Prices, Currency.** All prices must be in United States currency.
13. **Pricing (Unit and Total Prices).** The unit price is to be according to the unit of measurement specified in the solicitation. In the event of mathematical differences between the unit price and extended total, the unit price will prevail.

14. **Protests.** An interested party may protest the solicitation within seven days before the bid opening or protest the notice of intent to award or award within seven days after receiving notice in accordance with N.D.C.C. Section 54-44.4-10 and N.D.Admin.Code Chapter 4-12-14. Notice of Award will be issued to all bidders. Seven calendar days after award or issuance of the notice of intent to award to vendors that requested bid results, it will be assumed that all interested parties knew or should have known all the facts surrounding the award.
15. **Questions and Clarifications.** All questions and requests for clarification regarding this solicitation must be addressed to the Procurement Officer referenced on the cover sheet of this document. The requirements of this solicitation can only be altered by written amendment of the solicitation. Verbal communications from whatever source are of no effect. Questions must be received by the deadline specified on the cover sheet to allow the Procurement Officer to issue any needed amendments in sufficient time before the bid opening date.
16. **Review of the Bids.** After the bid opening, bids become subject to North Dakota open records laws. Interested parties may request public information and make arrangements to review the bid file by contacting the Procurement Officer during normal working hours, between 8:00 a.m. and 12:00 p.m. and 1:00 p.m. and 5:00 p.m., Monday through Friday.
17. **Rejection.** The State reserves the right to reject any and all bids in whole or in part. Bid responses will be rejected if:
 - the bid response is not legible.
 - the bid response is not completed as requested.
 - the bid response is faxed to the Purchasing Agency.
 - the bid response is not responsive to the specifications or other requirements of the solicitation.
 - the bid response is received after the time and date specified.
 - the bidder was required to be registered as an approved vendor by the deadline for receipt of bids, and failed to do so.
 - the bidder is determined to be not responsible, in accordance with North Dakota Administrative Code Section 4-12-11-04.
18. **Signature.** The bidder submitting the bid response or that bidder's duly authorized agent or representative must sign the bid response manually in ink. The name and title of the person signing the bid response must be typed or printed below the signature.
19. **Specifications, Brand Name or Equivalent.** Unless otherwise indicated in the detailed specifications of this solicitation, the use of a specific brand name or make/model is for illustrative purposes only, and the State will consider equivalent products. If a commodity or service put forth by a vendor is rejected as not being equivalent, the procurement officer will notify the bidder of the rejection.
20. **Specifications, Compliance.** All bids submitted in response to this Invitation for Bid must comply with the specifications contained herein, and the successful bidder will be held responsible. Noncompliance with specifications is grounds for rejection

of the bid response. Bidders who desire to submit commodities or services that deviate from these specifications or have any objections to the specifications stated herein must contact the Procurement Officer in writing as soon as possible, so the Procurement Officer can determine whether the specifications need to be amended.

21. **Withdrawal or changes to a bid response prior to the bid opening date and time.** Before the bid opening date and time, the bidder's authorized representative may withdraw or change a bid response by making a written request to the Procurement Officer.

22. **Withdrawals after the bid opening date and time.** After the opening, no changes may be made to the bid response. The bidder may make a written request to withdraw the bid response, subject to approval by the Purchasing Agency. Bidders repeatedly withdrawing bids after the opening date may be removed from the State Bidders List.

GENERAL TERMS AND CONDITIONS

General terms and conditions are included in the Sample Contract.

SPECIAL TERMS AND CONDITIONS

1. **Approved Bidder Registration.** Every person or business entity that desires to bid on contracts for commodities and services must be an approved bidder in order to be placed on the bidders list. Bidders must comply with the vendor registration requirements related to approved bidder registration as set forth in N.D.C.C. Section 54-44.4-09 and this solicitation:

Bidders Must Be Approved Before Contract Award. Bids will be accepted from bidders who are not currently Approved Bidders for the State of North Dakota; however, the successful bidder will be required to become approved prior to award, in accordance with N.D.C.C. Section 54-44.4-09. To become an Approved Bidder, you must: 1) register with the North Dakota Secretary of State (fees apply), and 2) submit a completed Approved Bidders Application to the ND State Procurement Office. Registration instructions and forms are available on-line at: <http://www.state.nd.us/csd/spo/vendor-resources.htm>. Contact the ND State Procurement Office at 701-328-2683 or infospo@state.nd.us for assistance. The successful bidder must register and become approved within thirty calendar days or shorter time specified in writing by the purchasing agency from the date of the Notice of Intent to Award. The bid or proposal may be rejected if the vendor fails to register within the specified time period.

Placement on the bidders list does not guarantee a vendor will receive notice of every formal solicitation. Vendors must maintain current information by submitting a Notice of Change form to the State Procurement Office (Fax 701-328-1615). Visit the website for forms: <http://www.state.nd.us/csd/spo/vendor-reg.html>.

