



Request for Qualifications No. 2021-01

**Engineering Services for
Street Right-of-Way/Pavement Condition Rating (PCR),
Asset Inventory & Assessment (AIA) Development,
Water & Sewer System Evaluation/Modeling, and
Capital Improvement Program (CIP) Development**

Due Date

03/18/2021

Time

10:00 EST

Receipt Location

Town of Blacksburg
P.O. Box 497
105 S. Shelby St.
Blacksburg, SC 29702

Procurement Contact

Dalton Pierce, MPA
Town Manager
(864) 839-2332

dalton@townofblacksburg.com

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1. NOTICE OF ADVERTISEMENT

Hard Copy and Electronic Statements of Qualifications (SOQs) will be received by the Town of Blacksburg (Town) Manager's Office at Town Hall, 105 S. Shelby Street, Blacksburg, SC until **10:00 AM EST on Thursday, March 18, 2021**. Late submittals will not be accepted.

The Town, through the Manager's office, is seeking SOQs from qualified firms for services as outlined in this solicitation. As an RFQ, responding firms are not required to submit price information nor work product with submittal packages. Compliance w/ the Town's Procurement Ordinance and with applicable sections of SC Code - Chapter 4, "Procurement Professional Services Independent of Construction Services" is required.

This solicitation may be examined at the Town Administrator's Office, 105 S. Shelby St. Blacksburg SC 29702, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Copies of the solicitation documents may be obtained from the location listed below from:

Download the solicitation Documents from the Town's website
<https://townofblacksburgsc.com/procurement/>

The Town reserves the right to reject any or all submittals, to waive technicalities and to make such selection deemed in its best interest. With limited response, The Town reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process.

The Town reserves the right to award to multiple vendors.

Offerors are required to comply with the non-collusion requirements set forth in the Solicitation Documents.

The Town encourages good faith effort outreach to Minority Businesses Enterprises and Small Businesses.

2. SUBMITTAL DETAILS

2.1 Submission Deadline and Delivery Address: All submittals, for the services specified, are to be received by the Town no later than **10:00 AM EST on Thursday, March 18, 2021** per the instructions below. Any submittals received after this date and time shall be rejected without exception.

2.2 Submission Requirements: The SOQ must be submitted to Mr. Dalton Pierce, Town Administrator at 105 S. Shelby St. Blacksburg, SC 29702 in a sealed envelope. Sealed envelopes must be clearly marked "RFP 2021-01" and include three (3) hard copies and one (1) electronic copy saved to a flash drive. The submittal, one complete document, must be signed by a person who is authorized to bind the proposing Company. Instructions for preparing the SOQ are provided herein.

2.3 Submittal Questions: Submittal Questions will be due on or before **Thursday, March 4, 2021 at 10:00 AM EST**. The primary purpose is to provide participating Offerors with the opportunity to ask questions, in writing, related to the RFQ. The Town may respond with an addendum within three (3) calendar days.

Submit questions by emails to **Dalton Pierce, MPA** at dalton@townofblacksburg.com by the deadline shown above. The email should identify the RFQ number and project title. All questions and answers will be posted as addenda on:

<https://townofblacksburgsc.com/procurement/>

2.4 Proposal Addendum: The Town may modify the RFQ prior to the date fixed for submission of SOQs by the issuance of an addendum.

Should an offeror find discrepancies or omissions in this RFQ or any other documents provided by the Town, the Offeror should immediately notify the Town of such potential discrepancy in writing via email as noted above.

Any addenda to these documents shall be issued in writing. No oral statements, explanation, or commitments by anyone shall be of effect unless incorporated in the written addenda. Receipt of Addenda shall be acknowledged by the Offeror on Appendix B, and Anti-Collusion form.

2.5 Communication: All communications, any modifications, clarifications, amendments, questions, responses, or any other matters related to this RFQ must be made only through the Procurement Contact (Mr. Dalton Pierce) noted on the cover of this RFQ. A violation of this provision is cause for the Town to reject a Company's proposal. No contact regarding this document with Town Council or other Town employees is permitted and may be grounds for disqualification.

