

CLEAR CREEK AMANA SCHOOL DISTRICT

NUTRITION DEPARTMENT

REQUEST FOR PROPOSAL (RFP) #2024-100 MIDDLE SCHOOL OVENS

DATE PROPOSALS ARE DUE: JULY 3RD by 3:00 PM CST

USDA Non-Discrimination Statement - In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

fax: (202) 690-7442; or

email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Iowa Non-Discrimination Statement - It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov>

TABLE OF CONTENTS

I. GENERAL INFORMATION

- A. Purpose
- B. Contract Type

II. ADMINISTRATIVE INFORMATION

- A. Proposal Submission
- B. Contact Information
- C. Calendar of Events
- D. Evaluation Criteria
- E. Proposal Selection

III. VENDOR QUALIFICATIONS AND RESPONSIBILITIES

- A. Product Specifications
- B. Delivery & Installation

IV. FORMAT AND CONTENT OF THE BID

- A. Instructions
- B. Response Content

V. CONTRACT TERMS AND CONDITIONS

- A. Contract Termination
- B. Equal Opportunity Employer
- C. Force Majeure

VI. ATTACHMENTS

- A. Sample Bid Cover Letter
- B. Pricing Form
- C. Suspension and Debarment Certification
- D. Certification Regarding Lobbying
- E. Civil Rights Compliance

I. GENERAL INFORMATION

A. Purpose

The purpose of the Nutrition Department of the Clear Creek Amana School District (herein after referred to as the 'District) Request for Proposal (RFP) is to solicit competitive bids from qualified suppliers (herein after referred to as "vendor") for Middle School Ovens.

The District intends to award a contract to the most responsive and responsible vendor whose bid conforms to meeting the minimum requirements of the bid request in accordance to the specifications, general and specific terms and conditions, general instructions, and the conditions of purchase as contained in this Request for Proposal (herein after referred to as "RFP") and addenda.

B. Contract Type

A fixed price contract will be awarded to the responsive and responsible vendor(s) with the lowest overall price.

II. ADMINISTRATIVE INFORMATION

A. Proposal Submission

Sealed bids must be received at the Clear Creek Amana Administration Office 1486 Highway 6 NW, PO Box 487, Oxford, IA 52322 by 3 p.m. CST on July 3rd, 2024. Any bids received after the time specified will not be opened or considered.

Bid proposals must be submitted on forms furnished by the District and shall be enclosed in a sealed envelope, clearly marked "**(RFP) #2024-100 MIDDLE SCHOOL OVENS**" and include required signed Attachments.

B. Contact Information

Missy Ortman, Clear Creek Amana Nutrition Services Director
Email: melissaortman@ccaschools.org
Phone: 319-828-4510

C. Calendar of Events

Bid Released: May 31, 2024

Proposal Due Date: July 3, 2024, 3:00 p.m. CST

Vendors Notified of Award: July 11, 2024

D. Evaluation Criteria

The District will choose the preferred vendor based on the following: Overall lowest cost

E. Proposal Selection

Upon completion of evaluation of proposals, the District will notify the vendor to be awarded based on criteria listed above with the understanding that this is contingent upon board approval. The District will issue a Notice of Intent to Award letter to the selected vendor whose bid will be recommended to the School Board of Directors for award of a contract. The contract will be final when approved by the SFA Board of Directors.

The District reserves the right to:

- a) waive any irregularities or informalities in proposals,
- b) accept or reject any and all proposals or portions thereof, in the best interest of the District. If necessary, a new RFP may be issued. The District will take actions as deemed appropriate.

III. VENDOR QUALIFICATIONS AND RESPONSIBILITIES.

A. Product Specifications

ITEM 1 - COMBI OVEN, GAS (2 REQ'D)

Alto-Shaam Model 7-20G PRO Dimensions: 37.81(h) x 43.75(w) x 46.19(d)
Prodigi™ Pro Combi Oven/Steamer, gas, boiler-free, countertop, (7) 18" x 26" full size sheet or (16) 12" x 20" full size hotel pan (GN 1/1) capacity, Wi-Fi enabled control with steam/convection/combi cooking modes, programmable cool-down, SafeVent™ steam venting, removable "T" style temperature probe, (3) power levels, (5) cleaning levels, triple-pane door, (2) side racks with (8) non-tilt support rails, high efficiency LED lighting, door hinged right, stainless steel construction, adjustable stainless steel legs, 98,000 BTU, EcoSmart®, cULus, UL EPH Classified, CE, IPX5, ENERGY STAR®, EAC