2. **Award.** Award will be made to the responsible bidder whose combination of unit prices allows the maximum cubic yards of sinkhole filling, and is responsive to the specifications and all other requirements stated herein. Award will be made as follows:
 - i. All or none.
3. **Award, Local Service.** Service within 10 days after receipt of the Notice to Proceed is required. Bidder must have facilities or service providers within a commuting distance to meet this requirement.
4. **Contract Period.** The contract or contracts issued as a result of this solicitation will be for the period from approximately April 1, 2015 to December 31, 2016.
5. **Estimated Volume.** Since this contract is contingent upon future occurrences of sinkholes, mobilizations, sinkhole filling volumes, tilling/seeding acres, and the total contract price cannot be guaranteed.

6. **Indemnification and Insurance Requirements.** Bidders must review the attached sample contract for indemnification and insurance requirements. The indemnification and insurance provisions are incorporated and made part of this solicitation and the resultant final contract. Objections to any of the provisions of the Indemnification and Insurance Requirements must be made in writing to the attention of the procurement officer by the time and date set for receipt of questions. No alteration of these provisions will be permitted without prior written approval from the Purchasing Agency in consultation with the North Dakota Risk Management Division. Upon notice of award, the successful Bidder must obtain the required insurance coverage and provide the procurement officer with proof of coverage prior to contract approval. The coverage must be satisfactory to the purchasing agency, in consultation with the North Dakota Risk Management Division. A Bidder's failure to provide evidence of insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.
7. **Payment Terms.** Payment will normally be made within thirty (30) days after delivery and acceptance of commodities or services under this contract and receipt of a correct invoice. All invoices and payment inquiries must be directed to the Purchasing Agency. Contractors may request payment any time during the contract period, however, it is expected that payment schedules will coincide with accounts payable processing on the 10th and 25th of each month. Invoices need to be submitted five (5) days prior to processing for review and to ensure timely payment. Invoices will not be considered without signature of the Contractor. The Project Manager will maintain records of unit quantities and volumes for this project.
8. **Preservation of Markers.** The Contractor shall carefully preserve survey and control stakes and any other markers. In case of their destruction or loss, the Contractor shall be responsible for their replacement and any resulting damage including, but not limited to, any damages arising from mistakes that may be caused by the loss or disturbance of these stakes or markers.
9. **Pricing.** Pricing under this contract shall be as follows:

Firm Fixed. The total bid price is to include all discounts and deductions, and is to be less federal and state taxes, for which exemption certificates will be furnished upon request. Pricing shall be firm for the period of the contract.
10. **Purchasing Cards.** The Purchasing Agency may place orders by issuance of a purchase order or may elect to place an order and make payment using a purchasing card. The Contractor will accept a purchasing card payment without passing the processing fees for the purchase card back to the Purchasing Agency.
11. **Safety Requirements.** The Contractor shall keep informed of and comply with all federal, state, and local laws, regulations, and other legal requirements governing the safety, health, sanitation, and performance of the contract in general. Bidders must review the attached sample contract for safety requirements.
12. **Standard Specifications.** Standard Specifications for AML Reclamation Projects (February 2000) outlines requirements and provisions for AML reclamation projects

and is available upon request or can be viewed on the Commission's website at <http://www.psc.nd.gov/public/laws/other.php> .

13. **Time of Performance.** Project work will begin within ten (10) days of issuance of Notice to Proceed. The project performance period is not specified. The successful contractor will be considered "on call" and subject to mobilize within 10 days' notice until the end of the contract period.
14. **Work Week.** The Contractor will work a standard 5 day work week (Monday – Friday). Work will generally be restricted to daylight hours Monday through Friday. Any variance of the normal work schedule (Monday – Friday) **MUST** be approved by the Project Manager. Any request for variance to the work schedule must be made at least 2 days in advance. This notice requirement does not apply to work stoppage caused by adverse weather or equipment breakdowns.
15. **Service Representative:** The Contractor must provide a dedicated service representative to provide support for this contract. The Contractor shall provide the name and contact information for the service provider. During the contract period, the Contractor shall notify the procurement officer in the event the Contractor's service representative changes.

NAME OF SERVICE REPRESENTATIVE:	
ADDRESS OF SERVICE REP:	
CITY & STATE & ZIP CODE:	
PHONE NUMBER:	
TOLL FREE NUMBER:	
FAX NUMBER:	
E-MAIL ADDRESS:	

PART II.
ATTACHMENT SAMPLE CONTRACT

SAMPLE CONTRACT

Administrator:	State of North Dakota Public Service Commission State Capitol - 12th Floor Bismarck, ND 58505-0480 (701) 328-2400	
Date:		
_____	_____	_____
Randy Christmann Commissioner	Julie Fedorchak Chairman	Brian P. Kalk Commissioner

Contractor		
Name		
Address	City/State/Zip	Phone
Typed Name		Title
Signature		Date

Agreement Information	
Contract No.:	_____
Start Date:	_____
End Date:	_____
Program Title:	_____
Type of Contract:	<input type="checkbox"/> Fixed Price <input type="checkbox"/> Cost Reimb. <input checked="" type="checkbox"/> Unit Price <input type="checkbox"/> Other

Budget Information	
Cost Center:	9000
Services:	_____
Optional on-site review:	_____
Expenses:	_____
ID	
Type of Contractor:	<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Public Agency <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Other

This contract is entered into between the State of North Dakota acting through the Public Service Commission (State) and XXX (Contractor). This contract consists of this sheet, general provisions and specific provisions.

