

# **BIDDER'S PACKAGE**

CARBON COUNTY

SOLICITATION FOR BIDS FOR  
ONE (1) NEW PLOW TRUCK

September 2024

# TABLE OF CONTENTS

	Page
Invitation to Bidders. . . . .	3
General Information for Bidders . . . . .	4
Bidder's Submission Requirements . . . . .	7
Bid Form. . . . .	8
Specifications. . . . .	9
Explanation Page. . . . .	16
Warranty and Availability. . . . .	17
Affidavit of Non-Collusion. . . . .	19
Bidder's Checklist. . . . .	22

## **INVITATION TO BIDDERS**

### **New PLOW TRUCK**

NOTICE IS HEREBY GIVEN, that the Carbon County Board of Commissioners will receive sealed bids for the purchase over time of one (1) new, diesel powered plow truck.

Sealed bids will be received by the Carbon County Board of County Commissioners at 17 West 11<sup>th</sup> Street, Post Office Box 887, Red Lodge, Montana, 59068, until 9:30 a.m. MST on October 15, 2024 when they will be publicly opened and read aloud. Each Bid must be clearly marked "PLOW TRUCK BID ENCLOSED".

Each bid must be accompanied by a Certified Check, Cashier's Check, or Bid bond payable to Carbon County in the amount of ten percent (10%). The successful bidder shall forfeit to Carbon County their bid security if they fail or refuse to enter into a contract within the time specified. All bids shall remain effective for a period of 180 days from the date of opening. Bid security of unsuccessful bidders shall be returned upon acceptance of the successful bid.

Specifications for the equipment may be examined or obtained at the Carbon County Clerk and Records Office at 17 West 11th Street, Red Lodge, Montana 59068 or online <http://co.carbon.mt.us/rfps/>.

Questions may be directed to the Carbon County Commissioners at (406) 446 – 1595 or [commissioners@co.carbon.mt.us](mailto:commissioners@co.carbon.mt.us).

No proposal may be withdrawn after the scheduled time for the public opening of proposals, which is scheduled for 9:30 a.m. MST on October 15, 2024. Bids may be mailed, or delivered to the Carbon County Clerk and Recorder, P.O. Box 887, 17 West 11th St., Red Lodge, Montana, 59068.

Carbon County reserves the right to reject any or all proposals received, to waive informalities therein, to postpone the award of the contract for a period of time not to exceed sixty (60) days and to accept the lowest responsive and responsible proposal(s) determined to be in the best interests of Carbon County.

DATED this 19th day of September 2024.

Scott Miller, Presiding Officer  
Carbon County Board of Commissioners

## GENERAL INFORMATION FOR BIDDERS

1. Bid Opening. The Carbon County Commissioners will receive bids from persons or entities capable of supplying one (1) new, diesel powered, plow truck as described in the specifications included herein. Bids shall be opened and read aloud at a meeting of the Commissioners to take place on the 15<sup>th</sup> day of October, 2024, at 9:30 a.m. at the Commissioners Office, in the Carbon County Administration Building at 17 11<sup>th</sup> Street West, Red Lodge, MT.

2. Notice. Notice is being published in the Carbon County News, (a copy of the notice is included with this package) with publication dates of September 26 and October 3rd. All interested and capable persons or entities are invited to submit bids on the bid form included with this package.

3. Bid Security. Pursuant to Section 18-1-201, Montana Code Annotated, the Board of Commissioners must require a bid security. Each bid must be accompanied by security in a form specified below, and in an amount equal to ten percent (10%) of the bid of the bidder, and payable to Carbon County.

According to the above cited statute, bid security is required “as a condition precedent to considering any such bids, as evidence of good faith on the part of the bidder, and as indemnity for the benefit of such public authority against the failure or refusal of any bidder to enter into any written contract that may be awarded upon and following acceptance of (a) bid...” Thus, if a bidder is selected and requested to enter into the contract, and the bidder refuses to enter into the contract, the bid security shall be forfeited in its entirety to Carbon County.

The form of the bid security is specified in Section 18-1202, Montana Code Annotated, as follows;

“(1) In all cases under 18-1202 (1), the bidder, offeror, or tenderer shall accompany and bid with either:

lawful money of the United States;

a cashier’s check, certified check, bank money order, or bank draft, in any case drawn and issued by a federally chartered or state-chartered bank insured by the federal deposit insurance corporation; or

a bid bond, guaranty bond, or surety bond executed by a surety corporation authorized to do business in the state of Montana. If a financial guaranty bond or surety bond is provided to secure the purchase of indebtedness, the long-term indebtedness of the company executing the financial guaranty bond or surety bond must carry an investment grade rating of one or more nationally recognized independent rating agencies.

