



**CITY OF GRAND FORKS  
REQUEST FOR PROPOSALS  
Service Truck  
RFP: UT2021-04-RFP**

**Date of Issue: April 30, 2021**

**Overview of Requirements**

The intent of this Request for Proposal ("RFP") is for qualified Proponents to provide the City of Grand Forks with Proposals for the procurement of one or more of the following options, as per the specifications in this document:

Option 1: Complete Package with Truck and Installed Service Body or Commercial Grade Canopy

Option 2: Truck Only

Option 3: Service Body or Commercial Grade Canopy Only

All proposals marked "**City of Grand Forks, UT2021-04-RFP, Confidential – Do Not Open,**" will be received by **2:00 PM PST (local time) on or before May 21, 2021** at:

Attention: Alex Adams  
City of Grand Forks  
7217 4<sup>th</sup> Street  
Grand Forks, BC  
V0H 1H0

OR:

Emailed to: [corporate@grandforks.ca](mailto:corporate@grandforks.ca)  
Subject Line: UT2021-04-RFP Service Truck

Note: Faxed submissions will **NOT** be accepted.

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## 1.0 Designated Contact Person

Attention: Rosemary Dykhuizen  
City of Grand Forks  
Phone: 250.442.4148  
Email: rdykhuizen@grandforks.ca

## 2.0 Definitions

Throughout this Request for Proposal, terminology is used as follows:

- a) "Addenda" means all additional information regarding the RFP, including amendments to the RFP, which becomes a part of the RFP.
- b) "City" means the City of Grand Forks.
- c) "Contract" means the written agreement resulting from and called for by the RFP executed by the City and the successful Proponent.
- d) "Contractor" means the successful Proponent to the RFP who enters into a Contract with the City.
- e) "Include(s)" and "including" are not limiting.
- f) "Must", "mandatory", "will" or "required" means a requirement that must be met for a Proposal to receive consideration.
- g) "Proponent" means a party submitting a Proposal to this RFP.
- h) "RFP" means this Request for Proposal, including any attached or referenced appendices, schedules or exhibits together with any written modifications that the City may make to them by Addenda.
- i) "Should", "may" or "desirable" means a requirement having a significant degree of importance to the objectives of the RFP.

## 3.0 Terms and Conditions

### 3.1 Acceptance of Terms and Conditions

Submitting a Proposal indicates acceptance of all terms and conditions set out in the RFP.

A Proposal must be signed in the manner specified in the RFP by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponents Proposal.

### 3.2 Proposal Submission

Sealed Proposal submissions, clearly marked with the words "**City of Grand Forks, UT2021-04-RFP, Confidential – Do Not Open,**" or with the subject line "**UT2021-04-RFP Service Truck,**" will be received at the office of Corporate Services, on or before the closing date and time in Schedule A.

The Proponent is solely responsible for ensuring that, regardless of the submission method, the City receives a complete Proposal, including all attachments or enclosures, on or before the closing date and time in Schedule A. The Proponent bears all risk associated with delivering its Proposal, including but not limited to delays in transmission. Proposals received after the closing date and time will be considered late Proposals. Late Proposals will not be accepted; mailed submissions will be returned unopened, and the Proponents who email submissions will be notified.

### 3.3 Alternative Solutions

Alternative Proposals that meet similar objectives but use a different approach; will be accepted and evaluated; but should be submitted in separate Proposals.

Wherever the specifications state a brand, make, manufacturer, trade name, or supplier catalogue number, it is for establishing a grade or standard. It is not intended to rule out competition from equal brands or makes. If a product other than that specified is offered, it is the Proponents responsibility to provide information in its Proposal that enables the City to confirm equivalency and acceptance.

Except where stated otherwise, the specifications describe what is considered necessary to meet the performance requirements of the City and Proponents should consider this in their Proposal or if the Proponent cannot meet the specifications, the Proponent may identify and offer an alternative which it

believes to be an equal or better alternative. Proponents shall clearly indicate any variances from the City's specifications or conditions and attach descriptive literature and/or specifications.