GENERAL PROVISIONS

CONTRACTUAL FEATURES

LEGAL AUTHORITY

The Contractor assures that it possesses legal authority to participate in this contract.

ASSIGNMENT/SUBCONTRACTING

The Contractor may not assign this contract or any part thereof, or assign any of the monies to be paid hereunder, nor shall any part of the work done or material furnished under this contract be sublet without the State's expressed written consent.

The Contractor may not enter into subcontracts for any of the work contemplated under this contract unless included in the specific provisions of this contract. Any such subcontract must acknowledge the binding nature of the contract and must incorporate this contract, including any attachments. Contractor is solely responsible for the performance of any subcontractor. Contractor shall not have the authority to contract for or incur obligations on behalf of the State.

TERMINATION OF CONTRACT

Termination for Cause

The State, by written notice of default listing causes and reasons, may terminate this contract in whole or in part if (1) the Contractor fails to provide services required by this contract within the time specified or any extension agreed to by the State; or (2) the Contractor fails to perform any of the other conditions or provisions of this contract, or so fails to pursue the work so as to endanger performance of this contract in accordance with its terms. The State will be liable only for payment provisions of this contract for services satisfactorily rendered prior to the effective date of termination.

Significant deviation from performance standards in this contract may result in reduced or terminated financial participation of the Contractor, subsequent to negotiations with the State. The rights and remedies of the State provided in the termination provisions related to defaults by the Contractor are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.

Termination by Mutual Agreement

This contract may be terminated in whole or in part without cause by mutual consent of the Contractor and the State executed in writing. The parties shall agree upon the termination conditions including effective date and in the case of partial terminations, that portion to be terminated.

Termination for Lack of Funding or Authority

The State may terminate this contract effective upon delivery of written notice to the Contractor or on any later date stated in the notice in the event (1) funding from federal, state or other sources is not obtained and continued at levels sufficient to allow for work performed or purchases of the services or supplies in the indicated quantities

or term; (2) federal or state laws or rules are modified or interpreted in a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract; or (3) any license, permit or certificate required by law or rule, or by the terms of this contract, is for any reason denied, revoked, suspended or not renewed.

Any contract that extends beyond the current biennium may be terminated by the State if sufficient funds are unavailable, if the law regarding the contract is changed or without cause at any time.

Termination of this Contract under this subsection is without prejudice to any obligations or liabilities of either party accrued prior to termination.

FORCE MAJUEURE

Contractor will not be held responsible for delay or default caused by fire, riot, acts of God or war if the event is beyond the Contractor's reasonable control and the Contractor gives notice to the State immediately upon occurrence of the event causing the delay or default or which is reasonably expected to cause a delay or default.

RENEWAL

This contract will not automatically renew. If the State intends to renew this contract, the State shall provide written notice to Contractor of its intent to renew this contract before the scheduled termination date.

DISPUTES

The Contractor agrees to attempt to resolve disputes arising from this contract by informal administrative process and negotiations in lieu of litigation. Continued performance by the Contractor during disputes is assured.

Any dispute concerning a question of fact arising under this contract which is not settled by the informal means shall be decided by the authorized representative of the Commission who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Contractor.

The Contractor shall be afforded an opportunity to be heard and to offer evidence in support of an appeal. Pending final decision of a dispute, the Contractor shall proceed diligently with the performance of the contract and in accordance with the decision of the Commission.

The State does not agree to any form of binding arbitration, mediation, or other forms of mandatory alternative dispute resolutions. The parties have the right to enforce their rights and remedies in judicial proceedings. The State does not waive any right to a jury trial.

MERGER AND MODIFICATION

This contract constitutes the entire agreement between the parties, including the

Specific Provisions referred to in this Contract. There are no understandings, agreements, or representations, oral or written, not specified within this contract. This contract may not be modified, supplemented or amended, in any manner, except by written agreement signed by both parties.

SEVERABILITY

If any term of this contract is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms shall not be affected, and if possible, the rights and obligations of the parties are to be construed and enforced as if the contract did not contain that term.

NOTICE

All notices or other communications required under this contract shall be given by registered or certified mail and are complete on the date mailed when addressed to the parties at the following addresses:

State:

Darrell Nitschke, Executive Secretary
Public Service Commission
600 E. Boulevard Avenue, Department 408
Bismarck, ND 58505-0480

Contractor:

APPLICABLE LAW AND VENUE

This contract is governed by and construed in accordance with the laws of the State of North Dakota. Any action to enforce this contract must be brought in the District Court of Burleigh County, North Dakota. Each party consents to the exclusive jurisdiction of such court and waives any claim of lack of jurisdiction or forum non conveniens.

SPOILIATION – NOTICE OF POTENTIAL CLAIMS

Contractor shall promptly notify State of all potential claims that arise or result from this contract. Contractor shall also take all reasonable steps to preserve all physical evidence and information that may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and grants to the State the opportunity to review and inspect the evidence, including the scene of an accident.

