



# CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 2420

Purchasing Department  
(276) 645-7328

3/4/2025

## Addendum 1: Due Date Extension and Inquiry Response

RFP# HR-25-001 Temporary Employment Administrator

Publish Date: February 26, 2025

Former Bid Close Date: March 13, 2025

Bid Close Date: March 14, 2025

The City is extending the due date of HR-25-001 to **Friday, March 14<sup>th</sup>, 2025 by 2:00 PM**

The City has received questions concerning the RFP. Please see the questions and their respective answers in red below:

1. Can you please clarify the scope of this contract? Is the contractor processing the payroll and background checks for existing and new staff the City of Bristol is recruiting or is the contractor also recruiting personnel based on the City's needs?  
**The contractor will recruit, process payroll, and complete background screenings on all temporary and seasonal contract labor employees for the City of Bristol.**
2. The RFP references providing proof of licensure. Can you please clarify what license the City is requesting? It is our understanding that the Virginia Division of Licenses does not require a license for employment agencies and/ or staffing agencies  
**The minimum license requirement is the offeror's business license.**
3. The RFP mentions an approximate annual cost of \$600,000 for temporary and seasonal employees. Does this amount represent the total budget allocated for the staffing agency, including administrative fees, payroll taxes, and insurance?  
**Yes, this represents the approximate total annual cost including administrative fees, payroll taxes, and insurance.**

4. Is there a pre-defined budget breakdown available for different cost components such as base salaries, employer contributions, and administrative costs?  
**There is not a pre-defined budget breakdown.**
5. Will the City consider proposals with tiered pricing models, or should the pricing strictly follow a single markup percentage?  
**The pricing should follow a single markup percentage.**
6. Please confirm that the expectation is your selected contractor will be a staffing agency. Will your awarded contractor be responsible for recruitment and placement of the workforce or will they be acting as an administrator for workers identified by the city.  
**The selected contractor will be a staffing agency that will be responsible for recruitment, payroll, and background screening for all temporary and seasonal contract labor for the City. The City will have final say in who is hired.**
7. Is there a requirement to subcontract any of this work to another vendor, including MBE, DBE, SWAM companies? If not, please provide instructions for how to complete the firm data sheet.  
**There is no requirement to subcontract any of the work to another vendor.  
Please see the instructions listed on the form if the firm is a member of MBE, DBE, or SWAM, complete the information. If not, mark the form NA.**
8. Is this a new contract? If this is an existing contract, please provide the incumbent name and pricing.  
**This is an existing contract and our current Temporary Staffing Administrator is Luttrell Staffing Group. Current pricing is 27.5%.**
9. Does the city intend to provide a list of job titles so that we can provide pricing based on the roles?  
**We will not be providing a list of job titles, however the services provided would be for all contract labor within the following departments and based on the individual needs of each department, Public Works, Parks and Recreation, Solid Waste, Sheriff's office, Commissioner of Revenue's office, Treasurer's Office, and Clear Creek Golf Course.**
10. Please clarify what type of documentation are you looking for in this section: What is the acceptable documentation?  
**Acceptable documentation is a list of number of temporary workers and their job titles/classification the offeror has registered with their firm.**
11. On page 2 you ask for a copy of the current drug policy. Is this for Staffmark employees or the temporary talent?  
**The Drug Policy is for the Temporary Talent.**
12. Is there a DMBE requirement on this bid?  
**There is no DMNE requirement on this bid.**
13. Is there a DMBE goal for this bid?  
**No.**
14. For pricing, do you want the mark up per each job classification?  
**Pricing can be one percentage for all contract labor.**

