REQUEST FOR PROPOSAL (RFP)
LARIMER COUNTY COLORADO
200 W. OAK ST., SUITE 4000
FORT COLLINS, COLORADO

PROPOSAL NUMBER: P18-20
DESCRIPTION: Solid Waste-Specific Engineering, Architectural & Construction Management
RECORDING DATE: 10/31/2018

The Board of Larimer County Commissioners will be receiving sealed proposals at the office of the Purchasing Director, 200 W. Oak Street, Suite 4000, Fort Collins, Colorado, up to 2:00 P.M. (our clock), on Wednesday, October 31, 2018 at which time they will be recorded, but not publicly opened, to consider contracting with one (1) or more qualified Consultant(s) to provide various solid waste engineering, architecture, and/or construction management services.

RFP documents are available online at Rocky Mountain e-Purchasing at www.bidnetdirect.com/colorado, and on the Larimer County Purchasing site at www.larimer.org/bids.

All questions regarding this RFP must be in writing and should go to Les Brown, Purchasing Agent, at brownxld@larimer.org. Questions are due no later than 10:00 a.m. October 19, 2018. Please call Les Brown at 970-498-5954 to verify receipt of your questions. No questions will be accepted after the date and time referenced above. All questions received will be answered via Addendum only. Addenda will be published both on the Larimer County Bids and Proposals web site, and on Rocky Mountain e-Purchasing.

NOTE: Unauthorized contact with any other County employees regarding this RFP may result in disqualification of your Proposal.

INSTRUCTIONS TO PROPOSERS:

Four (4) paper proposals and one (1) .pdf proposal (matching the paper proposal exactly) on one (1) FLASH DRIVE is required. If the paper proposal and the .pdf differ, the .pdf shall be the proposal of record. Firms are requested to also provide a “Redacted Copy” of their proposal on the FLASH DRIVE, which, adhering to the information provided in the next paragraph, will be used to satisfy open records requests. Firms that do not provide a redacted copy will have their electronic copy used to satisfy open records requests. Redacted responses should not include information which the proposer believes to be trade secret or other privileged or confidential data. If brochures or other supportive documents are requested, then it is required that they be submitted with both your paper and electronic proposals.

All information submitted in response to this request for proposal (RFP) is public after the Notice of Award has been issued. The proposer should not include as part of their response to the RFP any information which the proposer believes to be a trade secret or other privileged or confidential data. If the proposer wishes to include such material with a proposal, then the material should be supplied under separate cover and identified as confidential. Statements that the entire proposal is confidential will not be honored. We request a redacted electronic copy which is free of information the proposer believes to be trade secret or other privileged or confidential data. Larimer County will endeavor to keep that information confidential, separate and apart from the proposal subject to the provisions of the Colorado Open Records Act or order of court.

In submitting a proposal, the vendor agrees that acceptance of any or all proposals by the County within a reasonable time or period constitutes a contract. No delivery shall become due or be accepted unless a purchase order shall first have been issued by the Purchasing Director of Larimer County.

No work shall commence nor shall any invoices be paid before the contractor provides the required proof of insurance as outlined in the “Insurance Requirements”, and before such proof is accepted by Larimer County.
Risk Management. **Additionally**, the contractor will provide an endorsement naming Larimer County as an additional insured to their policy. If you have any questions concerning the insurance requirements, please contact Risk Management at (970) 498-5963 at least one week before the proposal recording date. Payment for work performed or goods sold to Larimer County can be expected within 30 days after receipt of the invoice and satisfactory acceptance from the department receiving the service or goods.

As of August 7, 2006, state and local government agencies are prohibited from purchasing services from any contractor that knowingly employs illegal immigrants to help carry out publicly funded work. Pursuant to the provisions of Colo. Rev. Stat. §8-17.5-101, contractors must certify that they are using the E-Verify Program or Department Program to verify the employment eligibility of new employees. If a contractor awarded a contract violates the provisions of Colo. Rev. Stat. §8-17.5-101(2), the state or local government agency may terminate the contract and the contractor will be liable for damages to such agency.