INDEMNITY

Contractor agrees to defend, indemnify, and hold harmless the State of North Dakota, its agencies, officers and employees (State), from claims resulting from the

performance of the Contractor or its agent, including all costs, expenses and attorneys' fees, which may in any manner result from or arise out of this agreement. The legal defense provided by Contractor to the State under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for the State is necessary. Any attorney appointed to represent the State must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney General as required under N.D.C.C. § 54-12-08. Contractor also agrees to defend, indemnify, and hold the State harmless for all costs, expenses and attorneys' fees incurred in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this agreement.

CONFIDENTIALITY

Contractor agrees not to use or disclose any information it receives from the State under this contract that the State has previously identified as confidential or exempt from mandatory public disclosure except as necessary to carry out the purposes of this contract or as authorized in advance by the State. The State agrees not to disclose any information it receives from Contractor that the Contractor has previously identified as confidential and which the State determines in its sole discretion is protected from mandatory public disclosure under a specific exception to the North Dakota open records law, N.D.C.C. Chapter 44-04. The duty of the State and Contractor to maintain confidentiality of information under this section continues beyond the term of this contract, or any extensions or renewals of it.

Contractor understands that, except for disclosures prohibited by law, the State must disclose to the public upon request any records it receives from Contractor. Contractor further understands that any records that are obtained or generated by the Contractor under this contract, except for records that qualify for protection under an exception to the North Dakota open records law, may, under certain circumstances, be open to the public upon request under North Dakota open records law. Contractor agrees to contact the State immediately upon receiving a request for information under the open records law and to comply with the State's instructions on how to respond to the request.

INSURANCE

- a. **Required Coverages.** Contractor shall secure and keep in force during the term of this agreement and Contractor shall require all subcontractors, prior to commencement of an agreement between Contractor and the subcontractor, to secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds authorized to do business in North Dakota, the following insurance coverages:
 - (1) Commercial general liability, including premises or operations, contractual, and products or completed operations coverage (if applicable), with minimum liability limits of \$250,000 per person and \$1,000,000 per occurrence.
 - (2) Automobile liability, including Owned (if any), Hired and Non-Owned automobiles, with minimum liability limits of \$250,000 per person and \$1,000,000 per occurrence.

- (3) Workers compensation coverage meeting all statutory requirements. The policy shall provide coverage for all states of operation that apply to the performance of this contract.
- (4) Employer's liability or "stop gap" insurance of not less than \$1,000,000 as an endorsement on the workers compensation or commercial general liability insurance if Contractor is domiciled outside the State of North Dakota.

b. **General Insurance Requirements.** The insurance coverages listed above must meet the following additional requirements:

- (1) Any deductible or self insured retention amount or similar obligation under the policies shall be the sole responsibility of the Contractor. The amount of any deductible or self-retention is subject to approval by the State.
- (2) This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. Less than an "A-" rating must be approved by the State. The policies shall be in form and terms approved by the State.
- (3) The State will be defended, indemnified, and held harmless to the full extent of any coverage actually secured by the Contractor in excess of the minimum requirements set forth above. The duty to indemnify the State under this agreement shall not be limited by the insurance required in this contract.
- (4) The State of North Dakota and its agencies, officers, and employees (State) shall be endorsed on the commercial general liability policy, including any excess policies (to the extent applicable), as additional insured. The State shall have all the benefits, rights and coverage's of an additional insured under these policies.
- (5) The insurance required in this agreement, through a policy or endorsement, shall include:
 - a. A "Waiver of Subrogation" waiving any right to recovery the insurance company may have against the State;
 - b. A provision that Contractor's insurance coverage shall be primary (i.e., pay first) as respects any insurance, self-insurance or self-retention maintained by the State, and that any insurance, self-insurance or self-retention maintained by the State shall be in excess of the Contractor's insurance and shall not contribute with it;
 - c. Cross liability/severability of interest for all policies and endorsements;
 - d. The legal defense provided to the State under the policy and any endorsements must be free of any conflicts of interest, even if retention of separate legal counsel for the State is necessary; and,
 - e. The insolvency or bankruptcy of the insured Contractor shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured Contractor from meeting the retention limit under the policy.
- (6) The Contractor shall furnish a certificate of insurance and all endorsements to the undersigned State representative prior to commencement of this agreement. All endorsements shall be provided as soon as practicable.

- (7) Failure to provide insurance as required in this agreement is a material breach of contract entitling the State to terminate this agreement immediately.
- (8) If Contractor's insurance carrier cannot provide the insurance requirements listed above, Contractor will be required to purchase a project-specific insurance policy on behalf of State including but not limited to an Owner's Protective Liability insurance policy or a Project Management Protective Liability insurance policy with an occurrence limit of not less than \$1,000,000 and an aggregate of \$2,000,000. Said insurance shall be kept in force until the project is accepted by State.
- (9) The policy and endorsements may not be canceled or modified without thirty (30) days' prior notice to the undersigned State representative

c. **Pollution Liability.** Contractor shall provide Contractor's Pollution Liability coverage for Personal Injury, Property Damage and Cleanup Cost arising from pollution conditions caused by the operations of the Contractor for limits of \$1,000,000. Occurrence coverage is preferred but coverage may be provided on a claims-made form that includes a three year tail coverage endorsement. Coverage shall include contractual liability coverage for claims arising out of liability of subcontractors, loading and unloading, unlimited complete operations, and non-owned disposal site coverage (if applicable).