### **3.4 Enquiries**

All enquiries related to this RFP are to be directed, in writing, to the Designated Contact Person on or before the deadline found in Schedule A. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses (beyond basic clarification), including addenda, will be recorded, and will be posted.

Notification of change will not be automatically sent to Proponents.

### **3.5 Prices and Delivery Point**

All prices quoted should be:

- a) In Canadian dollars;
- b) Inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and
- c) Exclusive of GST & PST;
- d) Exclusive of options, where applicable;

All equipment shall be delivered D.D.P. (destination duty paid), Intercoms 2010, to the City works yard or work site.

### **3.6 Non-Solicitation**

Proponents and their agents will not contact any City staff member, officer, or Council member with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP; except for the Designated Contact Person with enquiries related to the RFP. The City may reject the Proposal of any Proponent that makes such contact.

### **3.7 Proponents Expenses**

Proponents are solely responsible for their own expenses in preparing a Proposal and for any subsequent negotiations with the City. The City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

### **3.8 Evaluation**

Evaluation of Proposals will be by a committee formed by the City. Incomplete Proposals will be rejected without further consideration. Proposals not including all appendices (A – F) will be considered incomplete. Complete Proposals will be evaluated and scored as per the scorecard (Schedule B). By responding to this RFP, Proponents will be deemed to have agreed that the decision of the evaluation team will be final and binding. The City reserves the right to interview for clarification; any or all Proponents, after the RFP closing date.

The City of Grand Forks reserves the full right in its sole discretion and according to its own judgement of its best interest to reject any or all tenders; waive any defect or deficiency in a tender which does not materially affect the tender or the tender price relative to other tenders and accept that tender. The City reserves the right to accept a Proposal other than that with the highest evaluated score without stating reasons. Without limiting the generality of the foregoing, the City may consider any other factor besides capability to perform the work.

### **3.9 No Obligation to Proceed**

The City is under no obligation to complete the RFP process.

### **3.10 Ownership of Proposals**

All documents, including Proposals, submitted to the City become the property of the City. They will be received and held in confidence by the City and will be subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

### **3.11 Contract**

This RFP is not an agreement to purchase goods or services. Notice in writing to a Proponent that has been identified as a successful Proponent will not constitute a Contract. Only if a Proponent and the City enter into a subsequent full written Contract will a Proponent acquire any legal or equitable rights or privileges relative to the goods or services. Any resultant award will be made by means of a Form of Agreement (draft in Schedule E).

### **3.12 Confidentiality of Information**

All Proponents and any other person who through this RFP process gains access to confidential information of the City are required to keep strictly confidential all information which in any way reveals confidential business, financial or investment details, programs, strategies, or plans, learned through this RFP or subsequent RFP process. This requirement will continue with respect to such information learned by the successful Proponent, if any, over the course of any Contract for service which arises out of this RFP process.

This information must not be disclosed without prior written authorization from the City.

### **3.13 Contractors Obligation**

#### **3.13.1 Indemnity**

The Contractor shall defend, indemnify, and hold harmless the indemnities from and against all claims, demands, actions, proceedings, and liabilities whatsoever and all costs and expenses incurred in connection therewith and resulting from the performance, purported performance, or non-performance of the Contract, excepting only where such claim, demand, action, proceeding, or liability is based on the sole negligence of the indemnities.

#### **3.13.2 Insurance**

As a minimum, the Contractor shall procure and maintain throughout the term and for a minimum of 12 months after substantial completion of the Contract, at its own expense and cost, the following insurance policies; with the City of Grand Forks named as additional insured:

##### *Commercial General Liability Insurance*

Providing for an inclusive limit of not less than two million dollars (\$2,000,000) for each occurrence or accident and five million dollars (\$5,000,000) aggregate. Minimum coverage must include cross-liability and severability of interest, non-owned automobile liability, contingent employer's liability, professional liability, blanket contractual liability, broad form property damage, broad form completed operations, and operation of attached machinery, with the City of Grand Forks, its officers, officials, employees, servants, and agents named as additional insured.

