

**SECTION 00101  
INSTRUCTIONS TO BIDDERS**

1. Introductory: In order to be entitled for consideration, bids must be made in accordance with the following instructions as scheduled in the Invitation for Bid, at which time and place the bids will be publicly opened and read. The Owner reserves the right to reject any or all bids and to waive any and all technicalities and informalities. See Invitation for Bid B2011, for bid date, time, and location for submittal of bids. Bidders must comply with Cobb County School District Board Administrative Rule FGC-R. Failure to comply with all instructions may be cause for rejection of the bid.
2. The Owner of the proposed work is:

**Cobb County School District  
514 Glover Street  
Marietta, GA 30060**
3. The title of the Work will be as indicated in the Invitation for Bid.
4. Architects and Engineers: The Architect of record or their authorized representative, and the consulting engineer(s) whose seal(s) appear on the Construction Documents will administer the construction contract.
5. Contractor's Qualifications: In order to be eligible to respond to this RFP, Contractors must pre-qualify as outlined in CCSD Board Administrative Rule FGC-R which is available on the CCSD website, [www.cobbk12.org](http://www.cobbk12.org) by selecting "Board" link then "Policies & Rules" link. Contractors must provide proof of previous job experience within 30% of the cost of this project. The Owner will consider the submittal and respond within five (5) business days if the submittal is accepted or not accepted. In addition, any bidder may be required, at the discretion of the Owner, to furnish evidence satisfactory to the Owner that his proposed subcontractors have sufficient means and experience in the types of work called for to assure completion of the contract in a satisfactory manner.
6. **CCSD is requiring that interested/prequalified parties respond via email to [Chris.McSpadden@cobbk12.org](mailto:Chris.McSpadden@cobbk12.org) with "Bid B2102, Cobb Horizon High School Relocation" referenced in the subject line. Please allow ample time for electronic submission of response. Bids submitted after the due date/time will not be accepted, however, bids can be submitted prior to the due date/time. We will hold a live Bid Opening via Zoom at the following link: <https://cobbk12org.zoom.us/j/93073819926?pwd=QzRjMjMC82R09ieVFwd1BON2QvTXRuUT09>.**
7. Bids will not be accepted from entities that are currently on any State of Georgia "Debarred, Suspended or Ineligible" list. **Additionally, CCSD requests that all responses be submitted in electronic form via flash/thumb drive or CD. PDF format is acceptable unless otherwise stated in the Special Terms and Conditions.**

Bidders are instructed to carefully read all terms, conditions and specifications as set forth in the Invitation for Bid. Bid forms must be completed in their entirety. Responses must be either typed or written in ink. Any correction made on the bid form (white out or strike through) must be initialed by an authorized representative of the company submitting the bid or the bid may be rejected by CCSD. Each bidder is required to furnish all information requested in the Invitation for Bid.

Bidders are to specify the Base Bid and Alternate amounts in both words and figures. If there is a discrepancy between the amounts written in words and those written in figures, the amounts written in words shall govern.

