

CITY OF LONG BEACH



Request for Proposals for Grant Consulting Services

RFP#2022-137

CITY COUNCIL

Karen McInnis, President
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CITY MANAGER

Donna M. Gayden

CORPORATION COUNSEL

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Purchasing Department

City Hall • 1 West Chester Street • Long Beach, New York 11561
(516) 431-1006 (P)

Purchasing@longbeachny.gov • www.longbeachny.gov

IMPORTANT NOTE TO POTENTIAL PROPOSERS: Receipt of these RFP documents does not indicate that the City of Long Beach (the “City”) has pre-determined your company's qualifications to receive a contract award. Such determination will be made after the review of Proposals received and will be based on our evaluation of your submission compared to the specific requirements and qualifications contained in these bid documents.

NOTICE TO PROPOSERS

SEALED REQUESTS FOR PROPOSALS will be received by the Purchasing Department of the City, on **the 17th day of February, 2022, at 11:00 a.m.** (the “Submission Date”), or as extended, for:

Grant Consulting Services

Due to public health and safety concerns related to COVID-19, the sealed bids will be publicly opened and recorded via videoconferencing. The public will have an opportunity to see and hear the bid opening live at:

<https://www.youtube.com/c/cityoflongbeachNYOFFICIAL>

Proposals may be mailed or delivered to the Purchasing Department, 1 West Chester Street, Room 509, Long Beach, New York 11561, provided the Proposal is actually received by the Purchasing Department prior to the Submission Date.

All Proposals must be sealed and submitted in an envelope clearly marked “*Grant Consulting Services Proposal*”.

All PROPOSERS MUST complete the required Bidder’s Disclosure Statement, Non-Collusion Declaration, and must provide a copy of the required Statement of Financial Conditions, even if a Proposer is currently executing work for the City.

The City reserves the absolute right to reject any and all Proposals, and to waive any informalities therein.

A Proposal submitted by a Proposer who is not in full compliance with the provisions of the City Charter and Code of Ordinances at the time of submission will be denied.

The City will not accept Proposals from, nor award an agreement to, anyone who cannot prove to the satisfaction of the City that the Proposer has sufficient experience and/or is financially able and organized to successfully comply with the requirements set forth herein.

DONNA M. GAYDEN
CITY MANAGER

DATED: Long Beach, New York
January 21, 2022

CITY OF LONG BEACH

REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General

The City of Long Beach (the “City”), is soliciting requests for proposals (RFP) from qualified professional Grant Consultant Service providers and must include all labor, materials, personnel and equipment needed to provide grant consulting service support to the City of Long Beach. Interested parties must demonstrate qualifications, experience, abilities and costs associated to accomplish and support all aspect of the prescribed scope of work.

B. Subcontracting

No subcontracting shall be permitted without the express permission of the City.

II. SCOPE OF SERVICE

The proposed Grant Consulting Services, must include, but may not be limited to the following:

1. ***Create a Strategic Plan*** – Create a Strategic Plan for grant research and funding to be pursued in keeping with the City’s budget, capital plan and other identified objectives. This process will include coordination of necessary meetings with administrators, department heads, supervisors and key personnel to determine future funding goals and how best to achieve them.
2. ***Research Available Opportunities / Frequent Notification*** – Will research all available governmental and non-governmental grant opportunities that support the City’s priorities on an ongoing basis for the duration of the contract period. Detailed grant summaries and application breakdowns will be provided to key personnel as the City’s selects grants that are consistent with the Strategic Plan.
3. ***Complete Grant Writing*** – Will complete all grant applications, both presented and identified by the City, in accordance with funding guidelines established by funding agencies, on a continuing basis for the duration of the contract period. This includes all necessary follow up with governmental, non-governmental, and legislative agencies in support of applications submitted on behalf of the City as well as advising of technical requirements and criteria associated with grants.
4. ***Monthly Reporting*** – Will submit a monthly report detailing all activities undertaken by the Consulting team on behalf of the City. The monthly report will include all grants recommended, grants awarded, grants submitted and pending approval, grant applications-in-progress, as well as grants denied providing the City with an assessment of our efforts on a regular basis.