##### *Motor Vehicle Third-Party Legal Liability Insurance*

Covering all motor vehicles, owned, operated, and used or to be used by the Contractor directly or indirectly in the performance of the work or services. The limit of liability shall not be less than three million dollars (\$3,000,000) per occurrence; inclusive, for loss or damage including bodily injury, death, or third-party property damage.

#### **3.13.3 Registration with WorkSafe BC (WCB)**

The Contractor shall be in good standing with WorkSafe BC and shall, provide a WorkSafe BC Clearance Letter.

#### **3.13.4 Governing Regulations**

The Contractor shall apply and pay for all necessary permits or licenses required for the execution of the Project. The Contractor shall give all necessary notices, pay for all fees required by law, and comply with all laws, ordinances, rules, and regulations relating to the Project and to the preservation of the public health. The Contractor shall be responsible for the safety of all workers and equipment on the Project, in accordance with all applicable safety legislation passed by Federal, Provincial, and local authorities governing safety.

## Schedule A: Timeline of Activities

The following activities and dates are proposed by the City and shall be considered by the Proponents in the preparation of their Proposal.

Activity	Date
Issue RFP	April 30, 2021
Question Period Closing	May 12, 2021
Addendum Posting Deadline (2:00 PM)	May 17, 2021
RFP Closing (2:00 PM)	May 21, 2021
Select Preferred Proponent	June 4, 2021
Contract in Place With Preferred Proponent	June 11, 2021
Delivery	TBD

## Schedule B: Evaluation & Scorecard

Appendix A: Cover Page	/1
Appendix B: Mandatory Components	/1
Appendix C: Mandatory Documentation	/45
Appendix D: Fee Schedule	/30
Appendix E: Proponent Information	/15
Appendix F: Certification Document	/3
Overall Impression & Professionalism	/5

## Schedule C: Scope of Work

To supply the City of Grand Forks with proposals for one or more of the following options:

### **Option 1: (Complete Package)**

One (1) New or Used One Ton Truck with Less Than 30,000km & Service Body or Commercial Grade Canopy, as per the specifications in Appendix C of this document.

### **Option 2: (Truck Only)**

One (1) New or Used One Ton Truck Extended Cab with Standard (6'6") Box Either with Box Delete (Preference) or as Cab & Chassis, as per the specifications in Appendix C of this document.

*Or*

One (1) New or Used One Ton Truck Regular Cab with Long (8') Box either with Box Delete (Preference) or as Cab & Chassis, as per the specifications in Appendix C of this document.

### **Option 3: (Service Body or Commercial Grade Canopy)**

One (1) New Service Body or Commercial Grade Canopy, as per the specifications in Appendix C of this document.



## **Schedule D: Additional Terms and Conditions**

1. All information must be tracked electronically. Paper copies of required documentation will not be accepted (i.e., must be filled into provided templates (Appendices) electronically).
2. Failure to complete all required work may result in a 5% holdback being applied to the price until delivery of services/information is complete.

# Schedule E: Form of Agreement

## Form of Agreement Contract – UT2021-04-RFP

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

BETWEEN:

\_\_\_\_\_  
(Herein called "The Contractor")

OF THE FIRST PART

AND:

**THE CORPORATION OF THE CITY OF GRAND FORKS**

(Herein called "The Corporation")