**INSTRUCTIONS TO BIDDERS****Cobb County School District**

8. Documents: Bid Documents may be reviewed at the Office of the Architect and at the CCSD Procurement Services Department. All CCSD documents issued in conjunction with this solicitation including but not limited to the original solicitation, subsequent addenda, clarification and vendor questions/answers as well as all CCSD accepted documents submitted in response to the solicitation, including any attachments and appendices that are incorporated into the contract between CCSD and the vendor and contain the entire agreement between the parties and supersedes all prior oral and written agreements and understandings between the parties with respect to the subject matter hereof.
9. Addenda: Any addendum issued prior to the time of opening of bids shall be covered in the bid response and, in closing the Contract, they shall become a part hereof.
10. Interpretation: No oral interpretations will be made to bidders as to the meaning of the bid documents. Written inquiries are to be directed to Chris McSpadden, as indicated on the Invitation for Bid. Email is the preferred method of communication. Only written questions received via U.S. mail, email, or facsimile no later than the date and time specified in the Invitation for Bid will be considered, and failure on the part of the successful bidder to do so shall not relieve them, as a contractor, of the obligation to execute such work in accordance with a later interpretation by the Architect. All the interpretations made to the bidders shall be made in the form of addenda and/or answers to written questions to the Drawings and Project Manual and will be posted to the CCSD website.
11. The CCSD Procurement Services Department's Purchasing Regulations are hereby acknowledged, understood and agreed to by the parties and are hereby fully incorporated into this Invitation For Bid and the resulting Bid Contract. Refer to the CCSD Procurement Services web site for the complete Purchasing Regulations. Go to [www.cobbk12.org](http://www.cobbk12.org). From this screen select "**Departments**", choose "**Procurement Services**" and find the link to CCSD "**Purchasing Regulations**".
12. Communications with CCSD Staff
  - A. All communications concerning these documents must be submitted in writing to the Cobb County School District (CCSD) Procurement Services Department either by email, facsimile, or U.S. mail. Email is the preferred method of communication. Email correspondence is to be directed to Chris McSpadden at [chris.mcspadden@cobbk12.org](mailto:chris.mcspadden@cobbk12.org). Fax correspondence is to be sent to 770 426 3371. Correspondence sent by U.S. mail is to be sent to CCSD Procurement Services Department., 6975 Cobb International Blvd., Kennesaw, Georgia 30152, Attn: Chris McSpadden.
  - B. No response, other than written, distributed by the Procurement Services Department will be binding upon CCSD. The Procurement Services Department may call upon User Departments for clarification in their area of expertise.
  - C. From the issue date of the Invitation for Bid until the completion of the Notice of Award, all communication regarding these documents must be authorized by the Procurement Services Department, including but not limited to communications with Cobb County School District system employees and/or contracted agents related to the Invitation for Bid. Violation of this provision may result in rejection of the bidder's response.
  - D. It is the bidder's responsibility to check the Current Solicitations page on the Cobb County School District website for any responses to questions or other communications which may be necessary during the solicitation period. The web address is <http://www.cobbk12.org/centraloffice/Purchasing/CurrentSolicitations.aspx>. Addenda, while posted on the website, will also be distributed to all current, paid plan holders.

- E. Bond Requirements  
A bid bond (A.I.A. Document A310) payable to the Cobb School District in the amount equal to 5% of the bid price, must be submitted with the bid. The bid bond shall be executed by a surety company, licensed to do business in the State of Georgia listed in the Department of the Treasury Circular 570, latest revision. **The Surety Company shall have an A.M. Best Company minimum rating with a minimum financial size in accordance with the General Conditions and/or the Invitation for Bid.** No company, regardless of the size or financial rating, will be allowed to write its own bond. CERTIFIED OR CASHIER'S CHECKS WILL NOT BE ACCEPTED IN LIEU OF A BID BOND. The surety company issuing the bid bond must be the same company that the contractor used in their qualification.
- F. A Performance Bond and Labor and Materials Payment Bond satisfactory to the Owner each in the amount of 100% of the contract sum will be required of successful bidder to guarantee delivery of completed work under contract and payment for labor and materials. These bonds shall be written on the modified A.I.A. Document A-312 2010, which is included in a separate section. No company, regardless of size or financial rating, will be allowed to write its own bonds. **The Surety Company shall have an A.M. Best Company minimum rating with a minimum financial size in accordance with the General Conditions.** Bonds must be accompanied by letter stating bonding company's current rating for verification prior to acceptance by the Owner and execution of the formal Owner/Contractor agreement.
- G. Bonding of Subcontractors: Include in the Base Bid, Performance and Labor and Materials Payment Bonds, each in the amount of 100% of the subcontract sum, for each Subcontractor having a contract of \$50,000.00 or more for Roofing, HVAC, Plumbing, Sprinkler System and Electrical work. **The Surety Company shall have an A.M. Best Company minimum rating with a minimum financial size in accordance with the General Conditions.**
- H. Bid surety bond and Performance and Labor and Material Payment Bonds must be accompanied by a Certificate of Power of Attorney showing that the party who executed the bonds is authorized to do so by the surety company.
13. Contract Award: Cobb County School District reserves the right to award the project on whatever basis is in the interest of the Owner and to accept or reject any or all bids and to waive technicalities and informalities. If awarded, the Contract will be awarded to the lowest responsive and responsible bidder meeting all specifications and requirements, who is able to furnish satisfactory surety company bonds. The lowest bidder will be determined by a combination of the base bid and any Owner accepted alternates as shown in the bid. The Owner reserves the right to accept or reject additive alternates in any order that is in their best interest, deductive alternates will be accepted in the numerical order that they appear on the bid documents. Bids which contain irregularities or qualifications of any kind or which do not comply with the Contract Documents are subject to being rejected and returned to the bidder without having been read and entered in the bid tabulation.
14. Contract Form: The form of Agreement will be AIA Document A101, 2017 edition, Standard Form of Agreement Between Owner and Contractor where the Basis of Payment is a Stipulated Sum, and the form of General Conditions will be AIA Document A201, 2017 edition, General Conditions for the Contract of Construction, in each case as modified by Owner. The agreement form will be prepared by the Architect for the Owner and issued to the Contractor for execution and returned to the Owner for signature. Executed bonds and insurance certificate must be submitted to the Owner by the Contractor within ten (10) days of the date of the Notice of Award.
15. Samples: If required by the Owner, the successful bidder will submit samples of items they propose to furnish before any award is made.
16. Substitution Requests: Shall follow specifications as outlined in the General Terms and Conditions section and can only be submitted by the company responding to the solicitation.