The City is looking for a comprehensive and aggressive approach to grant research, grant writing and grant management. The City wants to secure funding for a wide range of projects that include, but may not be limited to:

- Arts and Culture
- Economic Development
- Environmental Planning and Restoration
- Community and Human Services
- Disaster Recovery and Resiliency
- Downtown Revitalization
- Historic Preservation
- Open Space Preservation
- Parks and Recreation
- Public Safety
- Sustainable Energy
- Tourism
- Transit Oriented Development
- Transportation Infrastructure

The award of this contract shall be made to the vendor whose proposal is deemed to be the most advantageous to the City, in accordance with the criteria set forth in the RFP.

III. PROPOSAL REQUIREMENTS

The following requirements will be made a part of any agreement entered into between the City and the selected firm(s):

1. The City reserves the absolute right to terminate the Request for Proposal at any time.
2. Sealed proposals will be received by **11:00 a.m. on Thursday, February 17, 2022**, in the Purchasing Department of the City of Long Beach, Room 509, One West Chester Street, Long Beach, New York, and opened as soon thereafter as possible.
3. No proposals will be accepted from anyone who is in arrears for prior expenses or fees owed to the City.
4. The amount proposed will be for an annual fee based on a one (1) year term, with two (2) additional options for one (1) year extensions. The determination to grant any request for an extension shall be within the sole discretion of the City and may be rejected with or without cause. The agreement with the successful proposer(s) shall commence in April, 2022 and terminate April, 2023.

5. Proposers must submit a resume in writing of their experience in the professional Grant Consulting Services business along with their proposal. **Unless this resume is submitted, the proposal will not be considered.**
6. The City reserves the right to reject any and all proposals if not deemed in the best interest of the City of Long Beach. The City is not obligated to accept any proposal and has the right to award the contract to the proposer proving the most complete experience in the Grant Consulting Services.
7. The successful proposer shall obtain a Mercantile License from the City Clerk of the City of Long Beach.
8. The successful proposer will be responsible for all permits, fees and other costs associated with the proper operation of this service.
9. The successful proposer shall maintain full and complete books and records of accounts in accordance with accepted accounting practices and such other records as may be prescribed by the City Comptroller, including a contemporaneous record of work indicating in brief summary, a description of the work performed. Such books and records shall be retained for a period of seven (7) years and shall at all times be available for audit and inspection by the City Comptroller, the City's auditors and/or duly designated City representatives.
10. The successful proposer will promptly provide a response to any requests from the City's Records Access/FOIL Officer.
11. The successful proposer shall, to the fullest extent permitted by law, indemnify, hold harmless and defend the City of Long Beach, and all respective elected and appointed officials, employees, volunteers, and/or agents from any and all liability, damage, loss, claims, demands and actions of any nature whatsoever, for any reason whatsoever, foreseeable or unforeseeable, which arises out of or is connected with, or is claimed to arise out of to be connected with, any undertaking, product, goods, merchandise, products, services sold and/or work supplied, furnished or performed by the Proposer or its subcontractors and/or agents, on account of personal injury, death or property loss to the City of Long Beach, its officers, employees, agents or to any other persons, third parties, or property, but shall not include claims resulting from the gross negligence or willful misconduct of the City of Long Beach. This indemnity and hold harmless is intended to be as broad as is permitted by law and to include claims of every kind and nature – for tort, under contract, for strict liability or other liability without fault, under statute, rule, regulation or order, and otherwise.
12. In any and all claims against the City of Long Beach, all elected and appointed officials, employees and volunteers or any of its agents or employees by any employee of the Proposer or subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for the Proposer or their subcontractor under Workers Compensation acts, disability acts, or other employee benefit acts.
13. The indemnification provided by this Agreement shall be a continuing right to indemnification and shall survive the expiration or termination of this Agreement.