- 12 month extended warranty to begin at the end of std. warranty & continue for 12 additional months (net)
- It is the sole responsibility of the owner/operator/purchaser of this equipment to verify that the incoming water supply is comprehensively tested and, if required, provide a means of water treatment that would meet the compliance requirements with the manufacturers water quality standards published on the product spec sheet. Non-compliance with these minimum standards will potentially damage this equipment and/or components and VOID the original equipment manufacturers warranty
- Natural gas
- TURBO without Smoker, standard
- 120v/60/1-ph, 6.8 amps, .84kW, 12 AWG, NO cord or plug
- kt Model 5021522 Installation Kit, for gas combi ovens, CPVC, rated up to 20.0 amps, per oven Note: Please refer to Installation Program brochure for kit contents
- Wifi, standard

- Stacked
- Removable "T" style temperature probe, standard
- Model CE-46991 Alto-Shaam, Concentrated Oven Cleaner, Quantity 50 tablets per container (75 gram tablet size). (Replaces CTP/CTC cleaner, CE-36354)
- Model CE-27889 Scale Free™ deliming product, 4 lb. bottle, citrus-based, non-corrosive
- Model SH-22584 Shelf, stainless steel wire

1 ea Model 5016707 Stacking Hardware, 7-20E or 7-20G over 7-20G

1 ea Model 5017391 Mobile Stacking Base, for 7-20 or 10-20 model ovens

ITEM 1A - REVERSE OSMOSIS SYSTEM (1 REQ'D)

3M Purification Model SGLP200-CL-BP Dimensions: 23.63(h) x 12.88(w) x 16.5(d) (5636203) 3MTM Reverse Osmosis Water Filtration System, With Bypass, produces consistent Recipe Quality Water™, minimum 60 psi/maximum 125 psi, minimum 40°/maximum 100°, 200 gpd, sediment, chloramines, chlorine taste and odor, scale reduction, hardness, TDS reduction, includes: (1) RO storage tank, (1) integrated pump and (1) steel bracket, cleaning bypass, wall-mounted, quick disconnect plumbing, 1/2" plumbing connection for optional port, NSF certified (for combi-ovens, dual ovens and boilerless steamers)

2 ea Model HF65-CL (5628902) 3MTM Water Filtration Products Replacement Cartridge, large diameter, 0.2 micron, 2.1 gpm flow rate, 7,000 gallons capacity, reduces bacteria, sediment, chloramine, chlorine taste & odor, NSF certified

4 ea Model CFS M MODULE (5625004) 3MTM Water Filtration Products Replacement RO Membrane, 13-1/8"L x 2-1/2" dia., SQC style, total dissolved solids reduction, 100 gpd, 60-125 PSI pressure range, built in check valve, 125 PSI max pressure at 100°F, NSF certified

1 ea Model CHECK-TEST Check-Test RO system after installation and start-up.

ITEM 1B - WATER BOOST SYSTEM (1 REQ'D)

Everpure Model 804-023 Dimensions: 13(h) x 10(w) x 10(d) Medium Water Boost System, Medium 90 psi water boost pump, (1) 2 gallon tank, 3/8" inlet, 1/2" outlet, 115V, UL listed (804-023)

1 kt Model 94-897-00-SS ShurFlo Water Booster Connection Kit, includes: (2) quick-connect swivel 1/2" female NPT ball valves, (2) 3/8" stainless steel barb x 1/2" male NPT fittings (94-897-00-SS)

B. Delivery & Installation:

- a. Vendor will deliver equipment directly to the installer.
- b. BID dealers will not be responsible for an installation quote as Clear Creek Amana Community School will be contracting the work directly with ASA.

IV. FORMAT AND CONTENT OF THE BID

• Instructions

All submitted responses should adhere to the instructions and format requests outlined in this RFP. The instructions are designed to facilitate a uniform review process. All responses must follow the outline below, including the numbering, section, and sub-section headings as they appear here. Vendors are asked to be brief and to respond only with the information sought. Bids must provide all information noted in this RFP, per issued forms, or on vendor's letterhead, when appropriate and have required signatures. All information requested in the RFP must be received at the time of submission.