SAFETY REQUIREMENTS

The Contractor shall keep informed of and comply with all federal, state, and local laws, regulations, and other legal requirements governing the safety, health, sanitation, and performance of the contract in general. In addition, the Contractor shall provide, inspect and maintain all safeguards, safety devices, protective equipment, safety programs and other needed actions the Contractor determines necessary to reasonably protect the life, health and property of the Contractor, subcontractors, the State, the public and each of the employees, officers, assigns and agents of the Contractor, subcontractors and the State, in connection with the performance of work resulting from or arising out of the contract.

The Contractor shall have a written safety program to be used as guidelines and direction for the Contractor's and subcontractors' activities. This program must meet all federal, state and local laws, regulations and other legal requirements and include the following minimum provisions: (1) a worksite safety policy and mission statement; (2) assigned responsibilities among management, supervisors and employees; (3) a system for periodic self-inspections, including inspections of job sites, materials, work performance and equipment; (4) a thorough accident and injury reporting and investigation process; (5) a safety orientation program including first aid, medical attention, emergency facilities, fire protection and prevention, housekeeping, illumination, sanitation, personal protective equipment, and occupational noise exposure; and, (6) a safety training program including safety "tool box" meetings and other systems for ongoing training and also including training for employees on the recognition, avoidance and prevention of unsafe conditions. Upon request by the project manager, a copy of the written safety program must be provided to the Commission.

It will be a condition of the contract, and shall be made a condition of each subcontract entered into pursuant to that contract, that the State is assuming no liability relating to its receipt and review of the Contractor's safety plan or activities. Safety remains the responsibility of the Contractor. Furthermore, the right of the State to receive and review the safety plan or activities shall not give rise to a duty on the part of the State to exercise this right for the benefit of the Contractor or any other person or entity.

ATTORNEY FEES

In the event a lawsuit is instituted by the State to obtain performance due of any kind under this contract, and the State is the prevailing party, Contractor shall, except when prohibited by N.D.C.C. Section 28-26-04, pay the State's reasonable attorney fees and costs in connection with the lawsuit.

INDEPENDENT ENTITY

Contractor is an independent entity under this contract and is not a State employee for any purpose, including but not limited to the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act, the North Dakota Unemployment Compensation Law and the North Dakota Workforce Safety and Insurance Act. The Contractor retains sole and absolute discretion in the manner and means of carrying out the Contractor's activities and responsibilities under this contract, except to the extent specified in the contract.

FISCAL RESPONSIBILITIES

MONITORING, EVALUATION AND AUDIT

The Contractor agrees to cooperate with any monitoring, evaluating and/or audit conducted by the State, or their designees who shall have full access to and the right to examine all books, records and other relevant documents.

The Contractor agrees to take immediate corrective action on deficiencies disclosed through program monitoring of costs disallowed in the course of an audit, review, or monitoring.

NO CLAIM FOR ADDITIONAL WORK

No claim for additional services not specifically herein provided, done, or furnished by the Contractor will be allowed, nor shall the Contractor do any work or furnish any material not covered by the contract, unless such work is ordered in writing by the State.

TIME KEEPING PROCEDURES

The Contractor shall require employees and subcontractors, if applicable, whose positions are funded under this contract or included as match, to maintain adequate documentation for services provided. For positions that are funded from more than one source, an analysis of duties performed by program shall also be prepared.

STATE AUDIT

All records, regardless of physical form, and the accounting practices and procedures of the Contractor relevant to this contract are subject to examination by the North Dakota State Auditor or the Auditor's designee. The Contractor shall maintain and retain all books, records, and other documents required by the State and to produce program narrative and statistical data at times prescribed by the State relevant to this agreement for four years after final payment. Records shall be retained beyond four years if audit findings have not been resolved.

PREPAYMENT

The State will not make any advance payments before performance by the Contractor under this contract. The Contractor will be compensated based on periodic submittal of progress reports.

TAXPAYER ID

The Contractor shall provide the State with its federal employer ID number and North Dakota tax ID number upon executing this contract.

PROGRAM REQUIREMENTS

COMPLIANCE WITH LAWS

Contractor agrees to comply with all applicable laws, rules, regulations and policies, including but not limited to those relating to nondiscrimination, accessibility and civil rights. Contractor agrees to timely file all required reports, make required payroll deductions, and timely pay all taxes and premiums owed, including but not limited to sales and use taxes and unemployment compensation and workers' compensation premiums. Contractor shall have and keep current at all times during the term of this contract all licenses, registrations and permits required by law and shall be authorized to do business in the State of North Dakota.

EQUAL OPPORTUNITY

No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with this contract because of race, color, disability, or political affiliation or belief.

The Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, national origin, disability, age, sex, political affiliation or belief or citizenship.

NONDISCRIMINATION

This contract and any subcontract hereunder is subject to the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights of 1964 and the Americans with Disabilities Act of 1990.