Vendor certifies, warrants, and agrees that (he) (she) (it) has knowledge of the “Keep Jobs in Colorado Act” codified at Sections 8-17-101, *et seq.* of the Colorado Revised Statutes and that Colorado labor shall be employed to perform at least eighty percent (80%) of the work. See [https://www.colorado.gov/pacific/flashdrivele/kjica](https://www.colorado.gov/pacific/flashdrivele/kjica) for more information regarding this Act, which applies to Public Works projects. “Frequently Asked Questions” about this Act may be found at: [https://www.colorado.gov/pacific/sites/default/files/KJICA%20FAQs%20_1.pdf](https://www.colorado.gov/pacific/sites/default/files/KJICA%20FAQs%20_1.pdf)

Larimer County reserves the right to reject any and or all proposals, to further negotiate with successful proposer and to waive informalities and irregularities in proposals received, and to accept any portion of the proposal if deemed to be in the best interest of Larimer County to do so. If, in the sole judgment of the Board of County Commissioners, the proposals are substantially equal, the Board may grant the contract to companies located in Larimer County, however this is not applicable in the case that Federal funds are used. The total cost of proposal preparation and submission shall be borne by the proposer.

No telephone, e-mail or facsimile proposals will be accepted.

Proposals must be clearly identified on the front of the envelope by proposal number and title. Responsibility for timely submittal and routing of proposals, prior to recording, lies solely with the proposer. Proposals received after the closing time specified will not be considered.

Vendors will not be compensated for generating, producing, or duplicating any proposal materials associated with this RFP.

Larimer County is an Equal Opportunity Employer and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in any phase of employment for this position.

Larimer County strongly encourages the use of small and minority firms, women's business enterprises, and labor surplus area firm services. In accordance with Federal and State laws, Larimer County does not discriminate.

The Contractor certifies that by signing the contract, neither the contractor nor subcontractors, the organization nor its principals are suspended or debarred or otherwise excluded from procurement by the Federal government and do not appear on the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA).

Other governmental entities may piggyback on the award of this solicitation, and should contact Larimer County Purchasing for any necessary procurement documents. The entity shall deal directly with the award vendor concerning the placement of Purchase Orders, freight charges, contracting and disputes, invoicing, and payment. Larimer County shall not be held liable or responsible for any liability, claims, costs, damages,
demands, actions, losses, judgments or expenses incurred by the vendor or any government entity relating to such use.

No vendor awarded a solicitation shall be federally debarred. Such debarment shall be checked through the System for Award Management, at www.sam.gov.

Proposals must be furnished exclusive of any Federal, State, or Local taxes.

**PROJECT OVERVIEW:**

Larimer County is seeking one (1) or more qualified Consultant(s) to provide solid waste related architecture/engineering analysis, planning, architectural design, engineering design, surveying, plan preparation, construction management services, and other related services. The County periodically requires the services of a Consultant to complete projects. These services will be for various County projects including, but not limited to, solid waste planning, regulatory compliance analysis, structures, facilities, roadways, stormwater drainage, fixed and processing equipment, utilities, and site improvements at existing and future County solid waste facilities.

The Consultant(s) services may also be used in the event of a disaster.

Some projects may be federally-funded, and services covered by federal funds must meet the requirements for reimbursement of that federal agency. Examples of federal agency funding the County has received in the past include:

- Federal Highway Administration (FHWA)
- Natural Resources Conservation Service (NRCS)
- Housing and Urban Development (HUD)
- Federal Emergency Management Agency (FEMA)

Past projects using Federal funds have required some or all of the following forms be used:

- FHWA Form 1273 (https://www.fhwa.dot.gov/construction/cqit/form1273.cfm)
- CDOT Form 1331 (https://www.codot.gov/library/forms/cdot1331.pdf)
- DBE Definitions & Requirements (DBE goals will be set by CDOT on a project specific basis if federal funds are expected in the design phase)
- HUD EXHIBIT I & M

The County cannot make any guarantees as to the amount of work, type of work, or location of work.

**QUALIFICATIONS:**

Qualifications, at a minimum, include the following:

1. Must have Engineer(s) with current Colorado state license(s).
2. Must have a minimum of five (5) years of experience completing projects similar to the Scope of Work.
3. Must have the capabilities and experience to provide architecture/engineering planning, design, surveying, plan preparation, and construction management services for various regional solid waste projects, including landfills, solid waste transfer facilities, recycling, and organics processing facilities.
4. Must have the ability to effectively and efficiently use AutoCAD Civil 3D 2018.
5. Must provide a full-service team.
6. Should have experience working with federally-funded projects.
DESCRIPTION OF WORK:
The Scope of Work for each project may differ significantly. For certain projects, the Consultant may be asked to manage the project from inception through completion of construction, including preparation of as-constructed drawings; this would include all work associated with the project. In other instances, the Consultant may be asked to only provide their expertise in specific areas such as surveying, technical studies, design, plan preparation, construction management, or construction observation. For federally-funded projects, the Consultant will need to prepare bid documents ensuring that the project will meet the requirements of the federal agency.