**INSTRUCTIONS TO BIDDERS**

Cobb County School District

17. Pre-bid conference: A pre-bid conference may be held at a date and location to be announced in the invitation for bid.

18. Inspection and Testing for Asbestos Content of Building Materials:

**NOTICE!**

Building materials which are scheduled to be incorporated into the work under the agreement shall first either be certified by the manufacturer to be asbestos free or be inspected and tested by accredited parties and certified to be free of asbestos content in accordance with by EPA, AHERA, and 1982 School Rules.

"Asbestos" means the Asbestiform varieties of: Chrysotile (Serpentine), Crocidolite (Riebeckite), Ammosite (cummingtonitegrunerite), Anthophyllite, Tremolite and Actinolite.

Materials shall not be incorporated into the work prior to the receipt of either manufacturer certification or accredited laboratory test results indicating the building material is asbestos free. Copies of the test reports shall be furnished to the Owner and the Architect.

The Owner reserves the right to inspect and take samples at random at the job site. Materials containing asbestos shall be removed immediately at the Contractor's expense using current EPA protocol for the removal of asbestos containing materials.

19. Fees: The Owner will pay for Sewer Impact Fees, Water Tap Fees, and Water Meter Fees for work performed by the Cobb County Water Department. The Contractor will pay for all remaining work. Costs for temporary water, gas, telephone and power services will be paid for by the Contractor. The owner will pay for utility costs starting on the date of Substantial Completion.

20. Work in existing buildings: The contractor shall, at no additional cost to the Owner, remove, store and reinstall existing furniture, fixtures and equipment required to be moved to accomplish the work.

21. Asbestos Containing Materials (ACM) in Existing Buildings: When building materials containing asbestos are present in areas of the existing building to be renovated, and it is necessary to remove those materials to accomplish the work, and those materials are identified in the Project Manual, or on the Drawings, the Contractor shall remove and dispose of the material in accordance with requirements of the governing authorities, at no additional cost to the Owner. If the presence of the (ACM) is not identified in the documents, the Contractor shall proceed as provided in Article 10 of the General Conditions.