WORK PRODUCT AND WORKS FOR HIRE

All work product, equipment or materials created or purchased under this contract belong to the State and must be delivered to the State at the State's request upon termination of this contract. Contractor agrees that all materials prepared under this contract are "works for hire" within the meaning of copyright laws of the United States and assigns to State all rights and interests Contractor may have in the materials it prepares under this contract, including any right to derivative use of the material. Contractor shall execute all necessary documents to enable State to protect its rights under this section. Contractor shall include provisions appropriate to effectuate the purposes of this condition in all subcontracts entered into relating to this project.

WORK WEEK

The Contractor shall work a standard 5 day work week (Monday – Friday). Work will generally be restricted to daylight hours Monday through Friday, and as a result, any variance of the normal work schedule (Monday – Friday) **MUST** be approved by the Project Manager. Any request for variance to the work schedule must be made at least 2 days in advance. This notice requirement does not apply to work stoppage caused by adverse weather or equipment breakdowns.

BUY AMERICAN ACT

The Contractor agrees to comply with sections 2 through 4 of the Act of March 3, 1933 (41U.S.C. 10a-10c, popularly known as the "Buy American Act".) This applies to all subcontractors and suppliers of the Contractor. The Contractor will include this clause in all agreements and contracts.

TERMS AND CONDITIONS OF INVITATION FOR BID

The terms and conditions of the Invitation for Bid issued for this project not specifically set forth in this contract are incorporated herein by reference.

EFFECTIVENESS OF CONTRACT

This contract is not effective until fully executed by both parties.

SPECIFIC PROVISIONS:

Standard Specifications for AML Reclamation Projects (Feb. 2000).

2015 Sinkhole Filling AML Project Invitation for Bids

PART III.
SPECIFIC PROVISIONS

Specific Terms, Conditions and Specifications

Utilization of Disadvantaged Business - Enterprises

SPECIFIC TERMS, CONDITIONS AND SPECIFICATIONS

The objective of this project is to fill hazardous sinkholes resulting from the collapse of underground mines. The locations and fill volumes are not specified and will be determined as sinkholes are reported and discovered. Sinkhole filling projects have been conducted annually in North Dakota for several years and the number of sinkholes filled in a given year has ranged from the tens to hundreds. Since this contract is contingent upon future occurrences of sinkholes, mobilizations and sinkhole filling volumes and the total contract price cannot be guaranteed. However, the cost of sinkhole filling AML contracts in North Dakota has averaged about \$100,000 per year for the past five year period. The contractor will be expected to mobilize and begin sinkhole filling within ten days of notification at any time during the contract period. Sinkholes that occur near homes, businesses, or public roads, may be considered an emergency and must be filled or otherwise abated as rapidly as possible. Other work including repairs and maintenance on abandoned surface mine sites may also be required as directed by the Commission.

Bidders will be expected to fully complete the bid form. The maximum total bid price may not exceed \$200,000. The total amount for the required fifteen (15) lump sum items of Mobilization may not exceed fifteen percent (15%) of the total bid. The total amount for the required five (5) acres of Tillage/Seeding may not exceed five percent (5%) of the total bid. The unit for sinkhole filling is cubic yards of fill material and the quantity will be determined by a bidder's unit price for this item. For example, if a bidder specifies \$2000 per mobilization, for a total of \$30,000, and \$2000 per acre for Tilling/Seeding, for a total of \$10,000, that would leave \$160,000 for the Sinkhole Filling bid item. Then the bidder would divide that \$160,000 by the unit price he/she chooses in order to determine the number of cubic yards. For example, if the bidder specifies a unit price of \$10.00 per cubic yard, the number of units (cubic yards) would be 160,000/10, or 16,000 cubic yards. These are examples only and determining unit prices for Mobilization, Seeding and Sinkhole Filling bid items is the responsibility of the bidder.

Award will be made to the responsible bidder whose combination of unit prices allows the maximum cubic yards of sinkhole filling, and is responsive to the specifications and all other requirements stated herein.

Standard Requirements for Sinkhole Filling:

1. Remove and stockpile topsoil or other suitable plant growth material from around/within sinkhole and borrow areas.
2. Excavate the sinkhole (as directed) with a backhoe or excavator.
3. Backfill sinkhole with approved fill material; if trucks are used, compaction with backhoe bucket and wheels is required between dumps. If a scraper is used, holes shall be ramped into and filled in such a way to get maximum compaction.
4. Grade area to blend with adjacent topography and re-establish drainage.
5. Respread topsoil evenly over disturbed areas and finish-grade.
6. Seed disturbed areas with required mixture.

7. Till seeded areas with a Harley Box Rake or equivalent equipment sufficiently to break up all clods and cover all seed. Tillage must be included in the per acre bid price for seeding.

The Contractor shall dedicate equipment and personnel to this project until all work is finished at each specified site. Each mobilization will be to a general work area, i.e. Beulah/Zap, Wilton, and Dickinson. There may be one or more sub-sites at each mobilization site and no extra mobilization payment will be made for those sub-sites. The contractor shall provide all material, equipment, and personnel needed to perform the work. However, an excavator or backhoe must be used for excavation of sinkholes. The Contractor shall determine the presence of any and all utility facilities within the project areas and have the locations of these facilities appropriately marked prior to beginning work. The State of North Dakota has adopted a "One Call" utility locating Hot Line. The phone number is 1-800-795-0555 and the website is www.ndonecall.com.