15. Can you provide a list of job classifications that you staffed with temporary workers in 2023 and 2024?  
Contract labor was provided for the following departments, Public Works, Parks and Recreation, Solid Waste, Sheriff's office, Commissioner of Revenue's office, Treasurer's Office, and Clear Creek Golf Course and can vary based on the needs of each department.
16. How many vendors do you currently use for temp staffing?  
One.
17. How many vendors are you looking to award for this solicitation?  
One.
18. In section 10.19 you ask for a warranty. What warranty do you need for this solicitation?  
These are our general terms and conditions and 10.19 may not apply with this perspective RFP.
19. Who will determine the wage ranges for each of the approved positions?  
The City will determine the wage ranges.
20. How many other staffing vendors are invited to work on this response?  
One.
21. How many staffing vendors will be selected, or is this an exclusive opportunity?  
One will be selected.
22. Is there an incumbent vendor currently providing these services?  
Yes, Luttrell Staffing Group.
23. Will the staffing agency be responsible solely for payroll administration, or are recruitment efforts also expected?  
Recruitment efforts will be expected.
24. Will the city conduct interviews, or is the staffing agency expected to pre-screen and provide final candidates?  
The City will conduct interviews after the staffing agency pre-screens candidates.
25. Does the city have an agreement the vendor is expected to sign, or will the city be signing the vendor's agreement?  
The City will sign the selected vendor's agreement.
26. Are there specific vetting requirements beyond standard background checks and drug testing?  
No specific vetting requirements beyond background checks and drug testing.
27. What is the expected average duration of each temporary placement?  
It varies based on the needs of the department and whether it is a seasonal placement.
28. If addendums are issued for revisions to the solicitation, how will vendors be notified?  
Vendors will be notified through eVA notification. The addendum will be available on both the City's website ( <https://www.bristolva.org/126/Purchasing> ) and the RFP's posting on eVA.
29. Is the submission via the eVA procurement platform optional?  
Please see section Section 4.0. Paper copies of the proposal are required.

30. What kind of documentation could vendors provide to demonstrate financial stability?  
**Financial statements.**
31. Do financial statements suffice to demonstrate the financial stability of the offeror?  
**Yes.**
32. Could vendors provide a License to Do Business in the Commonwealth of Virginia to meet the following requirements: Provide copies of all federal, state, and local licenses that are required to practice business in the Commonwealth of Virginia. Provide any additional information that supports the offeror's status as an employment agency practicing business in the Commonwealth of Virginia.?  
**The minimum license requirement is the offeror's business license and they will need to be registered with the State Corporation Commission to do business in the Commonwealth of Virginia.**
33. What kind of documentation could vendors provide to meet the following requirement: Provide copies of all federal, state, and local licenses required to conduct business in the Commonwealth of Virginia, along with any additional information that supports the offeror's status as an employment agency operating in the Commonwealth of Virginia?  
**The minimum license requirement is the offeror's business license and they will need to be registered with the State Corporation Commission to do business in the Commonwealth of Virginia. All other documentation is up to the discretion of the offeror.**
34. Should vendors simply create a statement to acknowledge the agreement to meet the following requirement: Acknowledge agreement, in writing, of the offeror's willingness to include within the agreement with the City, both the Anti-Discrimination (section 10.4) and Drug-Free Workplace (section 10.22) provisions found within the General Terms and Conditions section of this RFP? If not, what additional information should vendors include?  
**The offeror must incorporate both the Anti-Discrimination (section 10.4) and Drug-Free Workplace (section 10.22) provisions as part of the agreement that will be signed by both the City and the offeror.**
35. Could the City please clarify the categories you are looking for in this opportunity?  
**Categories are based upon the needs of each individual departments. Departments include Public Works, Parks and Recreation, Solid Waste, Sheriff's office, Commissioner of Revenue's office, Treasurer's Office, and Clear Creek Golf Course.**
36. Is there any SBE/MBE/WBE mandatory goal for this solicitation?  
**No.**
37. Is there any incumbent to this solicitation?  
**See Question #22.**
38. Could the City provide a list of different Job categories/Labor Categories for this contract?  
**See Question #9.**
39. What is the estimated budget for the contract?  
**See Question #4.**
40. Is this a new contract or an existing contract?  
**See Question #8.**