22. Background Checks: CCSD requires vendor, at vendor's cost, to perform background checks on any employee or subcontractor who will be working on CCSD property (delivery personnel excluded). A comprehensive criminal history background check to include both Georgia Crime Information Center (GCIC) and National Crime Information Center (NCIC) is required on each applicant assigned to CCSD. Minimum findings that warrant exclusion include:

- A. Any felony conviction
- B. Any misdemeanor drug offense within the past seven (7) years
- C. Any crime against children
- D. Any sex-related conviction

Background checks must be provided to the CCSD Human Resources Department upon request by the CCSD. Please note: it is required that all necessary checks be completed prior to employee beginning work.

23. **CONFLICT OF INTEREST**: Please refer to Board Policy BCB, Conflict of Interest, located on the Cobb County School District website at [www.cobbk12.org](http://www.cobbk12.org), select "Board" link then "Policies & Rules".

24. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA 13-10-90

Contractor's full compliance with all applicable federal and state security and immigration laws, including without limitation the Georgia Security and Immigration Compliance Act as amended, O.C.G.A. §13-10-90, O.C.G.A. §13-10-91, and Georgia Department of Labor Rule 300-10-1, *et. seq.* is a condition to the bid proposal and contract. Contractors are required to affirm compliance by completing and returning the Georgia Security and Immigration Compliance Documents with Contractors bid.

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006, AS AMENDED BY  
THE ILLEGAL IMMIGRATION REFORM ACT OF 2011, OCGA 13-10-90, ET SEQ.**

TO ALL PROSPECTIVE CONTRACTORS:

If you are providing services to the Cobb County School District, this completed document, as well as the applicable Georgia Security and Immigration Compliance forms and affidavits referenced herein must be completed, signed, notarized and submitted with your bid, proposal or contract.

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- 1) The Cobb County School District shall comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 *et seq.*
- 2) In order to ensure compliance with the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603 and the Georgia Security and Immigration Compliance Act of 2006, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 *et seq.* (collectively the “Act”) the contractor (“Contractor”) **MUST INITIAL** the statement applicable to Contractor below:
  - (a) \_\_\_\_\_ ***(Initial here)*** Contractor represents and warrants that Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; and will continue to use the authorization program throughout the contract period. Contractor further represents, warrants and agrees that it shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 *et seq. in accordance with the terms thereof*; **(Complete and submit the Contractor Affidavit and Agreement)**; OR
  - (b) \_\_\_\_\_ ***(Initial here)*** Contractor represents and warrants that it has ***no employees*** and does not intend to hire employees to perform contractual services, and that Contractor has therefore provided a ***U.S. state-issued driver’s license or ID card*** in lieu of an affidavit and that such license or ID card was issued by a State that ***verifies lawful immigration status before issuing the license of ID card***. If my status changes I will, before hiring any employees, immediately notify the School District in writing and provide all affidavits required under the Act. **(Complete and submit the Affidavit of No Employees)**; OR
  - (c) \_\_\_\_\_ ***(Initial here)*** Contractor represents and warrants that it ***does not physically perform any service within the State of Georgia*** as defined in the Act and thus does not have to comply with the foregoing Georgia law.
- 3) \_\_\_\_\_ ***(Initial here)*** **Contractor will not employ or contract with any subcontractor** in connection with a covered contract unless the subcontractor is registered, is authorized to use, and uses the federal work authorization program and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 *et seq.*
- 4) \_\_\_\_\_ ***(Initial here)*** Contractor covenants and agrees that, ***if Contractor employs or contracts with any subcontractor*** in connection with the covered contract under the Act and DOL Rule 300-10-1-.02, then in such event Contractor will secure from each subcontractor at the time of the subcontract, the subcontractor’s name and address, the employer identification number/taxpayer identification number applicable to the subcontractor; the date the authorization to use the federal work authorization program was granted to subcontractor; the subcontractor’s attestation of the subcontractor’s compliance with the Act and Georgia Department of Labor Rule 300-10-1-.2.; and the subcontractor’s agreement not to contract with subcontractors unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 *et seq.* **(Complete and submit the Subcontractor Affidavit and Agreement)**
- 5) \_\_\_\_\_ ***(Initial here)*** Contractor agrees to provide the Cobb County School District with all affidavits of compliance as required by the Act and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08 within five (5) business days of its receipt of any such documents.
- 6) \_\_\_\_\_ ***(Initial here)*** Contractor is a foreign company and therefore not required to provide the affidavit as required by the Act. Contractor must comply with any other laws required to perform services in the United States, including but not limited to having an appropriate visa.