Contract payment for Sinkhole Filling will be determined by the Commission using surveyed cut (borrow area) volume whenever possible. Each sinkhole will be measured by the Commission and measured sinkhole volumes, load counts or hourly equipment rates, may also be used as a basis for payment at the discretion of the Commission. No allowance will be made for swell or shrinkage. Fill material may be taken only from approved borrow areas. These will be determined by the Commission in consultation with the property owner. Borrow areas will be located as near as possible to the sinkholes and haul distances may vary from 100 feet to a half-mile or more. The contractor will not be required to pay for fill material.

Contract payment for Tillage/Seeding will be determined by the Commission by measuring each area tilled and seeded to the nearest 1/100 of an acre. The seed mixture is listed below and may be varied or changed at the discretion of the Commission.

Seed Mixture, 100 lbs. estimated:

(Certified tickets are required)

<u>Variety</u>	<u>Rate/Acre – Lbs. (PLS)</u>
Thickspike Wheatgrass	4
Sodar Streambank Wheatgrass	4
Revenue Slender Wheatgrass	2
Rosana Western Wheatgrass	2
Lodorm Green Needlegrass	2
Pierre Sideoats Grama	2
Forestburg Switchgrass	2
	20

Bidders shall understand that project work is inherently dangerous and shall take all steps necessary to protect workers and the public. The size of sinkholes to be filled may vary from several cubic yards per sinkhole to several hundred cubic yards per sinkhole. Bidders are encouraged to ascertain the nature, potential locations and conditions that can affect the work or cost. Failure to do so will not relieve bidders from

their responsibility of properly estimating the difficulty or cost of successfully performing the work. The contractor is responsible for clean-up of all project sites and any off-site area which may be used and the restoration of all damaged or destroyed property including, but not limited to: utilities, structures, yards, fences, roads, haulage ways, access points, crops and ditches.

UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES

The current DBE information can be accessed on the NDDOT website, <http://www.dot.nd.gov/>.

PART IV.
BID FORMS

- 1. Minority and Women-Owned Business Enterprise and
Labor Surplus Area Concern Certifications**
- 2. Bid Forms**



**UTILIZATION OF MINORITY OR WOMEN-OWNED BUSINESS ENTERPRISES AND
LABOR SURPLUS AREA CONCERNS**
PUBLIC SERVICE COMMISSION
ABANDONED MINE LANDS DIVISION
SFN 16755 (Rev. 12-99)

The requirements of this Special Provision will govern over any other contract provisions which may be in conflict or contrary thereto:

1. The Contractor agrees to use its best efforts to utilize minority or women-owned business enterprises (M/WBE) in the award of its subcontracts and in procuring supplies and materials to the fullest extent consistent with the efficient performance of its contract. As used in this contract, the term "minority or women-owned business enterprise" means a business, at least 51 percent of which is beneficially-owned and controlled by minority groups or women or, in the case of publicly-owned businesses, at least 51 percent of the voting interest and 51 percent of the beneficial ownership interests are held by minority groups or women. For the purpose of this definition, minority means a person who is Black, Hispanic, Asian American, American Indian, or Alaskan Native. Attached to this IFB is a list of M/WBE Contractors and Suppliers certified in North Dakota as a reference source for bidders. Bidders are in no way limited to this M/WBE list for subcontracting opportunities to M/WBE Contractors.
2. The Contractor agrees to establish and conduct an affirmative action program to ensure that minority or women-owned business enterprises will have an equitable opportunity to compete for subcontracts and furnishing of supplies. In this regard, the contracts shall:
 - a. Designate a liaison officer who will administer the Contractor's M/WBE Program.
 - b. Give adequate and timely consideration to the capabilities of known minority or women-owned business enterprises.
 - c. Ensure that known minority or women-owned business enterprises will have equal opportunity to compete for subcontracts, particularly by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules.
 - d. Maintain records showing (1) procedures which have been adopted to comply with the policies set forth in this clause, including the establishment of a source list of minority or women-owned business enterprises, (2) awards to minority or women-owned business enterprises on the source list, and (3) specific efforts to identify and award subcontracts to minority or women-owned business enterprises.
 - e. Include this special provision "UTILIZATION OF MINORITY OR WOMEN-OWNED BUSINESS ENTERPRISES" with certifications in all subcontracts.
 - f. Cooperate with the State in any studies and surveys of the Contractors' minority or women-owned business enterprises procedures and practices that the State may conduct from time to time.
 - g. Submit periodic reports with respect to the records referred to in subparagraph (d) above, in such form and manner and at such times (not more often than quarterly) as the State may prescribe.
3. The Contractor agrees to use its best efforts to utilize labor surplus area firms in the award of subcontracts. The term "labor surplus area" means a geographical area identified by the Department of Labor as an area of concentrated unemployment or underemployment or an area of labor surplus. The term "labor surplus area" means a concern that, together with its first-tier subcontractor, will perform substantially in labor surplus areas. The term "perform substantially in labor surplus area" means that the costs incurred on account of manufacturing, production, or appropriate services in labor surplus areas exceed 50 percent of the contract price. Attached to this IFB is a list of labor surplus area counties in North Dakota as a reference source for bidders.