The Consultant will work closely with the County Project Manager(s) to perform the work necessary to create studies and conceptual, preliminary, and final plans for improvement projects. The plan documents will consist of, but not be limited to, the following: general layouts, structural details, tabulations, plan views, profile views, cross sections, general notes, construction notes, and details suitable for construction. The Consultant may also establish site plans; prepare architectural, mechanical, electrical and structural designs; prepare regulatory compliance and permit application documents; roadway and intersection alignments, calculate plan quantities, and perform other work related to producing plan documents.

The County’s construction plans are developed using AutoCAD Civil 3D 2018. Some projects may have already been started by the County and the Consultant must complete the project using the County’s existing drawings provided electronically. The County may provide survey data in an ASCII format or/and AutoCAD "DWG" format.

The Consultant may be required to provide all, or portions, of the following: surveying (ground or aerial), design, and CADD план preparation. All work will need to be compatible with AutoCAD Civil 3D 2018. Surveying data submitted by the Consultant to the County for in-house design shall be processed using a layering and color-coding system acceptable to the County. In such case, the Consultant would work closely with a County Project Manager(s) to produce the best possible design within the budget constraints associated with that specific project. There may be instances where the Consultant would be required to acquire their own survey data. All plan documents will be prepared and produced using software compatible with AutoCAD Civil 3D 2018.

Following are the work items that may be required with a typical solid waste project. As described above, depending on the project, the Consultant may be asked to perform all the tasks or only a select few:

1. On-site inspection
2. Pre-design Meeting
3. Preliminary Survey
4. Soil Investigation and Foundation Report
5. Hydrologic, Hydraulic, and Hydrogeologic Investigation
6. Pavement Design
7. Utility Coordination and Design
8. Roadway and/or Intersection Design
9. Facility/Structure Concept Study
10. Mechanical and Electrical Design
11. Structural Design
12. Architectural Design
13. Civil Site Design
14. Process and Equipment Design
15. New Landfill Design
16. Modifications and/or Closure of Existing Landfill
17. Leachate, Surface and Subsurface Drainage Design
18. Design Reports
19. Environmental Clearances and Permits
20. Regulatory Compliance Analysis
21. Field Inspection Review Preparation
22. Field Inspection Review
23. Storm Water Management Plan
24. Utility Relocation Coordination
25. Identification of Property Owners and Right-of-Way Plans
26. Preparation of Traffic Control Plan
27. Plan, Specifications and Special Provision Preparation
28. Final Office Review
29. Final Plan Review
30. Final Submittals
31. Shop Drawing Approval
32. Pre-Bid Meeting Participation
33. Construction Engineering/Management: The Consultant shall furnish qualified personnel to perform
classification management and observation services

SCOPE OF WORK:
The Consultant shall, at a minimum, provide, perform, and/or furnish the following on an as needed basis:
1. Provide design for municipal solid waste landfill improvement projects.
2. Provide design for municipal solid waste transfer station improvement projects.
3. Provide design for municipal solid waste construction and demolition facility improvement projects.
4. Provide design for municipal recycling and material recovery facility improvement projects.
5. Provide design for municipal organic, yard waste and food waste improvement projects.
6. Provide design for roadways and intersection improvement projects.
7. Provide design for parking lots and site improvement projects.
8. Provide design for landfill closure projects.
9. Provide hydrologic/hydraulic analysis and design required for projects.
10. Provide stormwater and erosion control management designs and plans which may include culverts,
storm sewer, detention and/or flood control elements.
11. Provide environmental studies, regulatory compliance analysis, and clearances.
12. Provide geotechnical/foundation investigations required for design.
13. Provide quantity takeoffs and cost estimates.
15. Provide surveying services. This may include, but not be limited to: site surveys, construction staking,
as-built surveying, and the preparation of legal descriptions and exhibits for right of way and easement
acquisitions needed for projects.
16. Provide CADD/plan preparation services.
17. Provide construction management and/or construction observation and inspection services.
18. Provide traffic engineering services.
19. Provide other engineering services as become necessary.
20. Provide subcontractors for these or other services when needed.

USE OF SUBCONTRACTORS:
While the County is not requiring a full-service firm, we are seeking a full-service team; Consultant(s) must be
able to provide a full-service team. If certain services aren’t available within your firm, you must have partnerships
established to bring in qualified subcontractors making your firm a full-service team.

RESPONSE MATERIAL OWNERSHIP:
All material submitted becomes the property of Larimer County. Larimer County has the right to use any or all
ideas presented. Disqualification of a Proposer does not eliminate this right.
INSURANCE REQUIREMENTS:
Prior to commencement of any work, contractor shall forward Certificates of Insurance to Larimer County Risk Management, 200 W. Oak St., #4000, Fort Collins, Colorado 80521. The insurance required shall be procured and maintained in full force and effect for the duration of the Contract and shall be written for not less than the following amounts, or greater if required by law. Certificate Holder should be Larimer County at the above address.

1. Workers' Compensation and Employers' Liability
   A. State of Colorado: Statutory
   B. Applicable Federal: Statutory
   C. Employer's Liability: $100,000 Each Accident $500,000 Disease-Policy Limit $100,000 Disease-Each Employee
   D. Waiver of Subrogation

2. Commercial General Liability on an Occurrence Form including the following coverages: Premises Operations; Products and Completed Operations; Personal and Advertising Injury; Medical Payments; Contractual Liability; Independent Contractors; and Broad Form Property Damage. Coverage provided should be at least as broad as found in Insurance Services Office (ISO) form CG0001. Minimum limits to be as follows:
   A. Bodily Injury & Property Damage General Aggregate Limit $2,000,000
   B. Products & Completed Operations Aggregate Limit $2,000,000
   C. Personal & Advertising Injury Limit $1,000,000
   D. Each Occurrence Limit $1,000,000

Other General Liability Conditions:
E. Products and Completed Operations to be maintained for one year after final payment. Contractor shall continue to provide evidence of such coverage to the County on an annual basis during the aforementioned period (as appropriate).
F. Contractor agrees that the insurance afforded the County is primary.
G. If coverage is to be provided on Claims Made forms, contractor must refer policy to Risk Management Department for approval and additional requirements.

3. Professional Liability/Errors & Omissions $2,000,000

4. Commercial Automobile Liability coverage to be provided on Business Auto, Garage, or Truckers form. Coverage provided should be at least as broad as found in ISO form CA0001 (BAP), CA0005 (Garage) or CA0012 (Trucker) including coverage for owned, non-owned, & hired autos. Limits to be as follows:
   A. Bodily Injury & Property Damage Combined Single Limit $1,000,000

5. All Insurance policies (except Workers Compensation and Professional Liability) shall include Larimer County and its elected and appointed officials and employees as additional insureds as their interests may appear. The additional insured endorsement should be at least as broad as ISO form CG2010 for General Liability coverage and similar forms for Commercial Auto and Umbrella Liability. Additional Insured endorsement(s) shall be attached to the certificate of insurance that is provided to the county.

6. The County reserves the right to reject any insurer it deems not financially acceptable by insurance industry standards. Property and Liability Insurance Companies shall be licenses to do business in Colorado and shall have an AM Best rating of not less than B+ and/or VII.

7. Notice of Cancellation: Each insurance policy required by the insurance provision of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the County, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to Larimer County Risk Management, 200 W. Oak St., #4000, Ft. Collins, CO 80521. If the insurance company refuses to provide the required notice, the contractor or its insurance broker shall notify the County of any cancellation, suspension, non-renewal of any insurance within seven (7) days of receipt of insurers' notification to that effect.
Contractor shall furnish Larimer County certificates of insurance. Contractor will receive all sub-contractors’ certificates of insurance. Such certificate must meet all requirements listed above. **ANY DEVIATIONS FROM THE STANDARDS GIVEN ABOVE MUST BE APPROVED BY THE LARIMER COUNTY RISK MANAGEMENT DEPARTMENT.**

**LARIMER COUNTY DOES NOT ACCEPT LIMITATIONS OF LIABILITY.**

**PROPOSAL SUBMITTALS:**

Please submit your proposal, addressing each of the following items **in the order as outlined below**, including a Table of Contents (tabbed and numbered). As time is of the essence, **brevity is appreciated**, limit your proposal to 20 double-sided pages, resumes (limit to one (1) page per person), and front and back covers, **size 11 font**. The Table of Contents does count towards the page limit, unless vendors place the Table of Contents on the back side of the front cover. Proposers should provide only the information requested, and present it in a clear, concise manner. **Your PDF shall be one (1) single file only. Incomplete proposals may be rejected.**

(Per page four (4) of this RFP, “Six (6) paper proposals and one (1) .pdf proposal (matching the paper proposal exactly) on one (1) FLASH DRIVE is required. If the paper proposal and the .pdf differ, the .pdf shall be the proposal of record. Firms are requested to also provide a “Redacted Copy” of their proposal on the FLASH DRIVE.”)