14. The Awarded Proposer shall procure and maintain during the term of any agreement resulting from this RFP, with a carrier holding an “A” rating from AM Best Company, or its equivalent, and furnish certificates of insurance evidencing its procuring such as enumerated in the Insurance Certification Form on page 19 of this document. The firm shall furnish proof of the required insurance, as enumerated in the Insurance Certification Form which is part of this Request for Proposals, within 10 business days of being notified that it has been awarded the contract and prior to commencement of any services pursuant to the Contract; failure to furnish proof of the required insurance within the said 10 business days may result in the City selecting the next qualified bidder. The City will not sign or execute the contract, nor authorize any work to be performed until all insurance requirements have been met and the proper insurance documents in proper form, including endorsements to policies where required, have been submitted and approved by the City.

15. Proposers must include a sworn statement setting forth whether the corporate proposer, its principals or employees (acting on proposer’s behalf) have been convicted, or pled guilty to any State, Federal or Local crime or violation within the past ten (10) years. Set forth the relevant facts and circumstances surrounding said conviction. Failure to provide this statement shall result in the rejection of the proposal.

16. The City reserves the right to:
 - Suspend the contract at any time due to inadequate or poor performance.
 - Enter the unit and inspect same for compliance with Local, County, State and Federal Codes/Laws.
 - Remove from the Arena, at any time, vendor employees or persons who are violating any Federal State, or Local law or code.

IV. TIME REQUIREMENTS

A. Proposed Calendar

The following is a list of key dates up to and including the date proposals must be submitted:

RFP Issued	January 21, 2022
Due Date for proposal submissions	February 17, 2022

B. Notification and Contract Dates

Selected Firm Notified	On or about	March, 2022
Contract Date	On or about	April, 2022

C. The City reserves the right, as best serves its interest, to change any of the projected dates set forth in this RFP including, but not limited to, the due date for receipt of proposals.

D. The City anticipates entering into a contract for Professional Grant Consulting Services.

The following conditions apply to this RFP:

A. RFP Inquiries:

- Written inquiries concerning the RFP and its subject must be made to purchasing@longbeachny.gov. All responses to inquiries made to the City concerning this RFP will be posted on the City’s website no later than February 10, 2022. **THE CITY RETAINS THE ABSOLUTE RIGHT TO REJECT ANY INQUIRIES THAT ARE NOT MADE OR RECEIVED IN ACCORDANCE TO THIS SECTION.**

B. Proposals Must Include:

- Fully completed Proposer’s Qualification Statement attached as **Attachment A**, including the Statement of Understanding, Disclosure Statement, Non-Collusive Proposal Certification, Insurance Certification and Acknowledgement of Receipt of Addenda.

C. Proposal Submission Requirements:

- To be considered, an original and five (5) hard copies of the proposal, with any attachments, addenda, etc., as well as one (1) electronic copy of the same *must* be received by the Purchasing Department, City of Long Beach, 1 West Chester Street, Room 509, Long Beach, New York 11561, purchasing@longbeachny.gov by **11:00 a.m. on February 17, 2022**. The originals shall be placed in a sealed envelope marked “**Grant Consulting Services Proposal**”.

E. Time Requirements

The following is a list of key dates up to and including the date proposals must be submitted:

RFP Issued	January 21, 2022
Last Day for Questions	February 10, 2022
Due Date for proposal submissions	February 17, 2022
Award	March, 2022

The City reserves the right, as best serves its interest, to change any of the projected dates set forth in this RFP including, but not limited to, the due date for receipt of proposals.

F. Reservation of Rights and Acceptance of Conditions:

- Submission of a proposal indicates acceptance by the vendor(s) of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between the City and the selected vendor(s).
- The City reserves the right to reject any and all proposals received.

- There is no express or implied obligation of the City to reimburse responding vendors for any expenses incurred in preparing proposals in response to this request, and the City will not reimburse such expenses.
- During the evaluation process, the City reserves the right, where it may serve the City’s best interest, to request additional information or clarification from a proposer, or to allow corrections on non-material errors or omissions or waive non-material requirements. At the sole discretion of the City, vendors submitting proposals may be requested to make oral presentations as part of the evaluation process. If conducted, oral presentations will be scheduled with each proposer being considered.
- The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.
- The City reserves the right, as best serves its interest, to change any of the projected dates set forth in this RFP including, but not limited to, the due date for receipt of proposals.