(2) The money or, in lieu of money, the bank instruments or bid bonds, financial guaranty bonds, or surety bonds must be payable directly to the public authority soliciting or advertising for bids.”

The successful bidder’s bid security shall be returned upon the parties entering into a contract. Also, at such time, the bid security of unsuccessful bidders shall be returned.

Contract. The successful bidder will be expected to enter into a contract with Carbon County. The form of the contract is included within this package. However, Carbon County reserves the right to make changes to the contract which do not affect the substantial rights of the parties.

All bids shall remain effective for a period of 180 days from the date of opening at some time during said thirty 180 day period, the successful bidder will be expected to enter into the contract.

Waiver of irregularities and informalities. Carbon County reserves the right to waive any irregularity or informality in any bid. Further, Carbon County reserves the right to reject any and all bids for any reason.

Basis of Award. Shall be dependent on the *most responsible* bid submitted. Consideration will be given, but is not limited to, cash flow, purchase price, delivery date, equipment service guarantees, parts and service availability, parts and service facilities locations, analysis and comparison of equipment specification details, and past experience of Carbon County with similar or related equipment.

Resident Bidder Preference. Pursuant to Section 18-1-102, Montana Code Annotated, Carbon County will award the contract “to the lowest responsible bidder without regard to residency. However, a resident must be allowed a preference on a contract against the bid of a nonresident if the state or country of the nonresident enforces a preference for residents. The preference must be equal to the preference given in the other state or country.”

According to Section 18-1-113, Montana Code Annotated, any bidder seeking a preference shall be required to file, along with the bid, an affidavit, specifying in detail, the basis upon which the bidder claims a preference.

Non-Discrimination. The successful bidder shall be expected to abide by a all provisions of state and federal law regarding discrimination. One such provision, in Montana law is Section 49-3-207, Montana Code Annotated, which states Non-Discrimination; “(e)very state or local contract or subcontract for construction of public buildings or for other public work or for goods or services must contain a provision that all hiring must be on the basis of merit and qualifications, and a provision that there may not be discrimination on the basis or race, color religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

Laws and Regulations. Each bidder is expected to be familiar with and abide by all laws of the federal, state and local governments regarding their obligations in bidding and performing public contracts.

11. Warranty. In order to guarantee the cost of repairs and minimize downtime for Carbon County, all bidders shall include with their bid a total machine warranty, for a period of seven (7) years or seven thousand (7,000) hours of operation from date of delivery, whichever occurs first.

12. Questions. Should any bidder have any questions about the specifications, or any provision or other information contained in the bidder's package, they may direct inquiries to Commissioner Scott Blain (406)425-4517. Any clarification information, or any changes made to any information in the bidder's package shall be provided to all potential bidders who have obtained a copy of the specifications from Carbon County.

## BIDDER'S SUBMISSION REQUIREMENTS

Sealed bids shall be submitted by each bidder. Sealed bids must be received by Carbon County no later than 9:30 a.m., 15<sup>th</sup> day of October, 2024, which is the time of commencement of the meeting to open bids. Bidders are expected to abide by the following requirements.

Each bid and accompanying documents shall be submitted in a standard 8 1/2 x 12, or larger manila envelope. The manila envelope shall be sealed, and the following information shall be written or typed on the outside of the envelope: (1) the name, address, and telephone number of the bidder: (2) the words "Bid to Carbon County for Motor Grader."

The following documents shall be included in the manila envelope, in the following order:

1. Bid Forms. The Bid Form shall be completely filled out and signed by an authorized agent of the bidding company.
2. Bid Bond. A bid bond must be enclosed and must be in the form as specified in this package.  
The bid bond must be in the amount bid for the motor graders, without deduction for the value bid for any of the proposed trade-in items.
3. Warranty Information. All warranty information for the equipment must be included.
4. Delivery Date. Bidder must specify delivery date. Delivery shall be F.O.B. Carbon County Shop at Red Lodge, Montana. November 2024 delivery is preferred. Delivery date to be negotiated upon award.
5. Other Information. Bidders are encouraged, but not required, to include other information about their business and about the equipment in the bid.