Company Name: \_\_\_\_\_

**CONTRACTOR AFFIDAVIT PROVIDED PURSUANT TO O.C.G.A. § 13-10-91(b)(2)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91 stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with the Cobb County School District, has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor covenants that it will continue to use the federal work authorization program throughout the contract period, that the undersigned contractor will contract for the physical performance of services in the performance of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b), and that the contractor shall forward any subcontractor's affidavit to the School District within five (5) days of its receipt of the same.

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

**EEV User Identification Number**  
*(4 to 6 Digit Number)* \_\_\_\_\_

**Date of Authorization** \_\_\_\_\_

**Contractor/Company Name** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent

**NOTARY INFORMATION**

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

My Commission Expires: \_\_\_\_\_



**SUBCONTRACTOR AFFIDAVIT PURSUANT TO O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91 stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ (name of contractor), which has a contract with the Cobb County School District, has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor covenants that it will continue to use the federal work authorization program throughout the contract period, that the undersigned subcontractor will contract for the physical performance of services in the performance of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b), and that the subcontractor shall forward any sub-subcontractor’s affidavit to the contractor and School District within five (5) days of its receipt of the same.

Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

**EEV User Identification Number**  
*(4 to 6 Digit Number)* \_\_\_\_\_

**Date of Authorization** \_\_\_\_\_

**Subcontractor/Company Name** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

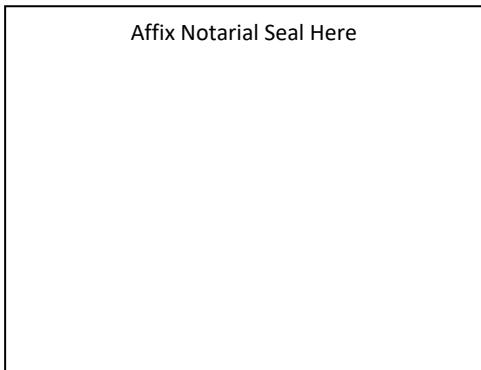
\_\_\_\_\_  
Title of Authorized Officer or Agent

**NOTARY INFORMATION**

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

My Commission Expires: \_\_\_\_\_





**AFFIDAVIT OF NO EMPLOYEES PURSUANT TO O.C.G.A. § 13-10-91(b)(5)**

The undersigned, in connection with a proposed contract or subcontract with the Cobb County School District (the "School District") for the physical performance of service in the State of Georgia (the "Contract"), hereby affirms and certifies under penalties of perjury that:

- (a) I am a sole proprietor.
- (b) I do not employ any other persons.
- (c) I do not intend to hire any employees to perform the Contract.
- (d) A true, correct and complete copy of my driver's license is attached hereto.
- (e) If at any time hereafter I determine that I will need to hire employees to satisfy or complete the physical performance of services under the Contract, then before hiring any employees, I will:
  - (i.) immediately notify the School District and all higher tier contractors (if any) in writing; and
  - (ii.) register with, participate in and use, a federal work authorization program operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986, P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-90; and
  - (iii.) Provide the School District with all affidavits required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rule 300-10-1-.01 *et seq.*