V. CRITERIA USED TO EVALUATE PROPOSALS

A. The City will approve a firm based on an evaluation of the proposals. The City reserves the right to enter into negotiations with the proposer offering the next-best value should the City be unable to negotiate and execute a contract with the awardee. Proposals will be evaluated based on the following point system:

1. Management Capabilities	20 Points
2. Fee/Compensation Arrangement	25 Points
3. Qualifications/Experience	25 Points
4. Ability to Meet City’s Needs	30 Points
5. DBE or MWBE (Bonus)	5 Points

The City may also take into account any other factors it deems necessary in evaluating each proposal.

B. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected. The City reserves the right without prejudice to reject any and all proposals.

C. Minimum Service

The selection of a firm will not guarantee any minimum amount of services under the contract.

Attachment 'A'

BIDDER'S QUALIFICATIONS STATEMENT

INSTRUCTIONS:

The Bidder's Statement Consists of the Following Documents:

1. Statement of Understanding;
2. Disclosure Form;
3. Non-collusive Bidding Certification; and

Please complete **ALL THREE** forms and submit with the Bid/Proposal.

THE CITY RETAINS THE ABSOLUTE RIGHT TO REJECT ANY BID/PROPOSAL THAT FAILS TO INCLUDE COMPLETE AND ACCURATE ORIGINALS OF ALL THREE (3 FORMS INCLUDING ALL APPROPRIATE ACKNOWLEDGMENT(S) AND BEARING THE SIGNATURE OF A NOTARY PUBLIC.

STATEMENT OF UNDERSTANDING

By signing in the space provided below, the undersigned certifies, under penalty of perjury, as follows:

1. I am duly authorized to submit this Bid/Proposal on behalf of the below listed sole proprietorship/company/partnership/corporation.
2. That he/she will furnish any and all items upon which prices are bid at the price set forth for each item bid with a **CASH DISCOUNT OF _____%, IF ANY.**
3. That he/she has the capacity to and will abide by all terms and conditions pursuant to this bid, including but not limited to the Bid Documents, Bid Specifications, General Conditions, and bid prices hereto.
4. That he/she agrees to make or accept payment in accordance with the requirements of the Bid Documents, Bid Specifications, General Conditions, and bid prices hereto; and
5. That he/she will, if his/her Bid/Proposal is accepted, enter into a Contract with the City of Long Beach pursuant to the terms and conditions set forth in the Bid Documents, Bid Specifications, General Conditions, and bid prices hereto.
6. That he/she certified that his/her sole proprietorship/company/partnership/corporation will carry all types of insurance specified in the contract.
7. Is the response that you are providing compliant with the instructions set forth in this solicitation for bids?
 Yes No

The undersigned further stipulates that the information in this Proposal is, to the best of its knowledge, true and accurate.

Signature

Name of Bidder

Title of Person Signing

Sworn to and subscribed on
this _____ day of _____, 20____

(Notary Public)

DISCLOSURE FORM

The signatory of this questionnaire certifies under oath the truth and correctness of all statements and of all answers to interrogatories hereinafter made.

Provide answers to each of the following and supporting documentation, where necessary:

1. **Adverse Equal Opportunity Determinations:** Identify all adverse determinations against your Company/Corporation/Partnership, or its employees or persons acting on its behalf, with respect to actions, proceedings, claims or complaints concerning violations of federal, state or municipal equal opportunity laws or regulations.

2. **Convictions and Unscrupulous Practice:** Has your Company/Corporation/Partnership, or any of its employees present or past, or anyone acting on its behalf, ever been cited for unscrupulous practice, or been convicted of any crime or offense arising directly or indirectly from the conduct of your Company/Corporation/Partnership's business, or has any of your Company/Corporation/Partnership's officers, director or persons exercising substantial policy discretion ever been convicted of any crime or offense involving business/financial misconduct or fraud? If so, describe the convictions and surrounding circumstances in detail.