3. PURPOSE / PROJECT DESCRIPTION

3.1 Introduction: The Town, is seeking SOQs from qualified firms for engineering services as outlined in this solicitation. As an RFQ, responding firms are not required to submit price information nor work product with submittal packages.

3.2 Town: The Town (estimated population 1,900), is located in Cherokee County in the upstate of South Carolina operates a public water system and does not operate any water/wastewater treatment plants. The Town has 1,696 active water users and 795 active sewer users. Water is supplied by Gaffney Board of Public Works (GBPW). The Town does not supply water to other communities and water is stored in 3 elevated tanks and one ground tank. Sewer services is served by a gravity line system and 13 pump stations that serve 13 sewer force mains (SFM).

The purpose of this project is to strengthen the water and wastewater system utility management program for the Town by developing an Asset Inventory & Assessment (AIA) program. By having a comprehensive and current inventory of assets, a system for tracking maintenance, and managing annual expenses and revenue, the Blacksburg Utility Asset Management Team will be better able to manage the Town's water & sewer (W&S) system to provide the best service and appropriate rates to their customers.

The Town also provides its citizens with a full array of services that include public safety, water utilities, human services, cultural and recreational activities, and general government administration.

4. INTRODUCTION

4.1 The Town, through Public Works, is seeking SOQs from qualified firms for engineering services including street right-of-way assessment and rating, W&S system condition assessment, Water testing & pressure monitoring, AIA program development & training, W&S system modeling & calibration, surveying & mapping, scope & probable cost determination, CIP development, identification of potential methods of funding, reviewing maintenance reports, and generating summary reports. As outlined in this solicitation.

To be considered, Engineering firms shall be appropriately licensed in the State of South Carolina. All proposals become the property of the Town upon submission, and the cost of preparing and submitting a proposal is the sole expense of the consultant.

The Town reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any respondent on any terms or conditions. The Town reserves the right to seek professional services through a separate RFQ for any tasks, at their discretion. It is the intent of the Town to select the best qualified firm(s) on the basis of demonstrated competence. The selected firm(s) shall provide work by way of task order, from the Town. The selection is not a guarantee that any minimum tasks will be assigned to any specific firm and the Town reserves the right to re-institute the selection process at any time.

Submittals made in response to this RFQ will be reviewed by an evaluation team and ranked based on criteria identified herein. A short list of firms may be made based on a review of the qualifications. At the discretion of the Town, firms may be selected for interviews.

5. SCOPE OF SERVICES

- **Task 1: Inventory Water System, Survey locations with GPS equipment, and visual inspections** – Consultant shall inventory the water system including GPS location and visual inspection of valves, hydrants, and tanks. Available existing mapping and record drawing information will be provided by the Town to supplement the field investigation. Inventory assessment and discussions with Town staff will be utilized to determine areas where a more detailed condition assessment is recommended. Note: [Town has 90% of water infrastructure GIS Data on file.](#)
- **Task 2: Water System Condition Assessment** – Conduct hydrant testing and pressure monitoring assessment condition of water system. Review reports of leaks, line breaks and other maintenance to determine areas in poor condition. Review water production and meter data and evaluate system water loss. Note: [Town has 90% of water infrastructure GIS Data on file.](#)
- **Task 3: Water System Model and GIS Map** – Utilize GPS mapping information and condition assessment to develop a GIS map and water model of the existing system. Calibrate model based on hydrant testing. Utilize water model to determine hydraulic deficiencies and evaluate potential future projects to be included in the CIP. Note: [Town has 90% of water infrastructure GIS Data on file.](#)
- **Task 4: Sewer System Model and GIS Map** – Utilize GPS mapping information and condition assessment to develop a GIS map and sewer model of the existing system. Calibrate model based on wastewater flow measurements. Utilize sewer model to determine deficiencies and evaluate potential future projects to be included in the CIP.
- **Task 5: Incorporate Assessment Information into Asset Management Plan** – Input collected information into asset management software (MS Access or Excel) for inventory and develop rating system to prioritize necessary improvements.
- **Task 6: Pavement Condition Rating** – Input collected roadway/right-of-way information on secondary roadways within the corporate town limits into GIS software for inventory and develop rating system to prioritize necessary improvements.

- **Task 7: Capital Improvements Plan (CIP)** – Develop projects for implementation including scope and opinions of probable cost. Provide a 10-year CIP and identify potential methods for funding.
- **Task 8: Asset Management Plan (AMP) Implementation Training** – The consultant shall provide a completed copy of the AMP in both digital and hard copy format and assist the Town to develop standard operating procedures (SOP) for implementation and necessary updates of the plan.
- **Task 9: Summary Report** – Provide an executive level summary of the work performed, conclusions made, and next steps to be taken by the Town as a result of this work.

6. DETAILED SUBMITTAL REQUIREMENTS AND INSTRUCTIONS

Proposal Format: Offerors should prepare their SOQ in accordance with the instructions outlined in this section. The submittal should be one (1) complete document. Each Offeror is required to submit three (3) hard copies and one (1) electronic copy. The SOQ should be prepared as simply as possible and provide a straightforward, concise description of the Offeror's capabilities to satisfy the requirements of the RFQ.

Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Information should be limited to pertinent information only. Marketing and sales type information is not to be included.

The total length of the submittal, including cover letter, should be no more than 10 single-sided pages. Submittals should be on 8 ½" x 11" paper with an 11-point minimum text size.

Key personnel resumes may also be provided as an appendix to the document and will not count against the page limit. Covers and the required forms do not count against the page limit.

The submittal should be organized into the following sections:

- Section A – Cover Letter
- Section B – Experience
- Section C – Project Team
- Section D – Project Management and Quality Control
- Section E – Project Approach and Methodology
- Section F – History of Similar Projects
- Section G – Reputation of Firm
- Section H – Required Forms
 - Appendix A – Proposal Submission Form
 - Appendix B – Addenda Receipt and Anti-Collusion

Omissions and incomplete answers may be deemed unresponsive. Please initial any corrections.

Section A – Cover letter: Provide the following information about your company. The cover letter shall briefly introduce your firm, office location where work will be performed, principal in charge as well as:

- Legal Company Name, Address, Telephone Number, and Website Address.
- Name of Single Point of Contact, Title, Telephone Number, and Email Address.
- Name of Person with Binding Authority, Title, Address, Telephone No., and Email Address.
- The firm's SC Engineering License Type and Number.
- Brief History

Section B – Experience: Provide a representative summary of your firm’s specialized experience or expertise as it relates to engineering services as mentioned in the engineering scope above. Reference recent experience with project costs and schedules as well as past performance on similar assignments. Include experience in the analysis, assessment, design, investigation, and maintenance recommendations of:

- Roadway condition assessment and reporting.
- Pavement design and rehabilitation.
- Asset management program development.
- W&S system assessment, modeling & calibration.
- Cost estimating and probable cost development.
- CIP development.
- GIS surveying & mapping.
- W&S distribution/transmission system.
- W&S booster pumping facilities.
- Rehabilitation of W&S systems.

Section C – Project Team: Provide a detailed organization chart that presents the team to be dedicated to these services. This should include the project manager, engineers, and other supporting staff to be used in completion of the work. Information to be included in this section shall include:

- Professional, relevant qualifications for up to five (5) projects, including which projects listed under the “History of Similar Projects” section of the response, the project team individual(s) had a significant role.
- The specific experience the proposed PM has in managing related or similar programs.
- Office location and number of year’s employee has worked with their current firm.
- Available time (in percent) that each team member may commit to these services.

Section D – Project Management and Quality Control: Provide a brief description of the systems and methods employed by the firm to effectively manage proposed projects, including a summary on management of: goal setting, managing client expectations, communications, scope, quality control, managing project schedule, cost, quality control/assurance, risk and stakeholders within prescribed budgets and change management.

Section E – Project Approach and Methodology: Provide a brief summary explaining how projects will be approached and delivered.

Section F – History of Similar Projects: Provide a minimum of five (5) representative projects including the following information for each project:

- Owner’s name.
- Owner’s contact person name, address, telephone number, and email address.
- Title and description of the project.
- Description of the services provided.
- Engineer’s estimate of probable construction cost versus actual construction cost.
- Estimated construction schedule versus actual completion.
- Change order history including reasons for any increase or decrease to the contract cost and duration.