• Response Content

- Vendors will need to complete a "Bid Cover Letter." The letter shall be signed by an individual authorized to legally bind the vendor. The letter shall include:
 - Vendor Mailing Address
 - Authorized Signer's Electronic Mail Address
 - Authorized Signer's Telephone Number
 - Acknowledgement that the contents of the RFP submitted on behalf of the vendor are true and accurate.
 - Example letter - Attachment A
- Official Pricing Spreadsheet - Attachment B
- Suspension and Disbarment Certification - Attachment C
- Certification Regarding Lobbying - Attachment D
- Assurance of Civil Rights Compliance - Attachment E

V. CONTRACT TERMS AND CONDITIONS

A. Contract Termination

Except as otherwise provided within the Terms and Conditions of this RFP and per Child Nutrition Programs procurement regulations, the resulting contract may be terminated in whole, or in part, by either the District or the vendor for any reason including in the event of substantial failure by the other party to fulfill its obligations under the contract through no fault of the terminating party; provided that:

-A written notification (delivered by certified mail, return receipt requested) of intent to terminate is given at least thirty (30) days prior to the effective date of such action.

-The party terminating the contract provides the party to be terminated a reasonable opportunity to rectify the defects in products or performance, prior to termination.

The SFA may terminate the contract due to noncompliance and nonperformance with Federal and State regulations, effective immediately after written notification by the SFA to the awarded contractor.

B. Equal Opportunity Employer

The vendor shall comply with the Executive Order 11246, "Equal Employment Opportunity", as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60,"Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

C. Force Majeure

Except for payments of sums due, neither party shall be liable to the other nor deemed in default under this contract if and to the extent that such party's performance of this contract is prevented by reason of Force Majeure. Force Majeure includes acts of God; fire; flood; or other similar occurrences beyond the control of the Contract or participating SFA.

ATTACHMENT A - SAMPLE BID COVER LETTER

Bid Cover Letter

«AddressBlock»

Re: **(RFP) #2024-100 MIDDLE SCHOOL OVENS**

Dear

Thank you for the opportunity to respond to the **(RFP) #2024-100 MIDDLE SCHOOL OVENS**

The following individual has prepared the bid and will serve as the primary contact for bid questions and contract execution.

INSERT first and last name, email address, contact phone number, and vendor fax number

VENDOR has received the full copy of **(RFP) #2024-100 MIDDLE SCHOOL OVENS**, as well as the SFA's responses to vendor questions and all addenda.

The vendor specifically agrees that the bid is predicated upon the acceptance of all terms and conditions stated in this **(RFP) #2024-100 MIDDLE SCHOOL OVENS**.

I certify that the contents of this sealed bid submitted on behalf of *VENDOR* in response to Request for Proposal **(RFP) #2024-100 MIDDLE SCHOOL OVENS**, are true and accurate. I certify that *VENDOR* has not made any knowingly false statements in its bid and that I, the undersigned, have the authority to represent this company and submit this bid.

Thank you,

Name & Title:

Signature:

ATTACHMENT C - SUSPENSION AND DEBARMENT CERTIFICATION

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility and Other Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when the transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tiered covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded" as used in this clause, have the meanings set out in the definitions and coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

ATTACHMENT D - CERTIFICATION REGARDING LOBBYING

Certification Regarding Lobbying

Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal funds. Contractors that apply or bid for such an award must file the required certification.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Name/Address of Organization

Name/Title of Submitting Official

Signature _____ Date _____

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred, Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward receipt. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; Invitation for bid (RFP) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g. "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in Item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a).
Enter Last Name, First
Name and Middle Initial (MI).
11. Certifying official shall sign and date the form, print his/her name, title and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time

ATTACHMENT E - ASSURANCE OF CIVIL RIGHTS COMPLIANCE

The Vendor hereby agrees that they will comply with:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
2. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
4. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
5. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
6. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
7. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
8. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
9. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
10. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or purchase or rental of food service equipment

or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Vendor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the State agency, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the State agency.

Signature of Vendor's Authorized Representative

Title

Date