3. **Pending or Threatened Actions/Suits:** Describe any past or present action, suit, proceeding or investigation pending or threatened against your Company/Corporation/Partnership including, without limitation, any proceeding known to be contemplated by government authorities, private parties, or current or former clients.

4. **Criminal Misconduct**: Has your Company/Corporation/Partnership, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your Company/Corporation/Partnership's business which is still pending, or has any of the Company/Corporation/Partnership's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving business or financial misconduct or fraud which is still pending? If so, describe the indictments or charges and surrounding circumstances in detail.

5. **Conflicts of Interest**: disclose any of the following, and describe any procedures your Company/Corporation/Partnership has, or would adopt, to assure the City that a conflict of interest would not exist in the future):

(a) Any material financial relationships that your Company/Corporation/Partnership or any Company/Corporation/Partnership employee has that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the City.

(b) Any family relationship that any employee of your Company/Corporation/Partnership has with a member, employee, or official of the City or that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the City. **(Please Note: Proposals from City of Long Beach Employees and/or their immediate families may be rejected based on conflict of interest grounds).**

(c) Any other matter that your Company/Corporation/Partnership believes may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the City.

6. **Financial Disclosure:** Submit with this Disclosure Statement Form, any one of the following three items:
- (a) a financial statement, prepared on an accrual basis, in a form which clearly indicates: Bidder's (1) assets, liabilities and net worth; (2) date of financial statement; and (3) name of Vendor preparing statement.
 - (b) a letter of credit reference from a recognized bank or financial institution; or
 - (c) a certified copy of a credit report from a recognized credit bureau, such as Dun and Bradstreet or TRW.

THE CITY RETAINS THE ABSOLUTE RIGHT TO REJECT ANY BID/PROPOSAL THAT FAILS TO INCLUDE COMPLETE DISCLOSURE STATEMENT FORM.

Dated at _____,
this _____ day of _____, 20_____.

(Signature, if Individual)

By: _____
(Seal, if corporation) (Signature)

Print Name: _____
(Legal Business Name of Company/Partnership/Corporation)

Print Title: _____

[MANDATORY AFFIDAVIT(S) AND ACKNOWLEDGMENT APPEARS ON FOLLOWING PAGE]

-----**(Affidavit for Individual)**-----

_____ being duly sworn, deposes and says, under penalty of perjury, that: a) he/she is an authorized representative of the Bidder/Proposer; b) he/she has read all statements and answers to this DISCLOSURE STATEMENT FORM, including the attached letter of credit/certified copy of credit report or financial statement submitted pursuant to interrogatory number 7 Financial Disclosure; c) the attached letter of credit/certified copy of credit report or financial statement, taken from his/her books, is a true and accurate statement of his/her financial condition as of the date thereof; and b) all of the foregoing qualification information is true, complete, and accurate.

-----**(Affidavit for Partnership)**-----

_____ being duly sworn, deposes and says, under penalty of perjury, that: a) he/she is a member of the partnership of _____, b) he/she has read all statements and answers this DISCLOSURE STATEMENT FORM, including the attached letter of credit/certified copy of credit report or financial statement submitted pursuant to interrogatory number 7 Financial Disclosure; c) he/she is familiar with the books of said partnership showing its financial condition; c) the attached letter of credit/certified copy of credit report or financial statement, taken from the books of said partnership, is a true and accurate statement of the financial condition of the partnership as of the date thereof; and d) all of the foregoing qualification information is true, complete and accurate.

-----**(Affidavit for Corporation)**-----

_____ being duly sworn, deposes and says, under penalty of perjury, that: a) he/she is _____ of _____ (Full Legal Name of Corporation); b) he/she has read all statements and answers this DISCLOSURE STATEMENT FORM, including the attached letter of credit/certified copy of credit report or financial statement submitted pursuant to interrogatory number 7 Financial Disclosure; c) he/she is familiar with the books of said corporation showing its financial condition; c) the attached letter of credit/certified copy of credit report or financial statement, taken from the books of said corporation, is a true and accurate statement of the financial condition of said corporation as of the date thereof; and d) that all of the foregoing qualification information is true, complete and accurate.