41. How many firms is the City looking to award?  
See Question #21.
42. Are electronic signatures allowed?  
The City requires handwritten signatures on all documentation.
43. Could the City please grant an extension on the due date?  
The City will extend the due date until Friday, March 14<sup>th</sup>, 2025 at 2:00 PM.
44. We are a California MBE firm certified by NMSDC and by NCTRCA. Do we qualify to meet the MBE goal?  
We do not have a specific goal to meet. All certifications need to be reported on the firm data sheet.
45. Could the City please confirm the link to find a directory for DMBE or SWaM companies?  
<https://sbsd.virginia.gov/directory/>
46. Could the City please clarify the certification that subcontractors need to have in order to comply with the DMBE or SWaM goal for this solicitation?  
See Question #36.
47. Do vendors need to subcontract with two firms (one for DMBE and one for SWaM), or can vendors subcontract with one firm that is certified as both? Could the City please clarify which case applies?  
Please just report what certifications apply to the firm.
48. Can a firm subcontract with various primes?  
Yes.
49. Can a firm bid both as a prime contractor and as a subcontractor?  
Yes.
50. Does the City accept remote resources to work on this engagement?  
No.
51. Does the City accept offshore resources to work on this engagement?  
No.
52. Does the City prefer on-site resources to execute this engagement?  
Yes.
53. Could the City please confirm the anticipated number of requirements per year?  
The City averages 55-60 contract employees at any given time, however this could change based on the needs of the City.
54. In case firms are submitting confidential information in the response, is it required to provide a redacted version?  
No.

55. If vendors are unable to meet the established goal, can they present a Good Faith Effort? If so, how should vendors present it?  
**No. Vendors are required to submit the original and three paper copies of the sealed proposal by the deadline.**
56. Is the City looking for staffing services?  
**Yes.**
57. Is the City looking for firms to recruit the requested positions or for firms to provide in-house personnel to perform the services?  
**The city is looking for firms to recruit contract labor for the requested positions.**
58. Could the City please clarify if firms can utilize subcontractors to meet the requirements of this opportunity?  
**Yes, as long as subcontractors meet all the requirements of the agreement.**
59. Could the City please clarify if subcontractor references are allowed to be used for the services provided?  
**No.**
60. Could the City please confirm what is the suggested font size and type for the proposal?  
**Font size and type used in the proposal are left to the discretion of the offeror.**
61. Is the estimated budget meant for all the vendors collectively? If so, what is the allocated budget for each vendor?  
**Estimated budget is approx. \$600,000 annually for all services.**
62. If a vendor exhausts their assigned budget, can the purchase order (PO) be extended with additional funds?  
**Yes.**
63. Are the vendors allowed to subcontract at the Task Order Level?  
**No.**
64. Are commercial references allowed?  
**Yes.**
65. Are references for ongoing contracts preferred?  
**No preference.**
66. How many departments will benefit from the MSA? Could you please share the list of those departments?  
**Public Works, Solid Waste, Commissioner of Revenue, Sheriff, Treasurer. Clear Creek Golf Course**
67. Which departments will require the most seasonal/temporary employees?  
**Clear Creek Golf Course and Public Works.**

68. Could the City please confirm if the proposal should be submitted in a specific format (e.g., binders, folders, or loose sheets)  
**The City has no preference.**
69. Are there any specific requirements for sealing and labeling the submission package (e.g., company name, RFP number, etc.)  
**Please see section 4.0 of the RFP.**
70. Is an electronic copy of the submission required along with the physical copies?  
**Please see section 4.0 of the RFP.**
71. Are there any specific packaging instructions, such as separate envelopes for different sections of the proposal?  
**Please see section 4.0 of the RFP.**
72. Should vendors submit any USB copies?  
**Offerors should not submit USB copies of the proposal.**
73. Should all forms and documents be signed in wet ink, or are electronic signatures acceptable?  
**The City requires handwritten signatures on all documentation.**
74. Is it mandatory for a firm to be authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia?  
**Yes.**
75. If a firm is not authorized to transact business in Virginia, in which section of the bid are firms required to provide the statement?  
**The offeror is required to be authorized to transact business in Virginia in order to be selected for this proposal.**
76. Will not be authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia result in the rejection of the proposal?  
**Yes.**
77. What type of documentation will be required to respond to "Please attach additional sheets of paper if you need to explain why such bidder/Consultant is not required to be authorized to transact business in Virginia"?  
**A written statement describing why the contractor is not required to be so authorized will need to be submitted with the bid.**
78. Could the City please clarify the process for registering to complete authority to transact business in the Commonwealth of Virginia and if firms wish to be considered for a waiver to submit the SCC identification number after the bid due date?  
**Business can file with State Corporation Commission online at (paper forms) [www.scc.virginia.gov/clk/formfee.aspx](http://www.scc.virginia.gov/clk/formfee.aspx) or (online filing) <https://cis.scc.virginia.gov> or at (804) 371-9733. The SCC form is required and failure to include the form shall result in rejections of the bid/proposal.**
79. Is it mandatory for a firm to be certified as DBE and/or SWaM to submit this bid?  
**No, this status is not mandatory for consideration of award.**