Section G – Reputation of Firm: Provide a record of successfully completed projects without major legal or technical problems. State whether the firm has been sued or had a claim filed against it for

defective design or errors & omissions in the last five (5) years. If the answer is “yes” please, provide details of each suit or claim and the resolution of the matter.

Section H – Required Forms: Submittals must include copies of the following documents:

- Appendix A – Proposal Submission (signed)
- Appendix B – Addenda Receipt and Anti-Collusion (signed)

7. EVALUATION CRITERIA AND SELECTION PROCESS

7.1 Selection Participants: Maintaining the integrity of the RFQ process is of paramount importance for the Town. To this end, do not contact any member of the Town Council or any member of the Town Staff regarding the subject matter of this RFQ until a selection is made, other than the Town’s designated contact person identified in the introduction to this RFQ. Failure to abide by this requirement shall be grounds for disqualification from this selection process.

The Owner may establish an RFQ Evaluation Team to review and evaluate the submittals. The RFQ Evaluation Team will evaluate the submittals independently for the subject engineering services in accordance with the published Evaluation Criteria. The Town reserves the right to conduct interviews with a shortlist of selected respondents.

At its sole discretion, the Owner may ask written questions of Offerors, seek written clarification, and conduct discussions with Offerors on the submittals.

The Owner will provide written notification to all Short-Listed Offerors of the selection at the conclusion of the procurement.

At the Owner’s discretion, it will initiate negotiations with the Preferred Offeror. The “Preferred Offeror” is the Offeror that the Owner determines achieves the apparent best overall ranking. If the Owner is unable to execute a contract with the Preferred Offeror, negotiations with the Preferred Offeror may be terminated, and provided that such negotiations are terminated in writing, the Owner may proceed to negotiate with the next preferred Offeror. The Owner will continue in accordance with this procedure until a contract agreement is reached or the selection process is terminated. Negotiations are at the Owner’s sole discretion.

7.2 Evaluation Selection Process: A weighted analysis of the evaluation criteria will be utilized to determine the Vendor that represents the best value solution for the Town.

In the evaluation and scoring/ranking of Offerors, the Owner will consider the information submitted in the RFQ as well as the meetings (if applicable) with the respect to the evaluation criteria set forth in the RFQ.

The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the proposed Offeror or for the purpose of selecting Short-Listed Offerors. The Town may choose to award without engaging in interview discussions.

SOQ Criteria	Weights
Project Experience <ul style="list-style-type: none"> ▪ Specialized or appropriate project experience ▪ Experience with project costs and schedules ▪ Past performance on similar projects ▪ Record of successfully completed projects without major legal/ technical difficulties 	40%
Project Team and Availability of Resources <ul style="list-style-type: none"> ▪ Adequate staff and proposed consultant team for the project 	

<ul style="list-style-type: none"> Current workload and municipal projects awarded Familiarity with the area where the project is located Administration capabilities 	35%
Project Management and Quality Control	10%
Project Approach - Proposed approach for the project including team and consultants	15%

After identification of Short-Listed Offerors, the Owner may or may not decide to invite Short-Listed firms for interviews. If interviews are scheduled with the Short-Listed Offerors, previous evaluation and rankings are not carried forward. For the purpose of selecting a Preferred Offeror, the evaluation criteria will be given the following relative weights:

Interview Criteria	Weights
Project Team and Availability Resources Project Experience Project Approach and Project Management	70%
Quality and Relevance of Interview as it relates to Scope of the RFQ	30%

7.3 Award Procedure

The Town reserves the right to make an award without further discussion of the submittals received. It is understood that any SOQ submitted will become part of the public record.

A submittal may be rejected if it is incomplete. The Town may reject any or all submittal and may waive any immaterial deviation in a submittal.

The Town may accept that SOQ that best serves its needs, as determined by Town officials in their sole discretion.

More than one submittal from an individual, firm, partnership, corporation, or association under the same or different names, will not be considered.

The Town may select and enter negotiations with the next most advantageous Offeror if negotiations with the initially chosen Offeror are not successful.