-----**(Acknowledgement)**-----

_____ being duly sworn, deposes and says, under penalty of perjury, that he/she is _____ of _____ (Name of Bidder) that he/she is duly authorized to make the foregoing affidavit and that he/she makes it on behalf of () himself/herself: () said partnership; () said corporation.

Sworn to before me this _____ day of _____, 20_____, in the County of _____, State of _____.

(Notary Public)

My commission expires: _____

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

I, hereby certify under the penalties of perjury that the foregoing statement is true.

By: _____ Bidder's Signature	_____ Date
_____ Print Name	_____ Title
_____ Legal Name of Individual or Business Name of Company/Partnership/Corporation	_____ Bidder's Federal Tax Identification # (Do Not Use SS#)
_____ Address	_____ Email Address

[MANDATORY ACKNOWLEDGMENT APPEARS ON FOLLOWING PAGE]

INSURANCE CERTIFICATION

TO BE COMPLETED BY AN AUTHORIZED INSURANCE AGENT

INSTRUCTIONS: Please complete this Insurance Certification and attach copies of proof of insurance as follows:

- (a) **Commercial General Liability/Automobile Liability:** ACCORD-25 FORM.
- (b) **Worker’s Compensation:** Certificates or affidavits approved by the State Workers’ Compensation Board pursuant to State Workers’ Compensation Law § 57 (2) evidencing proof of workers’ compensation insurance *or* proof of Bidder not being required to secure same.
- (c) **Disability Benefits Insurance:** Certificates or affidavits approved by the State Workers’ Compensation Board pursuant to State Workers’ Compensation Law § 220 evidencing proof of disability benefits insurance *or* proof of Bidder not being required to secure same.
- (d) **Business Interruption Insurance:** Certificates evidencing same (*if available*).

This form and all supporting documentation must be submitted with this Bid/Proposal even if said information is on-file with the City in connection with another bid, project or contract.

(Name and Address of Bidder)

Name of Bid: _____ Bid Number: _____

(1) Commercial General Liability with completed operations (plus X.C.U. when applicable), to which the City of Long Beach has been added as additional insured, and Automobile Liability: \$ 2,000,000.00 Combined single limit (bodily and personal injury/property damage).

Insurance Carrier (Commercial General Liability): _____ Policy Number(s): _____

(2) Worker’s Compensation:

Insurance Carrier: _____ Policy Number(s): _____

(3) The above insurance is effective with New York State admitted insurance companies, and is A rated or equivalent to A rated.

(4) Policy cancellation or non-renewal shall be effective only upon thirty (30) days prior notice by certified mail to:

City of Long Beach, Corporation Counsel, 1 West Chester Street, Room 402, Long Beach, New York 11561

Authorized Insurance Agent’s Signature and Title:

Name, Insurance Affiliation and Address: _____

Dated: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

The bidder hereby acknowledges that he/she has received and that he/she has considered in the preparation of his/her bids, all requirements in the following Addenda to this Bid/Proposal/Contract:

Note: This acknowledgement shall be signed by the person executing the Statement of Understanding.
Insert additional pages, as necessary.

ADDENDUM NUMBER	DATE OF ADDENDUM	ACKNOWLEDGEMENT

<input type="checkbox"/> <u>NO ADDENDUM</u> WAS RECEIVED IN CONNECTION WITH THIS BID/PROPOSAL/CONTRACT. ACKNOWLEDGEMENT: _____
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IMPORTANT NOTICE:

THIS FORM MUST BE COMPLETED AND SUBMITTED BY ALL BIDDERS. IF NO ADDENDA ARE RECEIVED, CHECK THE “NO ADDENDUM” BOX ABOVE AND SIGN THE ACKNOWLEDGMENT. THE CITY RETAINS THE ABSOLUTE RIGHT TO REJECT ANY BID/PROPOSAL THAT FAILS TO INCLUDE THIS ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM.