

# **INVITATION FOR BID**

**Computer Systems Desktop PC Replacement**  
**November 2017**



**CITY OF  
COVINGTON  
KENTUCKY**

**CITY OF COVINGTON, KENTUCKY**  
**OPERATIONS DEPARTMENT**  
**20 WEST PIKE STREET**  
**COVINGTON, KY 41011**

## **Computer Systems Desktop PC Replacement**

The City of Covington, Kentucky (“City”) invites bids from qualified, competent, knowledgeable, and experienced providers that stock desktop computer stations as requested in this Invitation for Bid (“IFB”), in compliance with all applicable laws, regulations, policies and procedures. Companies submitting bids must be prepared to enter into an agreement (“Agreement”) for the provision of requested services and goods as set forth in this IFB.

**Issue Date:** **November 6, 2017**

**RFP Title:** Computer Systems Desktop PC Replacement

**Issuing Department:** City of Covington  
Operations Department  
20 West Pike Street  
Covington, KY 41011

**Contact:** Kendall Huff  
System Analyst/Project Manager  
(859) 292-2165  
[khuff@covingtonky.gov](mailto:khuff@covingtonky.gov)

### **I. SUBMISSION DEADLINE**

Bids must be submitted in a sealed envelope plainly marked on the outside "**SEALED BID FOR Computer System Desktop Replacement - DO NOT OPEN WITH REGULAR MAIL.**"

SEALED BIDS MUST BE MAILED OR PHYSICALLY DELIVERED TO:

Finance Department  
First Floor Window  
City Hall  
City of Covington  
20 West Pike Street  
Covington, Kentucky 41011

**RESPONSES MUST BE SUBMITTED BY: 3:00 p.m. on November 27, 2017.**

Sealed bids will be publicly opened by the City Clerk or her designee in City Hall Commission Chambers, 20 West Pike Street, 1st Floor, at the above date and time. The Board of Commissioners reserves the right to reject any and all bids.

## II. TIME LINE OF EVENTS

PROPOSAL SCHEDULE	DATE
Issuance of IFB; Solicitation for Bids	November 06, 2017
Deadline for Vendor Questions or Clarification.	November 21, 2017. Modification/ answers to be posted by November 23, 2017, via <a href="http://www.covingtonky.gov">www.covingtonky.gov</a> .
Deadline for Submission	November 27, 2017.
Anticipated Award Date	Contingent upon Commission Approval

## III. BID STIPULATIONS AND REQUIREMENTS

The City of Covington has prepared this IFB to solicit responses for desktop PCs for various locations throughout the City.

### A. General Information

The City of Covington, Kentucky is a Kentucky Home Rule Class city. The executive and legislative authority is vested in the Board of Commissioners, which consists of the Mayor and four Commissioners. The City Manager is the chief administrative officer and is responsible for day-to-day operations. The City Manager is assisted by an Assistant City Manager for Administration and Assistant City Manager for Development, in addition to various department heads and City staff, including an Operations Director, a Finance Director, and a Human Resources Director.

The City has a number of boards and commissions pursuant to state law, local ordinance, or both. While some boards are comprised wholly or partially of City employees or officials, others are comprised of citizens of the City who are not otherwise employed by the City (e.g., Board of Adjustment, Code Enforcement Board, Urban Design Review Board).

### B. Bid Guarantee/ Award Procedure

It is anticipated that a recommendation for award for this Bid will be made thirty (30) days after the Bid due date. All interested parties are required to guarantee their Bids as an **irrevocable offer valid for sixty (60) days after the Bid due date**. The City of Covington, Kentucky in its sole and absolute discretion shall have the right to award a contract for any or all items or services listed in each bid; The City shall have the right to reject any and all Bids, as it deems to be in its best interests, and to waive formalities and reasonable irregularities in submitted documents; The City shall be allowed to accept the total Bid of any one vendor.

### C. Revisions

If it becomes necessary to revise any part of this IFB, a written addendum will be made available to the public and published to the City's website. The City is not bound by any oral representations, clarifications, or changes made in the written specifications by the

City's employees, unless such clarification or change is provided to all Respondents in written addendum from an authorized representative of the City.