# BID FORM

The undersigned Bidder hereby covenants and agrees to provide one (1) new, diesel powered, plow truck, as described in the Specifications, for the price stated. The bidder understands that this bid is effective for thirty (30) days from the date of opening. All lines on the Bid Form must be completed.

Plow Truck Manufacturer \_\_\_\_\_ Year & Model \_\_\_\_\_

Net purchase price (without trade) including warranty costs,  
F.O.B. Carbon County Shop at Red Lodge, Montana (each) \$ \_\_\_\_\_

**Total cost to Carbon County** (net purchase price – trade allowance) \$ \_\_\_\_\_

Proposed delivery date: \_\_\_\_\_

NOTE: Carbon County reserves right to determine later delivery date for budget purposes.

**NOTE:** CARBON COUNTY RESERVES THE RIGHT TO KEEP ANY OR ALL OF THE PIECES OF EQUIPMENT FOR PROPOSED TRADE-IN, AND IN SUCH EVENT, THE BALANCE AMOUNT WILL BE INCREASED IN A LIKE AMOUNT, OR AMOUNTS. THE BID BOND SUBMITTED WITH THIS FORM SHALL BE BASED ON THE FULL AMOUNT BID FOR THE MOTOR GRADER, AND MAY NOT BE REDUCED FOR THE VALUE OF ANY OF THE PROPOSED EQUIPMENT FOR TRADE-IN.

Bidder's Name \_\_\_\_\_

Bidder's Address \_\_\_\_\_  
\_\_\_\_\_

Bidder's Phone No. \_\_\_\_\_

Bidder's Signature \_\_\_\_\_

## SPECIFICATIONS

**Please describe all warranties, guarantees, and extended coverages of the Plow truck, including an extended service plan.**

Pursuant to the Invitation to Bidders, requesting bids for one (1) new, diesel powered, plow truck/sander, the following minimum requirements, or substantially similar equivalents, shall be met:

- A. Plow truck shall meet **OSHA** requirements and specifications on the date of the bid opening.



- B. No bid will be considered unless accompanied by a bid bond, bank draft, money order, or certified or cashiers check, in the amount of not less than ten percent (10%) of the total amount for the total number of machines bid, as further described in paragraph 3 of the General Information for Bidders in the Bidder's Package.
- C. Delivery shall be F.O.B. Carbon County Shop at Red Lodge, Montana. Upon delivery, the specified machine shall be fully assembled, with all identified attachments installed and fully functioning.
- D. Upon delivery, the successful bidder shall include all operating, service, parts and technical repair manuals and on-site operator training of basic machine functions.
- E. Bidder must specify delivery date.
- F. All machines shall be the current advertised and produced model, with all the latest changes and features offered as standard, whether or not called for in the bid specifications.
- G. **The plow truck with any and all attachments must be fully assembled when delivered to Carbon County Shop at Red Lodge, Montana. Carbon County will not coordinate or assist in the installation of the wing or any other components.**

**PLEASE INDICATE YES/NO IN THE FOLLOWING IF THE MACHINE OFFERED CAN OR CANNOT MEET THE DESIRED CONFIGURATION. ANY "NO" MUST BE CLARIFIED ON A SEPARATE SHEET IF THE BIDDER DESIRES SUPPORT FOR AN ALTERNATE SPECIFICATION.**

**ENGINE**

- (a) The engine shall be a minimum 10L SAE gross horsepower of 340 and minimum peak torque of 1250 lbs. at 1200 RPM, governed speed shall be 2100 RPM.
- (b) A minimum two (2) position, Jacobs-style engine brake. Exhaust brake is unacceptable.
- (c) The engine's rear mounted power take off (REPTO) shall be drilled and tapped with four (4) NC holes to accommodate 1350 or 1410 Spicer companion flange to power a rear-mounted hydraulic pump.
- (d) Filters shall provide severe service duty and:
  - 1. Air cleaner with a pop-out or dial type, dash mounted air restriction indicator or warning light.
  - 2. Inside/outside air inlet with in-cab controls.
  - 3. A Davco 382 heated fuel water separator with a sight bowl or equal.
- (e) Cooling System
  - 1. Weather fronts shall be provided if required to maintain normal engine operating temperature.
  - 2. Radiator shall be heaviest duty, highest capacity option available.
  - 3. Anti-freeze shall be extended life and rated to -34°F.
  - 4. A 110/120-volt A.C., 1500-watt minimum electric engine block heater shall be supplied. The block heater electrical cable shall connect to a weatherproof receptacle at the side or the front of the engine compartment.