1. Signed Signature Page (page 11)
2. Limitations of Liability: **Larimer County does not accept any Limitation of Liability provisions within the final agreement.** In this section, you must specifically address your firm’s position on this topic, including acceptance of this.
3. Explicitly describe/explain how your firm meets each item under QUALIFICATIONS.
4. Explain your firm’s capabilities, qualifications, history, and experience in providing all services described in this RFP and include the following:
   A. The Firm’s qualifications and experience in designing municipal solid waste facilities and infrastructure. **References, letters of commendation, and awards for this type of work should be included. When including references, please include company name, contact, project description, and current phone numbers.**
   B. The Firm’s qualifications and experience in solid waste related facility design, grading plans, civil improvements, roads, and intersections. **References, letters of commendation, and awards for this type of work should be included. When including references, please include company name, contact, project description, email address, and current phone numbers.**
   C. The Firm’s qualifications and capabilities in providing architectural, structural, mechanical, civil, electrical, and process design for solid waste facilities and infrastructure.
   D. The Firm’s qualifications and capabilities for surveying and mapping.
   E. The Firm’s qualifications and capabilities for construction management and construction observation/inspection.
   F. Production facilities (key capabilities) and work location(s).
   G. System procedures for scheduling and costing projects.
   H. Quality assurance plan and procedure.
   I. Copies, if any, of certificates/awards pertinent to the Scope of Work.
   J. Provide date established, state incorporated, office location(s), previous names the firm has used in the last ten (10) years, geographical area(s) where most of the firm’s work occurs and a general description of the firm and its history.
   K. Provide all **pending** or **past** legal action (including lawsuits, claims or liens) or arbitration proceedings in which your firm has been involved during the past five (5) years involving Owner, Architect, Engineer, Contractor, Subcontractors, or other Entities.
   L. Has your firm ever been terminated from a project before project completion – if so, explain.
M. If your firm is teaming with another firm, explain the nature of the joint venture (full-service team), who will be the lead firm and how the experience and metrics requested above are presented.
   I. Firms need to clearly identify what experience and knowledge each firm brings to the project and history of the relationship between the firms.

5. Organizational chart and resumes of all staff that will be involved with providing services, including:
   A. Identify who will act as the primary contact person to Larimer County.
   B. List specific personnel proposed for the Consultant Project Team and provide a resume for each member along with a copy of current state licensing for each Engineer.
      I. A description of the individual's background and experience, including any unique qualifications, related qualifications, and relevant experience.
      II. Years of experience.
      III. Years of experience with the firm.
      IV. Years of experience with the proposed project team.

6. Consultant’s approach to the work outlined in the Scope of Work.
   A. Detailed description of the approach.
      I. Provide a narrative description of the work that may be accomplished and your general approach to completing future projects identified in the Scope of Work.
      II. Description of your approach to communication(s).
      III. Meetings and Presentations.
      IV. Construction and Post-Construction Information.

7. Describe how this project will fit into the Consultant's workload.
   A. The firm should clearly identify any other contractual obligations to other entities and identify how concurrent or multiple obligations will be supported.

8. Statement of firm's intention to sublet portions of the work; identify what is planned, if any, to be sublet (full-service team).
   A. Include the name of the subcontractor(s) and a statement of qualifications of the subcontractor(s).

9. Relevant Project Experience
   A. Include specific projects references for at least three (3) projects completed in the past five (5) years with a similar Scope of Work, include the following:
      I. Owner reference name, current address, current phone number, and current email
      II. General contractor's reference name, current address, current phone number, and current email
      III. Brief project description and Scope of Work performed
EVALUATION CRITERIA:
Proposal submittals will be individually evaluated and scored by each Evaluation Committee Member. The criteria below will be the basis for review of the written proposals. The rating scale shall be for available points, receiving the maximum points available per criteria would be considered an outstanding rating.