**D. Non-Discriminatory Statement**

The City expressly prohibits discrimination of any kind or manner. The City does not discriminate against any individual or vendor/ provider based on disability, age, sex, race, color, religion, ancestry, national origin, sexual orientation, gender identity, familial status, marital and/or parental status. City of Covington Code of Ordinances § 37.01.

**E. Compliance with Laws**

All respondents shall observe and comply with all regulations, laws, and ordinances of local, state, and federal governments as they apply to this IFB.

**F. Procedures**

1. **Deviations from Specifications.** All deviations from requested specifications must be clearly stated in your Bid. Any significant limitation in scope or manner of proposed work, restrictive conditions, etc., should be clearly disclosed. Responses failing to meet all of the specifications will not necessarily be rejected, but any deviations must be clearly noted to be considered.
2. **Duration of Bid.** All Bids shall remain valid without material change for at least sixty (60) days after the Bid due date.
3. **Pricing Terms of Proposal.** The City requests to view pricing information for goods and services from qualified vendors who can provide and meet all specified requirements of this Bid. The City is not bound by the terms of this Bid and may choose to alter the award of contract at its ultimate discretion.
4. **Subcontracting.** The City is seeking responses from full-service providers. The requirements of this Bid shall not be subcontracted to other agents.
5. **Insurance Requirement**

A. **Policies, Coverages, and Endorsements.** Vendor agrees to maintain, at its sole cost and expense, the following insurance policies with minimum coverage and limits required by the Commonwealth of Kentucky. Prior to an award of contract Respondent will be asked to produce a copy of a valid Certification of Insurance.

a) Commercial General Liability

- |                       |             |
|-----------------------|-------------|
| (1) Each Occurrence   | \$1,000,000 |
| (2) General Aggregate | \$2,000,000 |

- B. **Subrogation.** A waiver of subrogation endorsement to the effect that the issuer waives any claim or right in the nature of subrogation to recover against the City, its officers, agents and employees should be furnished to the City upon request, and prior to an award of service.
- C. **Proof of Insurance.** The policies, coverages and endorsements required by this provision shall be shown on a Certificate of Insurance which must be furnished to the City upon request, and prior to an award of service.
- D. **Indemnification.** Vendor shall agree to indemnify and hold harmless the City and its directors, officers, employees and agents from all suits, actions, claims or cost of any character, type or description brought or made on account of any loss, expense, liability, damage, claim, including personal injury and/or death sustained by any person(s) or property arising out of the acts or negligence of the Vendor, the Vendor's personnel, its agents, and employees occurring during the performance of its duties.
6. **Non-Compliance with Bid.** It is understood and agreed, in the event of an award of contract, if said contract fails to meet the terms and conditions accepted by the City as specified in this IFB and any prior agreements leading up to contract, then the City shall at its sole option have the right to:
- a. Cancel the contract; OR
  - b. Require the Vendor to provide the goods or services as stated in their response at the proposed price.
7. **Governing Law.** This IFB and any agreement resulting from this IFB shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. Any dispute arising under this IFB or any agreement resulting from this IFB shall be resolved in a court of competent jurisdiction in Kenton County, Kentucky.
8. **Acceptance of Terms and Conditions.** By submitting a Bid, the Bidder acknowledges and agrees to be bound by the terms and conditions herein.
9. **Response Request Disclaimer.** This IFB does not commit the City to enter into a contract, or award any services in relation to this specific document, nor does it obligate the City to pay any costs incurred in preparation or submission of a Bid or in anticipation of a contract.
10. **Conflicts of Interest.** By submitting a Bid, Bidder acknowledges that it is aware of the prohibitions against gratuities, kickbacks, and conflicts of interest as set forth in KRS 45A.455, and agrees that it shall not violate those provisions. The terms of KRS 45A.455 are specifically incorporated herein.
11. **Non-Collusion Affidavit.** Each Bidder must execute and include a copy of the attached Non-Collusion Affidavit with its Bid.