80. Is there a mandatory DBE/SWaM participation goal for this project?  
**No.**
81. Are firms not certified with DBE and/or SWaM required to subcontract with Virginia-based DBE and/or SWaM firms?  
**No, this is not a requirement.**
82. Is this solicitation for staffing services?  
**Yes.**
83. What will be the prime requirements/scope for the awarded firm?  
**Please see sections 1.0, 3.0, and 5.0 of the RFP.**
84. Could the City please clarify what specific type of documentation is required for the numbers and job classifications of the temporary workers the offeror can typically provide?  
**Documentation should be a list of the number of temporary workers available and the job classifications that can be performed by those workers.**
85. Could the City please clarify whether the documentation should include both IT and non-IT positions, or if it is focused on a specific category of roles?  
**Documentation should only include non-IT positions.**
86. Could the City please clarify whether the documentation should reflect the number of workers currently available or based on past staffing capacity?  
**Documentation should reflect the number of workers currently available.**
87. With reference to Section 5.0, where it is stated "Provide documentation of the numbers and job classifications of the temporary workers that the offeror can typically provide," could the City please clarify what is meant by "documentation" in this context? Are firms required to provide any specific data on the number of workers available by job classification, or is there a particular format or type of document required for submission?  
**Please provide the number and job classifications of the temporary labor the offeror has registered with their agency. There is no particular format.**
88. With reference to "Provide documentation of the numbers and job classifications of the temporary workers that the offeror can typically provide" in Section 5.0, given the broad nature of the question, could the City please specify the types of roles or job categories the City is expecting to be included?  
**Please see Question #9.**
89. With reference to "Provide documentation of the numbers and job classifications of the temporary workers that the offeror can typically provide" in Section 5.0, are firms required to submit a separate document or just list the positions they usually provide services for?  
**Please list the positions the firm provides services for.**
90. Can firms provide their commercial clients to respond to "Provide a list of a minimum of five (5) current or former clients that can attest to the offeror's reputation for integrity and professionalism. This listing must include each client's contact information"?  
**Yes.**

91. Could the City please clarify how we can demonstrate that the listed clients can attest to our reputation for integrity and professionalism? Do we need to provide any specific proof or statements from these clients, or is just their contact information sufficient?  
**Just a list and contact information if a statement is not available.**
92. Could the City please clarify how we should address the requirement to show that the listed clients can attest to our reputation for integrity and professionalism? While we have provided staffing services to these clients, we are unsure if they will be willing to provide testimonials. How should we present this in the proposal if we cannot guarantee their willingness to testify?  
**Please list 5 that would be willing to attest to the offeror's reputation.**
93. Can we showcase clients from our proposed subcontractor to meet the requirement "Provide a list of a minimum of five (5) current or former clients that can attest to the offeror's reputation for integrity and professionalism. This listing must include each client's contact information"?  
**Yes you can list clients from subcontractors but contact information is required.**
94. How are firms required to provide pricing for this solicitation?  
**Please see Question #5.**
95. Are firms required to provide their general catalogue with hourly bill rates?  
**No.**
96. For what roles and categories are firms required to provide their catalogue with hourly bill rates?  
**N/A**
97. Since the position and categories are unknown, can firms just provide the markup percentage and not hourly rates?  
**Markup percentage is required.**
98. Could the City please provide more specifics on how the pay scale will be determined for the roles? Will there be different pay scales depending on position or experience level?  
**The City will decide the pay scale for each position.**
99. Could the City please specify if we are required to submit pay rates or salary expectations for the candidates, even though the City will set the pay scale?  
**You are not required to submit pay rates. The City will decide the pay scale for each position.**
100. What type of written documentation that demonstrates the financial stability of the offeror, as well as evidence of professional liability insurance, is required to be submitted  
**Yes, please submit documentation of professional liability insurance with the minimum requirements listed in the RFP.**
101. Are firms required to submit their financial statements to demonstrate financial stability or is a general statement on business health sufficient  
**Please submit financial statements.**
102. Are firms required to submit a copy of their insurance with the proposal?  
**Yes, all offerors are required to provide a copy of their insurance with their proposal.**

103. Could the City please specify if the percentage above payroll cost should apply to each individual worker's cost, or is it meant to be a general percentage for all workers provided for "Provide the percentage above the offeror's payroll cost that the City will be charged for services, which includes all federally mandated taxes, insurance, and drug screenings"?