5. Fan clutch shall be a spring actuated, air disengaged style (Horton Drive Master or equal). Viscous drive fan is unacceptable.
- (f) Exhaust system (under frame preferred) shall be a horizontal muffler with a single vertical right hand tailpipe with heat guard and shall have a 13-inch ground clearance.
- (g) Provide engine manufacturers approved, factory installed cold weather starting aid.
- (h) Air compressor, minimum 15.9 cubic feet, air compressor intake will be through engine air cleaner.

## **POWER TRAIN**

Transmissions must meet or exceeds the engine torque rating.

- (a) The clutch shall be heavy duty and rated to handle engine torque and shall include a transmission brake
- (b) The driveline shall be factory balanced Spicer 1810 heavy duty or approved equal.
- (c) Rear drive axle with power divider, that shall include an air activated lockout mechanism, driver activated.
- (d) Rear axle shall have a lubrication pump and shall be a Meritor or Spicer with a manufacturer's rated capacity of 23,000 pounds.
- (e) Rear spring shall be leaf type with a capacity not less than 23,000 lbs. Auxiliary spring(s) shall also be provided.
- (f) Magnetic drain plug for front and rear axles.
- (g) The gear ratio shall be so that the truck speed in high gear will be approximately 60 mph at governed RPM.
- (h) A heavy-duty, factory balanced, full round Spicer connector driveline or approved equal shall be provided.

**AXLES/BRAKES/TANDEMS**

- Yes \_\_\_ No \_\_\_ The unit shall have primary air service brakes
- Yes \_\_\_ No \_\_\_ Differential Lock/Unlock shall be air-hydraulically controlled, as a standard feature.
- Yes \_\_\_ No \_\_\_ Differential Lock/Unlock shall be capable of being engaged and disengaged.
- Yes \_\_\_ No \_\_\_ Unit shall be equipped with system capable of automatically engaging and disengaging differential lock to optimize tractive capability.
- Yes \_\_\_ No \_\_\_ Parking brake shall be air supplied and serviceable.
- Yes \_\_\_ No \_\_\_ The rear-axle shall be a single axle construction with dual wheels.

**HYDRAULIC SYSTEM**

- Yes \_\_\_ No \_\_\_ Plow truck shall have a control console that operates all hydraulics from the seated position of the operator. Those operations shall be air over hydraulic
- Yes \_\_\_ No \_\_\_ Left and right blade lifts shall have hydraulic float control.
- Yes \_\_\_ No \_\_\_ A sight gauge will be provided for checking hydraulic reservoir fluid
- Yes \_\_\_ No \_\_\_ The hydraulic tank shall have a baffling system to improve reservoir effectiveness to prevent aeration, contaminant settling, and heat dispersion and dissipation.

**ELECTRICAL**

- (a) The alternator shall be heavy duty, have an output not less than 130 amperes at 12 volts and be driven by two belts or a single serpentine. (Leece Neville unacceptable)
- (b) Electrical
  - 1. Will be 12 volt, heavy duty, and negative ground.
  - 2. Three (3) batteries with minimum combined 2700 cold cranking amps. Battery box shall be frame mounted.
  - 3. A heavy-duty battery disconnect shall be provided in the cab, within easy access from the driver’s side of the vehicle.
- (c) Units shall have electrical noise suppression to reduce or eliminate noise interference to two-way radio reception and transmission.
- (d) **Wiring for snowplow lighting, headlight, turn-signal and fog lights. Switch for fog lights mounted in dash.**

- (e) Vehicle interface wiring shall be provided to the end of frame with a weather tight connector (Brake, tail, reverse and turn signal wiring). Weather tight connector box preferred.

**OPERATOR STATION**

- (a) All windows shall be tinted safety glass. (Rear window included)
- (b) Seats shall be factory installed.
  - 1. Driver's seat shall be a low profile base, high back with head restraint, right-hand arm rest, air lumbar, air suspension type with four-way adjustment (National or approved equal), (armrest on door mount is acceptable substitute for left side).
  - 2. The passenger seat shall be standard high back with head restraint and shall have seat belt.
- (c) Instrument panel shall have all necessary gauges grouped within clear view from the operator's position and shall include the following: (Instruments may be analog, digital or both).
  - 1. Fuel gauge.
  - 2. Ammeter or voltmeter.
  - 3. Air pressure gauge with low-pressure audio warning.
  - 4. Speedometer.
  - 5. Oil pressure and water temperature gauges, both of which shall have visual (lamps) and audio (buzzer) warning systems for low oil pressure and high water temperature.
  - 6. Tachometer.
  - 7. Continuous hour meter, dash mounted, if applicable.
  - 8. Six (6) auxiliary switches, dash mounted, with circuit breaker protection and terminal strip, **powered by**

**key-on operation and powered off by key off position no exceptions.**

- (d) Two heavy-duty electric intermittent windshield wipers with windshield-washers.
- (e) Arm rests on each door if not provided on seat.
- (f) Auxiliary 12-volt power point.
- (g) Dual sun visors.
- (h) Dome light.
- (i) Dual air horns or dual tone single trumpet to be mounted on top of cab complete with snow shields, if applicable.
- (j) Electrical horn.
- (k) The cab shall be equipped with dual heated and motorized mirror on right and left side mirrors not less than 6 inches x 16 inches that fold when struck. Must furnish weather pack connectors if not hard wired. A separate adjustable 7-inch convex mirror shall be attached to the main mirror with supporting rods, on each side. Inside cab rearview mirror is not required.
- (l) Fuel Tank shall be two (2) step tank ICC approved with minimum capacity of seventy (70) gallons to be located on the driver's side. Tank will not extend beyond the rear of the cab.
- (m) Hand grab rails, mounted vertically behind both doors. The length shall be not less than 8 inches.
- (n) The hood and fenders shall tilt forward for easy access to engine compartment. Stationary grill and radiator required. Rock guard and bug screen shall be provided.
- (o) Radio-AM-FM with weather band. An exterior antenna shall be provided (dealer installation acceptable - windshield type antenna unacceptable).
- (p) Common key for door and ignition, if available (minimum two (2) keys per unit).

- (q) Standard front mount bumper.
- (r) Full length, heavy duty insulated rubber floor covering.
- (s) Steering wheel shall be 18" in diameter.
- (t) Shall have tilt and telescoping steering wheel.
- (u) Shall have electric windows and door locks.
- (v) Air conditioning.
- (w) Vehicle speed sensor output (To be used by MDT for deicer applications).

Air ride cab suspension.

**GENERAL SPECIFICATIONS**

- Yes \_\_\_\_ No \_\_\_\_ Machine shall be designed and built by the manufacturer. Transmission shall be designed and built by the machine manufacturer.
- Yes \_\_\_\_ No \_\_\_\_ Maximum operating weight of the machine shall be 35,000 lbs. Weight shall be the heaviest possible combination of compatible attachments, also including lubricants, and full fuel tank.
- Yes \_\_\_\_ No \_\_\_\_ Typical operating weight of the machine shall be 23,000 lbs. Weight shall include the base machine weight as well as the front plow, snow wing, and sand spreader
- Yes \_\_\_\_ No \_\_\_\_ Base Machine Weight shall not be less than 22,000 lbs. Weight shall include: standard machine configuration, lubricants, coolants, full fuel tank and operator.
- Yes \_\_\_\_ No \_\_\_\_ Ground level fueling and filling for diesel and diesel exhaust fluid shall be standard equipment

**FRAMES AND STRUCTURES**

- (a) The frame section modulus and tensile strength of the steel shall have a minimum Resistant Bending Moment (RBM) not less than 2,500,000 inch/lb. using single or reinforced frame rails. If multi frame rails are provided, the rails must be Tectyl coated.
- (b) Frame rails must be clear from back of cab to rear axles, including area below rails to ground. (No factory component shall be mounted outside of frame rail plane)
- (c) The frame length shall be as follows:
  - 1. A cab-to-axle of 108-inches.
  - 2. The back of cab to end of frame shall be a minimum of 150-inches.
  - 3. Wheelbase shall be a minimum 188-inches and maximum 190-inches.
  - 4. A minimum of a 24 inch integral front frame extension beyond the engine grill is required.
- (e) Two (2) front tow hooks shall be provided. (Installation not required.)

## **SERVICEABILITY**

### **TIRES/RIMS**

- (a) The front tires shall be 385/65R22.5 18 ply tubeless radial, load range "J". Michelin XZY-3 or Goodyear G286A tire or approved equal.
- (b) The rear tires shall be 11R22.5 16 ply tubeless radial, load range "G". Goodyear G-622 RSD or Michelin XDA-5 or approved equal.
- (c) A spare front wheel and front tire is required.



- (a) All wheels, including spare, shall be heavy-duty 10-hole steel disc hub piloted and shall be of the same manufacturer.
- (b) Front wheels shall have a minimum 12.25-inch rim with a minimum 18,000-lb. rating.
- (c) Rear wheels shall have a minimum 9.0-inch rim with 120-psi inflation and 8000-lb. rating.
- (d) All wheels shall be powder-coated.

Nylon wheel guards will be placed between wheels and hubs on all locations to

**OPTIONAL EQUIPMENT**

- Yes \_\_\_ No \_\_\_ D-Ring tow hooks, front and rear, mounted to frame or bumper
- Yes \_\_\_ No \_\_\_ Float option for both front plow blade and wing
- Yes \_\_\_ No \_\_\_ Machine must be equipped with a 12' ft All Hydraulic front snow plow with a post lift mount, and snow wing of a minimum of 8'.

**WARRANTY**

- Yes \_\_\_ No \_\_\_ Machine will be covered for 5 years/100,000 miles comprehensive warranty.
- Yes \_\_\_ No \_\_\_ All warranty travel time will be covered by dealership for 7 years.

**LIST EXPLANATIONS FOR ANY "NO" ANSWERS BELOW (or on an attachment) IF CONSIDERATION IS DESIRED.**

## **WARRANTY & AVAILABILITY GUARANTEE**

In order to guarantee the cost of repairs and minimize downtime for the County, all bidders shall include with their bid:

A total machine warranty, including parts and labor for required repairs, for a period of seven (7) years seven thousand (7,000) hours, whichever occurs first, from date of delivery. Warranty repairs will be provided during regular working hours. If the County requests that work be done outside of regular working hours, which results in overtime, the County will pay the differential between regular time and overtime wage. Lodging, meals, travel time, parts, freight and any transportation of units between County and seller will be at seller's expense.

County will provide seller with Scheduled Oil Sampling for analysis from date of delivery. Seller will provide the oil sample bottles & the expense of the processing the oil samples.

Annual machine inspections and adjustments, as prescribed in the maintenance guides, shall be performed in the field (County's location), unless prior more convenient arrangements are made.

95% Guaranteed Machine Availability. Bidder guarantees that the machine shall be operable and available for use by the County for at least 95% of the County's work year, which shall be calculated based on a 2080 hour work year. After any continuous downtime, which exceeds 40 work week hours, Seller shall provide County with a replacement machine that is comparable to the motor grader purchased under this bid proposal. If seller fails to provide County with a comparable replacement machine, County shall charge seller with an hourly assessment of \$60.00 per hour for any downtime in excess of 5% of the work year; such assessment shall be made on the anniversary date of delivery.

County shall make the machines available for repairs and inspection upon reasonable request and notice by the successful bidder.

AFFIDAVIT AND INFORMATION REQUIRED OF BIDDERS

**AFFIDAVIT OF NON-COLLUSION**

I hereby swear (or affirm) under the penalty; for perjury;

- (1) That I am the bidder (if bidder is an individual), a partner in the bidder (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);
- (2) That the attached bid or bids have been arrived at by the bidder independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition;
- (3) That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids, and will not be communicated to any such person prior to the official opening of the bid or bids; and \
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

**SIGNED:** \_\_\_\_\_

**FIRM NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

-----  
**SUBSCRIBED AND SWORN TO BEFORE ME**

**THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_, **20** \_\_\_\_\_.

**NOTARY PUBLIC**

\_\_\_\_\_  
Print name:

My commission expires: \_\_\_\_\_

**BIDDER'S E.I NUMBER:** \_\_\_\_\_

(Number used on Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941)

## **BIDDER'S CHECKLIST**

**Please be sure you have completed the following prior to submitting your bid:**

1. Read and understood the specifications.
2. Enclosed all documents listed in the Bidder's Submission Requirements (p.5 of Bid Package).
3. Made yourself familiar with any State laws that pertain to this bid.
4. Asked any questions, and received answers, regarding the bid procedure, specifications, or general information.

**\*\*\* NOTE: Any bid that is not properly addressed (including bidders phone no.), or that is delivered past the date and time indicated on the invitation to bid, will be invalid and will not be opened or considered.\*\*\***