12. **Campaign Finance Affidavit.** Each Bidder must execute and include a copy of the attached Campaign Finance Affidavit with its Bid.
13. **Fraud Hotline.** All contractors and suppliers doing business with the City of Covington, if you see or suspect fraud or misconduct by any City of Covington employee or elected or appointed official, please report to the Covington Workplace Fraud Hotline via the following: Report online at: [www.reportlineweb.com/covingtonky](http://www.reportlineweb.com/covingtonky), or call toll-free: (855) 807-3265, 24 hours a day, 7 days a week. You do not have to give your name

#### IV. **BID FORMAT**

Bid shall be submitted on standard 8.5 x 11 inch paper with font size no smaller than twelve (12) point. Proposals shall consist of one (1) signed original and two (2) copies, submitted in a sealed envelope plainly marked "**SEALED BID FOR COMPUTER SYSTEM DESKTOP REPLACEMENT- DO NOT OPEN WITH REGULAR MAIL.**" Bids shall consist of the following:

1. **A Letter of Transmittal.** Which includes (a) the name of the company, (b) a contact person, (c) the names of individuals authorized to negotiate with the City, (d) current address (e) telephone number, (f) facsimile number, (g) email address, and (h) the signature of an authorized representative of the Respondent.
2. **A Table of Contents.** Indicating the page where each section begins.
3. **Ownership Information & References.** Which shall identify how the company is owned; the year the company was established; the former name(s) of the company, if applicable; and the state in which the company is incorporated, if applicable. This section may also include References to other companies and/or government entities for which the Respondent has provided similar services and contact information for at least three (3) references.
4. **Bid Response.** Should include detailed description of proposed product, including any/all additional features that go above and beyond the requested specifications. Should detail how all requested specifications will be met and/or exceeded. Respondents may detail more than one option of product that, at a minimum, fulfills the specifications requested. Bid responses should include an anticipated timeline of delivery and product turnaround.
5. **Pricing.** Vendors should include a cost and fees breakdown per workstation, inclusive of all associated fees. Total proposed pricing should be inclusive of shipping, fees and associated taxes. *The City of Covington, Kentucky is exempt from sales and use tax as a certified governmental entity, please see the attached exemption certificate for reference.*

6. **Sample Contract Terms.** Respondent should include a sample contract and/or standard terms and conditions generally associated with the requested products.
7. **Insurance Requirements.** Respondent should include proof(s) of insurance of all relevant, current and active, policies relating to their obligations as a business in the Commonwealth of Kentucky. At a minimum, this requirement includes the enclosure of an up-to-date proof of insurance for Respondent's Commercial/ General Liability Coverage.
8. **Notice of Deviation.** *If Applicable.* Deviations from the requested product specs listed below must be expressly disclosed. Bids failing to meet all of the specifications will not necessarily be rejected, but any deviations must be clearly noted to be considered.

## **V. SCOPE OF WORK**

### **1. General Requirements**

The City is inviting vendors to provide bids for the following technical equipment:

- One Hundred and Fifty-Eight (158) Standard Configuration desktop PCs

The successful vendor will be required to provide at no additional cost, one (1) Standard Configuration Desktop PC, as quoted in their IFB response for testing and evaluation. The prospecting vendor will configure the PC to be compatible with the City's desktop applications, network infrastructure and PC management environment. The desktop computer configurations must pass this initial testing and evaluation. If the desktop computer configurations do not pass initial testing, no further evaluation will occur and the systems will be returned to the provider.

In the event that the selected vendor's proposed product is rejected for technical reasons the City reserves the right to negotiate with the selected vendor to define an alternate configuration or award the contract to another vendor of its choice.

Upon confirmation of technical compatibility the City will execute the remaining order via a recommendation of award to the City's Board of Commissioners. Should the recommendation of award receive approval the City shall move forward, in good faith, with an award of contract.

### **2. Warranty**

The City requires all desktop computers and peripherals proposed to be provisioned with a four (4) year parts and service warranty. In the event that manufacturer's warranties are less than four (4) years an additional service contract may be considered to bridge between manufacturer's warranty and the City's warranty requirements.

### **3. PC Management Environment**

The City actively manages Windows 7 settings and software package deployment remotely via Group Policy Object's (GPO's) and scripts. Wake on LAN (WoL) capability is enabled in Windows 7 & BIOS and is used to deploy software and run management tasks after hours. WoL and other BIOS settings are centrally managed by a vendor supplied Remote BIOS Management tool and distributed via a GPO/script. This capability must be available and supported in the desktop computers proposed by the Bidder at no additional cost to the City.