General percentage for all workers provided.

104. Could the City please clarify if there are any specific limits or ranges the City expects for this percentage, or if the offeror has flexibility in determining it?

We do not have any limits or ranges we expect for the percentage.

105. Could the City please clarify what specific documentation is required to demonstrate the offeror's status as an employment agency in the Commonwealth of Virginia? Are we expected to provide copies of business licenses, registration with the State Corporation Commission, or any other specific documents?

They are expected to provide copies of their business license and need be registered with the State Corporation Commission to conduct business in the Commonwealth.

106. Could the City please specify what additional information is required to prove the offeror's status as an employment agency, aside from licenses and registrations in the Commonwealth of Virginia?

No additional information will be required aside from licenses and registration to do business in the Commonwealth of Virginia.

107. Could the City please clarify if it is mandatory for a firm to have status as an employment agency practicing business in the Commonwealth of Virginia in order to qualify for this opportunity, or if firms without that specific status can still be considered?

Firms without that specific status will be considered as long as they are registered with the State Corporation Commission.

108. Could the City please clarify what specific details should be included in the written policy for the protection of a prospective employee's personal information? Are there any particular guidelines or legal requirements that should be followed in this policy?

No particular guidelines or legal requirements. Just a copy of the vendor's written policy on the protection of employee's personal information.

109. Are firms required to provide their invoicing procedure and time-tracking mechanisms to answers "Explain the procedure for establishing payroll for employees and the process for billing the city?"

Yes. Please see section 5.0 of the RFP.

110. Can firms provide references from former clients, or are they required to provide references exclusively from current clients?

Former clients are accepted as well.

111. What is the total allocated budget for this contract

Approx. \$600,000 annually

112. What has been the contract spend over the past three years?

Approx. Cost is below:

FY22	FY23	FY24	TOTAL
\$530,000	\$520,000	\$600,000	\$1,650,000

113. Is this a new initiative? If not, could the City please provide the incumbent information?  
The Current incumbent is Luttrell Staffing Group.
114. Is there a specific format for the proposal response (font size, font type, spacing, etc.)?  
The format of the proposal submission is left to the discretion of the offeror.
115. Are there vendors currently performing the services required in this solicitation? If yes, could the City please provide the incumbent information?  
Luttrell Staffing Group
116. What is the total not-to-exceed (NTE) budget for this contract?  
NTE budget is not established.
117. Are firms required to pay Holidays, PTO, Sick Leave, etc., to the consultants placed?  
No.
118. Can firms provide commercial references  
Yes.
119. Are commercial references accepted?  
Yes.
120. Is the City looking for firms to recruit the requested positions or for firms to provide in-house personnel to perform the services?  
Vendor will be required to recruit the requested positions.
121. How many hours are the consultants expected to work? Will there be any overtime involved?  
Contract labor could incur some overtime.
122. Are firms required to pay for health benefits for the candidates placed?  
No
123. Are firms required to pay for any overtime work for the staff, and if yes, will it be reimbursed?  
Yes, overtime will be reimbursed.
124. Will firms be responsible for handling payroll?  
Yes
125. Will firms bear the cost of drug screening?  
Yes
126. If applicable, who is the incumbent for these services and for how long have they served the City in this capacity?  
Luttrell Staffing Group has served the City for the last 17 years as the Temporary Employment Administrator
127. Will the City accept an electronic submission instead of the Hard Copy proposal?  
Please see Section 4.0 of the RFP. Electronic submission is optional, but physical copies are required to be considered for selection.
128. What are the City's current rates and mark-ups for the positions sought in the solicitation?  
Please see Questions #5 and #8.