OF THE SECOND PART

1. In consideration of the covenants and agreements hereinafter contained and to be performed by the Corporation, the Contractor hereby agrees with the Corporation:
  - a) To do all work described in the contract documents, on the terms and conditions herein contained and at the prices herein specified and within the time limited; and,
  - b) To commence and actively proceed with the work within fourteen (14) days from the date of receiving notice from the Corporation to proceed with the work.
2. The Contract documents include this agreement and the following documents:
  - a. Request for Proposal UT2021-04-RFP.
  - b. Contractor's Proposal as received by the City.
  - c. The Notice of Award.
3. In consideration of the performance by the Contractor of all and singular the covenants and agreements herein contained and to be performed by the Contractor, the Corporation HEREBY COVENANTS AND AGREES with the Contractor that it will pay the Contractor the sum or sums of money herein specified as payment for the fulfilment of the work.
4. IT IS UNDERSTOOD AND AGREED by and between the parties hereto that the specifications, the schedule of quantities and prices, the drawings, the tender including all schedules thereto, the general conditions of contract, and further details and instructions in explanation thereof as may from time to time be given by the Corporation, shall be read with and form part of this agreement as if embodied herein.
5. IT IS FURTHER UNDERSTOOD AND AGREED between the parties hereto that the Contractor, in entering and executing this agreement, has relied on his own examination of the site, the access to the site, and on all other data, matters, and things requisite to the fulfilment of the work, and not on any representation or warranty of the Corporation.

6. Communications between the Contractor and the Corporation including all written notices required by the Contract shall be made as set out below:

a. The Corporation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Attention: \_\_\_\_\_

b. The Contractor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Attention: \_\_\_\_\_

7. IN THIS AGREEMENT, unless the context otherwise requires, "Contract" shall be construed to mean and include this agreement.
8. WHENEVER in this agreement it is stipulated that anything shall be done or be performed by either of the parties hereto, it shall be assumed that such party has thereby entered, and such party does hereby enter a covenant with the other party to do or perform the same.
9. All grants, covenants, provisions and claims, rights, powers privileges and liabilities contained in this agreement shall be read and held as made by and with and granted to and imposed upon the respective parties hereto and their respective heirs, executors, administrators, successors, and assigns, in the same manner as if the words had been inscribed in all proper and necessary places, and in the event of more than one person being the Contractor, the said grants, covenants, provisions and claims, rights, powers, privileges and liabilities shall be construed and held to be several as well as joint.
10. WHEREVER the singular or masculine is used throughout this Agreement, the same shall be construed as meaning the plural or feminine or body corporate, as the context or the parties hereto so require.
11. IN WITNESS WHEREOF the parties hereto have caused these presents to be executed, the day and year first above written.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF

\_\_\_\_\_  
Full Legal Name of Contractor

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

EXAMPLE

# Company Name

UT2021-04-RFP  
Service Truck

DATE

*Contact Information:*  
Contact Name  
Company Address  
Contact Email  
Contact Phone Number  
Contact Cell Number

## Appendix B: Mandatory Components

Appendix A: Cover Page	
Appendix B: Mandatory Components	
Appendix C: Mandatory Documentation	
Appendix D: Fee Schedule	
Appendix E: Proponent Information	
Appendix F: Certification Document	

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

# Appendix C: Specifications

Please complete the table(s) below, as they apply to the selected option.

Option	Item No. Range
Option 1: Complete Package	1 – 77 (Service Body) or 1- 51 & 78 – 102 (Canopy)
Option 2: Truck Only	1 – 51
Option 3: Service Body or Commercial Grade Canopy Only	52 – 77 (Service Body) or 78 – 102 (Canopy)

**Expected Date of Delivery:** \_\_\_\_\_

**Truck Specifications:** One (1) New or Used One Ton Truck with Less Than 30,000km

Item No.	Specification Item	Yes	No	Specification and/or Deviation (Attach Extra Sheets if Necessary)
<b>GENERAL</b>				
1	Year			
2	Make			
3	Model			
4	Odometer Reading			
5	GVWR			
6	Payload Capacity			
7	Towing Capacity			
8	Actual Length			
9	dB Rating			
<b>ENGINE</b>				
10	Gas Engine (V8)			
11	Horsepower			
12	Torque			
<b>POWERTRAIN</b>				
13	Automatic Transmission			
14	Two-Wheel Drive Preferred (4x4 - Optional)			
15	Single Rear Wheel			
16	Limited Slip Rear Differential			
17	3.55 to 4.88 Rear Axle Ratio			
<b>TRANSFER CASE</b>				
18	Steel Wheels			
19	All Weather Tires (10 Ply)			
20	Tire Size			
21	Tire Make & Model			
22	Spare Tire			
23	Tire Pressure Monitoring Sensors			