#### **4. Sustainability**

The City has a strong commitment to sustainability and green initiatives and to that end will give merit to proposals that demonstrate a similar commitment and provide solutions that take advantage of leading edge technology and design to reduce physical waste and offset CO2 emissions. To support sustainability and green initiatives in IT, only desktop PCs meeting the EPEAT GOLD rating will be considered in this IFB.

Visit EPEAT at: <http://www.epeat.net/>

#### **5. Desktop PC Specifications**

All PCs are to be of the same configuration with identical components. The City is looking for a solution that provides business class performance with a long life cycle.

See Appendix A for definition of "business class"

#### **6. Standard Configuration Specification or Equivalent**

In accordance with KRS 45A.415, items equal to those named or described, in the specifications below, may be furnished.

#### ***One Hundred and Fifty-Three (153) – Small Form Factor***

<b>CPU</b>	Intel Core i5 Processor (Quad Core, 6MB, 4T, 2.5GHz, 35W)
<b>RAM</b>	8 GB DDR4
<b>Hard Disk</b>	256GB 2.5 inch SATA Class20 Solid State Drive
<b>Display</b>	Dual Monitor Support - DVI-D/VGA/Display Port



<b>OS</b>	Windows 10
<b>NIC</b>	100/100 Gigabit
<b>Form Factor</b>	Small Form Factor
<b>Additional</b>	USB 2 Button Optical Mouse
	USB Keyboard
	Multi CD/DVD Burner
	Front USB Ports – 2 minimum
	Rear USB Ports – 4 minimum
	Integrated Audio with Front and Rear
	Headphone Port
	Windows 7/8x/10x Certified
	Support for WoL
<b>Delete</b>	All 3 <sup>rd</sup> Party Trial Software
<b>Management</b>	Tools Power Management Suite
<b>Warranty</b>	Four (4) years parts and service
<b>Microsoft Office Standard</b>	2016 License – 1 PC
 <i>Five (5) – Small Form Factor</i>	
<b>CPU</b>	Intel Core i7-7700 Processor  (QC/8MB/8T/3.6GHz/65W)
<b>RAM</b>	8 GB DDR4
<b>Hard Disk</b>	512GB 2.5 inch SATA Class 20 Solid State  Drive

<b>Display</b>	Dual Monitor Support - DVI-D/VGA/Display Port
<b>OS</b>	Windows 10
<b>NIC</b>	100/100 Gigabit
<b>Form Factor</b>	Small Form Factor
<b>Additional</b>	USB 2 Button Optical Mouse USB Keyboard Multi CD/DVD Burner Front USB Ports – 2 minimum Rear USB Ports – 4 minimum Integrated Audio with Front and Rear Headphone Port Windows 7/8x/10x Certified Support for WoL
<b>Delete</b>	All 3 <sup>rd</sup> Party Trial Software
<b>Management</b>	Tools Power Management Suite
<b>Warranty</b>	Four (4) years parts and service
<b>Microsoft Office Standard</b>	2016 License – 1 PC

## **7. Pricing & Vendor Information**

The City reserves the right to accept or reject one, some, or all bids. The City may decide to award in whole or in part.

Please provide make, model and pricing for the following based on the specified (approx.) order quantities:

Standard Configuration including delivery:

Unit Make

Unit Model

Cost/Unit: \$1,000.00 (example) X 158 Units = \$158,000 (example)

**TOTAL COST: \$158,000 (example total)**

## **8. General Service Requirements**

A fully supported solution with a single point of contact to deliver the solution specified.

- The City will not make unreasonable requests of the Bidder with regard to storage and delivery of equipment

### **A. Key Performance Indicators:**

The City expects, as a minimum, the following Key Performance Indicators (“KPIs”) to form part of any agreement.