\_\_\_\_\_  
Print Company Name / Name of Sole Proprietor

\_\_\_\_\_  
BY: Signature of Authorized Officer/Agent

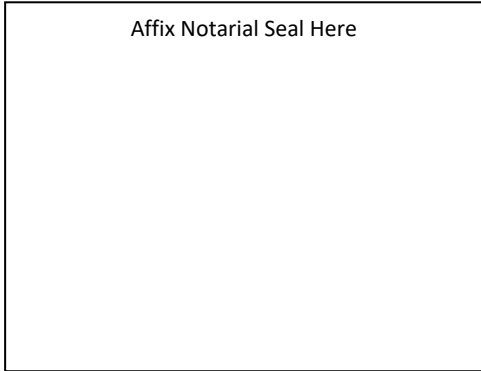
\_\_\_\_\_  
Date

**NOTARY INFORMATION**

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

My Commission Expires: \_\_\_\_\_



***[Attach copy of driver's license]***

DOCUMENT 00480  
NON-COLLUSION AFFIDAVIT

1.01 GENERAL

- A. The Non-Collusion Affidavit shall be executed by offeror and submitted with the bid.
- B. Failure to submit this affidavit, filled out and signed in its entirety, shall result in the bid being deemed non-responsive.

State of Georgia  
County of \_\_\_\_\_ SS

\_\_\_\_\_, being first duly sworn, deposes and says that he or she

(Name of person signing Offer)

\_\_\_\_\_ of \_\_\_\_\_ is the party making the  
(Title of Signer) (Name of Licensee Proposing)

foregoing bid, the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; the offer is genuine and not collusive or sham; the offeror has not directly or indirectly induced or solicited any other offeror to put in a false or sham offer, and has not directly or indirectly colluded, conspired, connived, or agreed with any offeror or anyone else to put in a sham offer, or anyone shall refrain from proposing; that the offeror has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the price of the offeror or any other offeror, or to fix any overhead, profit, or cost element of the bid price, or of that any other offeror, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, the offeror has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, offer depository, or to any member or agent thereof to effectuate a collusive or sham offeror.

Offeror Name \_\_\_\_\_

Check One  
Name as it appears on Business License

IRS Employers Identification Number: \_\_\_\_\_  
Sole Ownership \_\_\_\_\_  
Partnership \_\_\_\_\_  
Corporation \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ FAX (\_\_\_\_\_) \_\_\_\_\_

“The signature below binds offeror to all the stated conditions and offeror certifies under penalty of perjury under the laws of the State of Georgia the foregoing is true and correct.”

By \_\_\_\_\_

\_\_\_\_\_ Print Name Signature and Title

(Affidavit shall be signed in cursive by offeror or an authorized representative of offeror. Do not type or use rubber stamp.)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

(THIS DOCUMENT **CANNOT** BE ALTERED, MODIFIED, OR CHANGED.)  
[Failure to submit this form shall render the bid non-responsive]

### Vendor Questionnaire

Provide complete contact information for each of the following. If no information is provided below, the information on the Acknowledgement and Agreement Form will be used.

**NOTE: An IRS W-9 form should be submitted with response.**

|  |  |   |  |      |  |
|--|--|---|--|------|--|
| <b>Service Representative</b>                                      |  | This person will be responsible for answering CCSD questions related to products, billing issues, etc. during term of contract. |  |      |  |
| Company Name:  |  |   |  |      |  |
| Address:   |  |   |  |      |  |
| City:  |  | State:  |  | Zip: |  |
| Contact Name:  |  |   |  |      |  |
| Telephone:   |  |   | Fax:   |      |  |
| Contact Email:   |  |   |  |      |  |
| <b>Purchase Order Address</b>                                      |  |   |  |      |  |
| Address:   |  |   |  |      |  |
| City:  |  | State:  |  | Zip: |  |
| Contact Name:  |  |   |  |      |  |
| Telephone:   |  |   | Fax:   |      |  |
| Contact Email:   |  |   |  |      |  |
| Indicated whether purchase orders are to be sent via fax or email. |  |   | <input type="checkbox"/> Fax or <input type="checkbox"/> Email |      |  |
| PO Fax:  |  | PO Email Address:   |  |      |  |
| <b>Payment (Remit) Address</b>                                     |  |   |  |      |  |
| Address:   |  |   |  |      |  |
| City:  |  | State:  |  | Zip: |  |
| Contact Name:  |  |   |  |      |  |
| Telephone:   |  |   | Fax:   |      |  |
| Contact Email:   |  |   |  |      |  |
| Checks should be made payable to:                                  |  |   |  |      |  |