<b>INTERIOR</b>				
24	Bench or 40/20/40 Seating			
25	Vinyl Flooring			
26	A/C With Cab Filter			
27	Power Windows (Optional)			
28	Power Locks (Optional)			
29	AM/FM Radio			
30	Power Outlet for Two-Way Radio			
<b>EXTERIOR</b>				
31	Front Bumper (Black)			
32	Rear Bumper			
33	Side Mirror Sizes			
34	Paint Colour: White			
35	Front Splash Guards			
36	Front Plate Bracket			
37	Front Tow Hooks			
<b>BODY</b>				
38	Box Delete or Cab & Chassis			
39	Wheelbase - Cab to Axle (56")			
40	Trailer Hitch with 7-Way RV Style Receiver			
41	Rear Light Wiring Package			
42	Fuel Tank Size			
42	Height to Top of Rear Frame Rail			
<b>ELECTRICAL</b>				
44	750 CCA Battery			
45	Trailer Brakes Controller			
46	7 Blade RV Receiver			



**WARRANTY**

47	Owners Manual
48	Basic Unit Warranty (State In Detail):
49	Extended Unit Warranty (State In Detail & Include Cost):
50	Other Manufacturer Warranty (State In Detail):
51	If the City of Grand Forks is required to perform warranty work, the Supplier shall pay the present shop rate at the City of Grand Forks. This includes 100% reimbursement for all costs involving parts.



**Service Body Specifications:**

Item No.	Specification Item	Yes	No	Specification and/or Deviation (Attach Extra Sheets if Necessary)
<b>GENERAL</b>				
52	8' Service Body to Fit Chassis or CA			
53	Make			
54	Model			
55	Supplier			
56	Installer			
<b>DIMENSIONS</b>				
57	Overall Length			
58	Overall Height			
59	Overall Width			
60	Side Compartment Dimensions (Driver Side)			Please Attach Sketch
61	Side Compartment Dimensions (Passenger Side)			Please Attach Sketch
62	Galley Width			
<b>CONSTRUCTION</b>				
63	Cabinet Material			
64	Galley Material			
65	Under Structure Material			
66	Rock Guard On Front Cabinets			
<b>HARDWARE</b>				
67	Hardware Type			
<b>GALLEY</b>				
68	Number of Tie Down Rings			
69	Tailgate Latch Style			
<b>BUMPER</b>				
70	Bumper Material			
71	Recessed For Receiver and Wiring			
<b>LIGHTING</b>				
72	LED Exterior Driving Lights			
73	LED Amber Beacon (Optional)			
<b>FINISH</b>				
74	Exterior Paint Colour: White			
75	Armaguard Bed Liner (Optional)			
76	Front Bulkhead (Optional)			

**WARRANTY**

77 Basic Unit Warranty (State In Detail):

**Commercial Grade Canopy Specifications:**

Item No.	Specification Item	Yes	No	Specification and/or Deviation (Attach Extra Sheets if Necessary)
<b>GENERAL</b>				
78	Fits a 6'6" or 8' Truck Box			
79	Make			
80	Model			
81	Supplier			
82	Installer			
<b>DIMENSIONS</b>				
83	Overall Length			
84	Overall Height			
85	Overall Width			
86	Side Compartment Dimensions (Driver Side)			Please Attach Sketch
87	Number of Side Compartments (Driver Side)			
88	Side Compartment Dimensions (Passenger Side)			Please Attach Sketch
89	Number of Side Compartments (Passenger Side)			
90	Rear Compartment Dimensions			Please Attach Sketch
<b>CONSTRUCTION</b>				
91	Canopy Material			
92	Compartment Material			
<b>HARDWARE</b>				
93	Handle Hardware Type			
94	Door Prop Hardware Type			
95	Hinge Hardware Type			
96	Rear Door Latch Style			
97	Top Mounting Rail Type			
<b>LIGHTING</b>				
98	LED Exterior Driving Lights			
99	LED Amber Beacon (Optional)			
<b>FINISH</b>				
100	Exterior Paint Colour: White			
101	Armaguard Interior Liner (Optional)			
<b>WARRANTY</b>				
102	Basic Unit Warranty (State In Detail):			