The award document will be a Contract incorporating, by reference, all the requirements, terms and conditions of the solicitation and the Offeror's SOQ as negotiated.

8. GENERAL CONDITIONS AND REQUIREMENTS

8.1 Terms of Contract: The contract award will have a term of three (4) months to be completed.

8.2 Contractual Obligations: The contents of this Proposal and the commitments set forth in the selected SOQ shall be considered contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award. All legally required terms and conditions shall be incorporated into final contract agreements with the selected Service Provider(s). All payroll taxes, liability and worker's compensation are the sole responsibility of the Proposer. The Proposer understands that an employer/employee relationship does not exist under this contract.

8.3 Template Master Agreement: Town's Template Master Agreement that will serve as a basis for any contract with the selected firm can be provided upon request.

8.4 Equal Employment Opportunity: All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. The Town will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without

regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

8.5 Expense of Firm: The Owner accepts no liability for the cost and expenses incurred by firms in responding to this Procurement. Each Firm that enters into the Procurement process shall prepare the required materials and the SOQ at its own expense and with the express understanding that the Firm cannot make any claims whatsoever for reimbursement from the Owner for the costs and expenses associated with the process, even in the event the Owner cancels this Project or rejects all submittals.

8.6 E-VERIFY: E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Vendor/Firm shall ensure that Firm and any Subcontractor performing work under this contract: (i) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

8.8 INSURANCE One or more of the following insurance limits may be required if it is applicable to the project. The Town reserves the right to require additional insurance depending on the nature of the agreement.

At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in South Carolina and rated A-VII or better by A.M. Best.

A. WORKERS' COMPENSATION

(for any agreement unless otherwise waived by the Risk Manager)

(Statutory limits (where contractor has three or more employees) covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

(for any agreement unless otherwise waived by the Risk Manager)

Covering Ongoing and Completed Operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit
\$5,000	Medical Expense Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

(for any agreement involving the use of a contractor vehicle while conducting services associated with the agreement)

\$1,000,000	Combined Single Limit - Any Auto
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D. PROFESSIONAL LIABILITY

(only for any agreement providing professional service such as engineering, architecture, surveying, consulting services, etc.)

\$1,000,000	Claims Made
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ADDITIONAL INSURANCE REQUIREMENTS

- A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

THE TOWN, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against the Town (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. The Town shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify the Town within two (2) days of the cancellation or substantive change of any insurance policy set out herein. The Town, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:

Department: _____

Contract #: _____

- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend The Town for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- I. Certificate Holder shall be listed as follows:
- Town of Blacksburg
Attention: Mr. Dalton Pierce, Town Administrator
105 S. Shelby St.
Blacksburg, SC 29702
- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

8.9 Indemnification: Contractor agrees to protect, defend, indemnify and hold the Town, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

9. APPENDIX A
PROPOSAL SUBMISSION FORM
RFQ 2021-01 Engineering Services for W&S, Right-of-way, AMP, and CIP

Proposal is submitted by: _____

Company Legal Name: _____

Representative Name: _____

Representative Signature: _____

Representative Title: _____

Address: _____

City/State/Zip: _____

Email Address: _____

Phone Number: _____

Website Address: _____

It is understood that the Town reserves the right to reject any and all proposals, to make awards according to the best interest of the Town, to waive formalities, technicalities, to recover and re-advertise this project. Proposal is valid for 120 calendar days from the Proposal due date and is submitted by an executive of the company that has authority to contract with the Town of Blacksburg, SC.

Name: _____

Title: _____

Signature: _____

Date: _____

10. APPENDIX B
ADDENDUM AND ANTI-COLLUSION
RFQ 2021-01 Engineering Services for W&S, Right-of-way, AMP, and CIP

Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum on

<https://townofblacksburgsc.com/procurement/>

It is your responsibility to check for this information.

<u>Addendum No.</u>	<u>Date Downloaded</u>

I certify that this proposal is made in good faith and without collusion with any other offeror or officer or employee of The Town.

Company Name: _____

Title: _____

Email Address: _____

Signature: _____

Date: _____