The Contractor agrees to establish and conduct a program which will encourage labor surplus area firms to compete for subcontracts within their capabilities. In this connection, the Contractor shall:

- a. Designate a liaison officer who will (1) maintain liaison with duly authorized representatives of the government on labor surplus area matters, (2) supervise compliance with the "Utilization of Labor Surplus Area Concerns" clause, and (3) administer the contractor's Labor Surplus Area Subcontracting Program;
- b. Provide adequate and timely consideration of the potentialities of labor surplus area concerns in all "make-or-buy" decisions;
- c. Assure that labor surplus area concerns will have an equitable opportunity to compete for subcontracts, particularly by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation of labor surplus area concern;
- d. Maintain records showing procedures which have been adopted to comply with the policies set forth in this clause; and
- e. Include the "Utilization of Labor Surplus Area Concerns" clause in subcontracts which offer substantial labor surplus area subcontracting opportunities.

SFN 16755 (Rev. 12-99)

Included in Parts 4, 5, and 6 - "BID FORMS" of this IFB are one M/WBE Subcontractor Certification, one M/WBE Supplier Certification, and one Labor Surplus Area Certification which must be completed by the bidder and returned with the bid package.

FAILURE TO COMPLETE AND RETURN THESE FORMS SHALL RESULT IN BIDDER DISQUALIFICATION.

4. M/WBE SUBCONTRACTOR CERTIFICATION (See Section 600 of Part III - Special Provisions)

TO BE ELIGIBLE FOR AWARD OF THIS CONTRACT, THE BIDDERS MUST EXECUTE ONE OF THE FOLLOWING CERTIFICATIONS:

Name of Company

NEGATIVE CERTIFICATION

The bidder does not intend to sublet any portion of the work. If later circumstances dictate subletting a part of the work, the requirement under the Affirmative Certification will be satisfied.

Signed By	Title	Date
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AFFIRMATIVE CERTIFICATION

The bidder intends to sublet a portion of the contract work and hereby certifies that it has an affirmative action program to seek out and consider minority business enterprises as potential subcontractors and to document the results of such contacts.

- a. If work is to be subcontracted, provide a general description of items to be subcontracted.

- b. The contacts made with potential Minority or Women-owned Business Enterprise subcontractors and the results thereof are listed below: (Use additional sheets if necessary)

Signed By	Title	Date
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5. M/WBE SUPPLIER CERTIFICATION (See Section 600 of Part III - Special Provisions)

TO BE ELIGIBLE FOR AWARD OF THIS CONTRACT, THE BIDDER MUST EXECUTE THE FOLLOWING CERTIFICATION:

Name of Company

The bidder hereby certifies that it has an affirmative action program to seek out and consider Minority or Women-owned Business Enterprises as potential suppliers and to document the results of such contacts. The contacts made with potential Minority or Women-owned Business Enterprise suppliers and the results thereof are listed below: (Use additional sheets if necessary)

Signed By	Title	Date
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6. LABOR SURPLUS AREA CERTIFICATION

TO BE ELIGIBLE FOR AWARD OF THIS CONTRACT, THE BIDDER MUST EXECUTE ONE OF THE FOLLOWING CERTIFICATIONS:

NEGATIVE CERTIFICATION

The bidder does not intend to sublet any portion of the work. If later circumstances dictate subletting a part of the work, the requirements under the Affirmative Certification will be satisfied.

Signed By	Title	Date
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AFFIRMATIVE CERTIFICATION

The bidder intends to sublet a portion of the contract work and hereby certifies that it has a labor surplus area concern program to seek out and consider potential subcontractors from labor surplus areas and to document the results of such contacts.

a. If work is to be subcontracted, provide a general description of items to be subcontracted.

b. The contacts made with potential Labor Surplus Area subcontractors and the results thereof are listed below:
(Use additional sheets if necessary)

Signed By	Title	Date
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BID FORM

North Dakota Public Service Commission Abandoned Mine Lands Division 2015 Sinkhole Filling AML Project

<u>Bid Item</u>	<u>Unit</u>	<u>Quantity</u>	X	<u>Unit Price</u>	=	<u>Total</u>
Mobilization	Site	15	X	_____	=	_____
Sinkhole Filling	Cubic Yards	_____	X	_____	=	_____
Tillage/Seeding	Acre	5	X	_____	=	_____

Total Mobilization cost may not exceed 15% of total bid amount.
Sinkhole Filling quantity and price will be determined by the bidder as directed on Page 25.
Total Tillage/Seeding cost may not exceed 5% of total bid amount.

Maximum Total In Numbers (Not to exceed \$200,000) _____

I agree to perform all the work as described for the price I have submitted.

Vendor Company Name:			
Street Address:			
P.O. Box:	City	State:	Zip Code:
Toll Free Telephone:		Telephone:	Fax:
Federal I.D. or Social Security No.:		E-Mail:	
Type or Print Name of Person Signing:		Title:	
Authorized Signature:			
NAME OF SERVICE REPRESENTATIVE:			
ADDRESS OF SERVICE REP:			
CITY, STATE & ZIP CODE:			
PHONE NUMBER:			
TOLL FREE NUMBER:			
FAX NUMBER:			
E-MAIL ADDRESS:			