129. How many awards does the City anticipate making?  
Please see Question #21.
130. Could the City extend the due date to allow more time to put together the Hard Copy proposal?  
Please see Question #43.
131. When does the City anticipate completing its evaluation and notifying respondents of its recommended awardee(s)  
Within 1-2 weeks after the due date.
132. Could the City provide detailed job descriptions for the positions sought in the solicitation?  
Please see Question #9.
133. Are respondents required to bid on all positions in order to be deemed responsive?  
Offerors are only submitting a proposal for the position of Temporary Employment Administrator.
134. If not all-or nothing, will bidding on only select positions negatively impact respondents' evaluation score?  
Offerors will be evaluated on their proposals based on the criteria and requirements within.
135. What is the average length of assignment?  
Assignment lengths are dependent on department needs.
136. What specific background checks and/or drug screens are required of the temporary staff?  
Criminal Background Screening, 5 panel drug screen minimum.
137. To ensure FCRA compliance, is it our company's policy to provide Clients with an attestation of completion of background check pursuant to Clients' requirements, but not the actual results. Will the City accept letters of attestation in lieu of actual background check results?  
Yes.
138. Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the City?  
Background and drug screen costs need to be included in the percentage presented to the City.
139. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the City?  
Offerors will be evaluated on their proposals based on the criteria and requirements within.
140. With respect to Affordable Care Act (ACA) costs, would the City prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?  
These costs need to be included in the proposed rates presented in the proposal.
141. If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?  
This item would be subject to contract negotiations.

142. Could we submit our Virginia license to do business at the time of award?  
The Business License must be submitted with the sealed proposal as per section 5.0. Please see also Questions #105 and #106.
143. Will this be a cooperative contract with a piggybacking clause?  
No.
144. Could we propose a temp to permanent hire conversion fee in our proposal?  
This is left to the offeror's discretion.
145. Are there any subcontracting requirements?  
Please see Question #58.
146. Will the Living Wage Ordinance (LWO) be applicable to this contract?  
No.
147. Is Federal Funding, SCA, or the Davis Bacon Act applicable to this contract?  
No.
148. How will job orders be sent to the awarded vendors?  
Each department will reach out to the vendor with their specific contract employment needs.
149. If applicable, will we be allowed to bill overtime to the City?  
Yes.
150. Could you confirm if there is a Disadvantaged Business Enterprise (DBE) or Small, Women-owned, and Minority-owned Business (SWaM) spend requirement for this proposal? Your clarification on this matter would be greatly appreciated.  
Please see Questions #12 and #13.

The attached Proposal Submission Form has been updated to require a confirmation signature of receipt of Addendum. The updated Proposal Form is a part of this addendum.

Adam Timbs

*Procurement Specialist*



# CITY OF BRISTOL, VIRGINIA

Office of the Purchasing Manager  
Attn. Adam Timbs  
300 Lee Street, Bristol, VA 24201

## *Temporary Employment Administrator*

### PROPOSAL SUBMISSION FORM

THE FIRM OF: \_\_\_\_\_

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

FEIN: \_\_\_\_\_

Hereby proposes to provide the requested services as defined herein.

I understand that the omission of any items listed below from this proposal may be cause for rejection of the proposal as non-responsive. I have ensured that I have received and acknowledged any and all Addenda.

ITEM:	INCLUDED: (X)
1. W-9 Form	_____
2. Certificate of Insurance	_____
3. Addendum 1	_____
4. One (1) original and three (3) copies of the proposal	_____
5. Firm Data Sheet	_____
6. Certification Regarding Debarment Forms	_____

Failure to provide the following items with your proposal shall be cause for rejection of proposal as non-responsive and/or non-responsible. It is the responsibility of the Consultant to ensure that it has received all addenda and to include signed copies with their proposal.

ITEM:	INCLUDED: (X)
1. Addendum 1	_____
2. Payment Terms	_____ Net 30 or _____ Other
3. Proof of Authority to Transact Business in Virginia Form	_____
4. Response to RFP Section (one original and three copies)	_____

Person to contact regarding this proposal: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name and title of person authorized to bind the Firm:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing and submitting a proposal, your firm acknowledges and agrees that it has read and understands the RFP documents and has resolved any questions and discrepancies to their satisfaction.

We Acknowledge receipt of:

Addendum No. \_\_\_\_\_ Signature \_\_\_\_\_