## Appendix D: Fee Schedule

Please quote all applicable items in the fee schedule for the Option that you have selected in Appendix C.

### Option 1: Complete Package

	<i>Item</i>	<i>Bid Unit Rate (\$/Item)</i>	<i>Extended (\$)</i>
1.	Truck		
2.	Optional: 4x4		
3.	Optional: Power Windows		
4.	Optional: Power Locks		
5.	Service Body		
6.	Optional: LED Amber Beacon		
7.	Optional: Armaguard Bed Liner		
8.	Optional: Front Bulkhead		
9.	Commercial Grade Canopy		
10.	Optional: LED Amber Beacon		
11.	Optional: Armaguard Interior Liner		
	<i>Freight</i>		
	<i>Environmental Levy</i>		
	<i>PST</i>		
	<i>GST</i>		
	<i>Total Price</i>		

Please use additional forms or sheets formatted similar to the above in the event that the space provided is not sufficient.

**Option 2: Truck Only**

	<i>Item</i>	<i>Bid Unit Rate (\$/Item)</i>	<i>Extended (\$)</i>
1.	Truck		
2.	Optional: 4x4		
3.	Optional: Power Windows		
4.	Optional: Power Locks		
5.			
6.			
7.			
8.			
9.			
10.			
11.			
	<i>Freight</i>		
	<i>Environmental Levy</i>		
	<i>PST</i>		
	<i>GST</i>		
	<i>Total Price</i>		

Please use additional forms or sheets formatted similar to the above in the event that the space provided is not sufficient.

**Option 3: Service Body or Commercial Grade Canopy Only**

Please quote either the Service Body or Commercial Grade Canopy.

	<i>Item</i>	<i>Bid Unit Rate (\$/Item)</i>	<i>Extended (\$)</i>
1.	Service Body		
2.	Optional: LED Amber Beacon		
3.	Optional: Armaguard Bed Liner		
4.	Optional: Front Bulkhead		
5.	Commercial Grade Canopy		
6.	Optional: LED Amber Beacon		
7.	Optional: Armaguard Interior Liner		
8.			
9.			
10.			
11.			
	<i>Freight</i>		
	<i>Environmental Levy</i>		
	<i>PST</i>		
	<i>GST</i>		
	<i>Total Price</i>		

Please use additional forms or sheets formatted similar to the above in the event that the space provided is not sufficient.



# Appendix E: Proponent Information

Legal Name: \_\_\_\_\_

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

Ownership Structure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References (Provide three (3) references):

<i>Company</i>	<i>Contact Person</i>	<i>Telephone</i>	<i>Email</i>

Payment Terms (i.e., Invoicing):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Appendix F: Certification Document

## Certification:

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

We certify that the statements made in this Proposal are true and complete. These statements represent our Proposal to the City of Grand Forks. We agree to be bound by statements and representations made in this Proposal.

Company Name (Print): \_\_\_\_\_

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

Name of Authorized Signing Officer(s) (Print): \_\_\_\_\_

Title of Authorized Signing Officer(s) (Print): \_\_\_\_\_

Signature of Authorized Signing Officer(s): \_\_\_\_\_

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

Cell Number: \_\_\_\_\_

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

## Acknowledgement of Addenda:

We acknowledge the following Addenda which become part of this RFP:

ADDENDUM #	
ADDENDUM #	
ADDENDUM #	
ADDENDUM #	

Date Signed: \_\_\_\_\_