<b>KPI</b>	<b>Measurement</b>
Client Service	<ul style="list-style-type: none"><li>• Same day response time to inquiries and service issues</li><li>• Participation in meetings, when necessary</li></ul>
Product Performance	<ul style="list-style-type: none"><li>• Number of units delivered without defect</li><li>• Number of calls to the City’s Service Desk</li></ul>
Delivery	<ul style="list-style-type: none"><li>• Products delivered on time per the project schedule</li><li>• Rush orders delivered by agreed upon date</li><li>• Reports delivered on time and information requested is accurate and in agreed upon format</li></ul>
Financial	<ul style="list-style-type: none"><li>• Invoices accurate, timely and in agreed upon format, Comma Separated Values (CSV)</li></ul>
Implementation and Transition	<ul style="list-style-type: none"><li>• Meets agreed project milestones and deliverables</li><li>• Minimal disruption to staff – units delivered with all appropriate applications</li></ul>

### **B. TESTING OF EQUIPMENT**

To avoid the delivery of ‘dead on arrival’ equipment to the City, the City requires that all equipment be tested at the contractor’s site before delivery to ensure that it is free from defect before deployment.

The bid should include a description of how the contractor will handle a DOA that is detected while preparing a PC on their premises or while deploying on the City’s premises.

Describe the contractor's escalation processes and the contractor's escalation process expectations from the City.

Proponents should confirm whether they have a facility to test the equipment prior to deployment and describe their proposed methodology for testing the equipment.

**VI. BIDDER QUALIFICATIONS**

The City will only consider proposals from Bidders that:

1. Can demonstrate a proven track record of successfully and reliably providing similar services, and products, to similar entities.
2. Are in good standing with the City as that term is defined in Commissioners' Ordinance No. O-11-06.
3. Are not involved in any adverse claims against the City and are not delinquent in their financial obligations to the City.
4. Can demonstrate substantial compliance with this Bid.

**VII. EVALUATION CRITERIA**

An award of contract will be made on the basis of the lowest evaluated bid price, and will incorporate a reciprocal preference per KRS 45A.494. Objective evaluation criteria and awarded points are detailed below:

<b>Criteria</b>	<b>Points</b>
Evaluated Bid Price	50
Time of Testing & Delivery	20
Warranties	20
Quality & Service	10
<b>Points Total</b>	<b>100</b>

**VIII. RESPONSIVENESS OF BIDS**

**A. Responsiveness**

The City shall only consider those Bids that conform to the material requirement of the City's request and that are submitted in the Bid format set forth above. A Bid will be considered conforming and responsive if it substantially addresses and promises to meet the requirements contained in this requestor any future reasonable requests made over the course of the selection process. The City may waive any non-conformance that is immaterial AND does not prejudice other Bidders.

**B. Non-responsiveness**

The City will reject any Bids that materially deviate from the requested specifications OR, that due to any deviation from the Bid, prejudice other Bidders whose response substantially conforms to the requested specifications. This discretion is afforded to the selection committee and members of the Board of Commissioners.

## **IX. SELECTION**

### **A. Selection Committee**

The Selection Committee shall be comprised of:

1. The City's System Analyst
2. A Representative of the City's Operations Department
3. A Designee of the City Manager

### **B. Selection Process: (see Time Line of Events above)**

#### **1. Bidder Questions.**

City shall answer any questions that Bidders may have prior to the submission deadline. All questions should be submitted in writing by electronic mail directly to Kendall Huff, System Analyst/Project Manager via [khuff@covingtonky.gov](mailto:khuff@covingtonky.gov). All answered questions shall be made available to all interested parties via the City's website, [www.covingtonky.gov](http://www.covingtonky.gov). It shall be the Bidder's obligation to reference the City's website, as needed, prior to submission of a Bid.

It is each Bidder's responsibility to read this IFB in its entirety, and fully acquaint itself with the scope of work outlined herein. The failure of the Bidder to do the foregoing does not relieve the Bidder from any obligation with respect to the bid submitted. If any Bidder is in doubt as to the true meaning of any part of the specifications, the Bidder should submit a written request for an interpretation.

Questions concerning any aspect of this IFB must be submitted in writing by electronic mail to Kendall Huff, System Analyst/Project Manager, at [khuff@covingtonky.gov](mailto:khuff@covingtonky.gov).

#### **1. Initial Selection Process**

Bidders whose Bids are acceptable in form and substance will be selected to be included on a short list of potential awardees if, in the Selection Committee's business judgment, they meet the above minimum qualifications.