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<th>CRITERIA</th>
<th>STANDARD</th>
<th>POINTS AVAILABLE</th>
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<tr>
<td>Firm Capability</td>
<td>• Experience in planning solid waste facilities and infrastructure</td>
<td>40</td>
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<td>• Experience in architectural/engineering design of solid waste facilities and infrastructure</td>
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<td>• Knowledge of solid waste practices in the State of Colorado</td>
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<td>• Construction management capabilities</td>
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<td>• Approach to scheduling projects into workload</td>
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<td>• Work/Office location(s)</td>
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<td>• Qualifications of the consultant in terms of its ability, experience and reliability in performing and managing work within a schedule and budget</td>
<td>40</td>
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<td>Project Team</td>
<td>• Experience and qualification of key staff members who will be involved</td>
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<td>• Subcontractor’s qualifications and experience</td>
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<td>• Office location(s) of subcontractors</td>
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<td>Understanding &amp; Completeness</td>
<td>• Understanding and completeness of approach</td>
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Maximum Possible Points = 100

AWARD AND AGREEMENT:
A formal agreement will be awarded to the vendor(s) with the most responsible, responsive, reasonable proposal, deemed the best value, best fit, and most advantageous to Larimer County (interviews may be held, and references may be contacted, to assist in the decision for award).

Consultant(s) will be required to submit both their straight hourly rates as well as their audited overhead rate that is compliant with FAR and AASHTO Audit Guide requirements, after Notice of Award has been received.

The term of the agreement shall be January 1, 2019 through December 31, 2019. The County, at its sole option, may offer to extend this Contract for up to four (4) additional one-year terms. The extension option may be exercised providing satisfactory service is given, and must be mutually agreed upon in writing, by and between the County and the Award Vendor.

A Sample of Larimer County’s “Professional Services Agreement” is included with this Request for Proposal as Attachment A - Professional Services Agreement. Any exceptions or requested additions to the attached agreement must be stated and submitted with your Proposal; these requests will not be accepted after the Proposal has closed. The County makes no guarantee of any changes or concessions, but will review and consider all requests submitted.

NOTE: LARIMER COUNTY DOES NOT ACCEPT LIMITATIONS OF LIABILITY.

The County cannot make any guarantees as to the amount of work, type of work, or location of work.
METHOD OF PAYMENT:
Billings and payments will be made using one (1) of the following methods:

1. Flat hourly rates for each personnel position title submitted by the Consultant.
   A. These rates will be used for County funded projects as well as state or federally-funded projects that do not require the audited overhead rates.

2. Audited overhead rates for each personnel position title submitted by the Consultant.
   A. These rates will be used when the funding source requires them to be used.

3. If a service not listed on the pricing is requested, the Consultant and the County will negotiate a reasonable price for the service.

4. The amount of such payment shall be based upon a certified progress report and billing covering the work performed.
   A. The invoice will be submitted to the Larimer County representative, as identified in the contract, for approval.
SIGNATURE PAGE

ADDENDA:
The proposer acknowledges the receipt of the following Addenda:

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<tr>
<th>Addendum Number</th>
<th>Date of Addendum</th>
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The undersigned certifies that he/she has examined the specifications and instructions to bidders and has submitted a bid in full compliance and without collusion with any other person, individual or corporation.

The undersigned further certifies that he/she is or is trying to participate in the “E-Verify” program, an electronic program provided via U.S. Citizenship and Immigration Services, through which employers verify the employment eligibility of their employees after hire. Visit the link below for more information.

http://www.uscis.gov/e-verify

The undersigned certifies that you have verified that you do not employ illegal aliens, and that you shall not knowingly employ an illegal alien to perform work.

SIGNED: _____________________________________ TITLE: _____________________________________

PRINTED NAME: ____________________________________________

FIRM: _____________________________________ DUNS #_____________________________________

ADDRESS: ____________________________________________

CITY: _______________________________ STATE: ______________________ ZIP: ______________

DATE: _____________________________________ TELEPHONE NUMBER: ____________________

EMAIL ADDRESS: ____________________________________________

For further information regarding this request for proposal, please contact Les Brown, Purchasing Agent, at (970) 498-5954, or brownxld@larimer.org.

PLEASE SUBMIT YOUR PROPOSAL WITH THE FOLLOWING AFFIXED TO THE FRONT OF THE ENVELOPE:

Proposal Closing Date: ____________________________
Vendor Name: ____________________________________

Return Proposal to:
LARIMER COUNTY PURCHASING DIRECTOR
200 W. OAK STREET, SUITE 4000, PO BOX 1190
FORT COLLINS, COLORADO 80522

NOTE: Use the label to the left on packages when returning your proposal response.