#### **2. Negotiations of Contractual Terms.**

After the Selection Committee makes its final determination, the awardee and the City will negotiate and execute a final agreement prior to the commencement date. Failure

by any Bidder to timely respond or come to terms with the City will be cause for a rejection of the Bid.

## **X. ADDITIONAL INFORMATION**

### **A. Modifications**

In no event shall the deadline for submission of the Bids be changed except by written modification from the City of Covington, Office of the Operations Director. The City reserves the right to modify this IFB through written addendum at any time prior to the Bid deadline for any reason. All modifications shall be issued in a written addendum and made available on the City's website, [www.covingtonky.gov](http://www.covingtonky.gov), prior to the deadline for submissions.

The City shall not be responsible for oral interpretations given by any City employee, representative, elected official, or others. The issuance of written addenda is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this IFB, the City will attempt to notify all prospective submitting entities and the addenda shall become a permanent part of the Bid; however, it shall be the responsibility of each submitting entity, prior to submitting a response to either (1) contact Kendall Huff, System Analyst/Project Manager, or (2) review the Request details at [www.covingtonky.gov](http://www.covingtonky.gov), to determine if any addenda were issued and to make such addenda a part of the submission of its Bid.

### **B. Competitive Bidding**

It is the intent of the City that this IFB is conducted according to the competitive sealed bidding procedures set forth in KRS 45A.365. It shall be the Vendor's responsibility to advise the City if any language, requirements, etc. or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be submitted in writing and must be received no later than three (3) days after the opening date.

### **C. Exclusions**

Accidental exclusions on behalf of the City in this request will not be held against the City as an extra cost of doing business. It is the responsibility of the Bidder to assure that all necessary information including costs of providing the described service herein are included in the Bidder's response. Any "hidden" fees or services intentionally excluded or added to a Bid to deceive the City will immediately disqualify the Bidder from this and any further business with the City.

### **D. Public Information Notice**

All submitted Bids become the property of the City of Covington. The City retains the right to provide copies of responses to its staff, legal, technical, and financial advisors and representatives. Respondent should take care not to provide any confidential information, trade secrets or other intellectual property, that they do not want to be received by City staff.

**Please note that** all information submitted for review may be subject to the **Kentucky Open Records Act** and may be made available upon request by the public. Bidders should identify any confidential, proprietary information or trade secrets and provide justification as to why the disclosure of the records would permit an unfair commercial advantage to the Bidder's competitors.





- (c) did not, in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the bid price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his bid price, or that of anyone else;
- (d) did not, directly or indirectly, submit his bid price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the awarding authority or to any person or persons who have a partnership of other financial interest with said bidder in his business; and
- (e) did not include in his bid price any fees, dues, charges, or assessments because required to do so by reason of his membership in or affiliation with any association, organization, corporation, partnership, company, individual or group of individuals, or because of any agreement or understanding with anyone that he would do so.

Signed: \_\_\_\_\_

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

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(SEAL OF NOTARY HERE)

\_\_\_\_\_  
Notary Public in and for

\_\_\_\_\_

My commission expires \_\_\_\_\_.

++ END OF NON-COLLUSION AFFIDAVIT OF BIDDER ++

**CAMPAIGN FINANCE AFFIDAVIT OF BIDDER**

STATE OF \_\_\_\_\_:

SS:

COUNTY OF \_\_\_\_\_:

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

\_\_\_\_\_  
(Sole Owner/Partner/President/Secretary/Other Title)

of \_\_\_\_\_, who on \_\_\_\_\_,  
(Name of Bidder) (Date Bid Submitted)

20\_\_\_\_, submitted to \_\_\_\_\_

\_\_\_\_\_ a bid as set forth in the attached copy; that bidder has not knowingly violated any provision of the campaign finance laws of the Commonwealth and the award of a contract to the bidder would not violate any provision of the campaign finance laws of the Commonwealth.

Signed: \_\_\_\_\_

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL OF NOTARY HERE)

\_\_\_\_\_  
Notary Public in and for

\_\_\_\_\_  
My commission expires \_\_\_\_\_.

++ END OF CAMPAIGN FINANCE AFFIDAVIT OF BIDDER ++