



REQUEST FOR PROPOSALS (RFP)

FOR

DEVELOPMENT AND OPERATION OF SOLAR ENERGY FACILITIES

April 3, 2008

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**REQUEST FOR PROPOSALS
FOR
DEVELOPMENT AND OPERATION OF SOLAR FACILITIES**

1.0 INVITATION FOR PROPOSALS

The City of Sausalito (“City”) is currently seeking energy provider(s) (“Provider”) to furnish energy services at a flat rate or predictable rate with a Photo-voltaic system(s) (“System”) for the existing City Hall structure and the new Public Safety Facilities structures beginning construction in August 2008. The overall goal of the services being solicited is to lower and stabilize energy costs to the City by using a Solar System to supply electric energy.

Questions and comments regarding this Request for Proposals (“RFP”), PG&E data, aerial photographs, plans, or additional information that the Provider may need to complete their proposal(s) must be received in writing to the City at the e-mail listed in section 5.0.

Solar providers responding to the proposal are requested to submit one (1) electronic copy and six (6) hard copies of the proposal in accordance with the submittal information (Section 5.0), no later than 12:00 Noon on May 16, 2008. Proposals received after that date and time will not be considered and will be returned unopened.

2.0 OVERVIEW

The City of Sausalito has two municipal facilities in which the City is interested in the installation of solar facilities to be designed, installed, operated, and maintained by the Provider through a Power Purchase Agreement (“PPA”). The first installation would occur on the existing City Hall structure, which offers approximately 10,000 square feet of rooftop area for a future solar system, as shown in the aerial photo (Attachment 2). The City currently uses approximately 184,000 kWh per year of electricity at City Hall, as identified in the attached PG&E electricity records for 2007 (Attachment 4). The majority of City Hall operations occur Monday through Friday, typically from 7:30 a.m. to 5:30 p.m. The Library is open until 9pm on weeknights and is also open on weekends from 10am to 5pm. Night usage for meetings occurs many weeknights from 5:30pm to 10:00pm.

The second project is for the City’s Public Safety Facilities project, which is currently in the construction design phase and is anticipated to begin construction in August 2008 with occupancy of the facilities in October 2009. The Public Safety Facilities project consists of two new buildings, one for the Police Department and one for the Fire Department. The Fire Department building is located in a prime area for solar and is being designed to accommodate photo-voltaic panels on the roof. The attached project plans (Attachment 3) include a roof plan illustrating a proposed solar design for this structure.

For this RFP, the City will be selecting a provider for the City Hall solar project only. However, the City would like input on the financing and solar technology options for the Public Safety Facilities project to be included in the Provider’s proposal. In addition, the City would welcome an assessment of solar opportunities on other municipal sites. Upon successful and satisfactory completion of the City Hall solar project, the selected Provider will have the first opportunity to

bid for the second Public Safety Facilities project or other proposed municipal solar projects identified by the Provider.

The objective of this effort is to solicit proposals from qualified Providers to supply energy services to City Hall at a fixed and/or predictable rate that would be lower than the current and anticipated rate from the local utility. Providers shall construct and maintain their own System(s). In all instances, Providers shall be responsible for ensuring the safety of property, City Hall visitors, and City staff at the Facilities where the System would be installed.

3.0 SUBMISSION REQUIREMENTS

Providers are requested to submit the following information using the proposal format in Attachment 1 (Proposal pages 1-11).

A. General Information

1. Title Page: firm name, address, telephone and fax numbers, e-mail address, if available.
2. Provider's length of time in business and experience with solar generation systems similar to those indicated in their Proposal. Provider shall list key personnel to be assigned to the proposed project, their responsibilities, background and contact information.
3. Number of employees
4. Contractor's License #
5. Contractor's License classifications
6. List insurance carriers for Public Liability and Workers Comp
7. Provide a breakdown of the price proposal
8. Detail firm's experience in solar projects
9. Demonstrate financial viability
10. Identify a minimum of three references with projects relevant to the scope proposed.
11. Describe applicable guarantees/warranties for solar equipment and installation
12. The person signing the proposal shall indicate he/she has the authority to execute this document on behalf of the firm.
13. Public Contract Code Section 10162
14. Non-Collusion Affidavit Signature Page: Provider shall indicate that the information in the proposal will be valid for a period of at least three months and sign and date the document.

B. Technical Information

In addition to the general information form, the Provider shall include the following specific technical information for the City Hall project. Given the City's interest in financing and solar technology options for the Public Safety Facilities project, technical information applicable to this second project may also be included. An optional assessment of other municipal facilities for the installation of solar may also be submitted, as described below.

(1) Technology Requirements

(a) Technology Description

The Provider shall describe the technology or combination of technologies to be utilized in the proposed project, the location of the project, and specific activities to take place. Provider shall include the estimated area required for the project, amount of anticipated construction, and any resource measurement that might be required to implement a specific technology. Provider shall explain how the proposed technology will be interconnected to the electric circuitry of the

Facility including a description of protective devices that will meet PG&E's interconnection and protection requirements. Roof penetrations and other structural requirements for roof-mounted systems shall also be described.

(b) Energy Description

Provider shall include a discussion of available utility infrastructure and proximity to the electric service to support the proposed project.

(c) Environmental Requirements

Providers shall also discuss in detail the proposed methods in conforming with the appropriate requirements relating to the handling and storage of hazardous materials and waste, and for cleaning the site to original condition when the project terminates.

(2) Cost Proposal

Providers are requested to describe in detail the proposed electricity/energy cost to the City over the term of the proposed project. Providers shall discuss any anticipated fluctuation that would affect the price of delivered electricity from the project and the reason for it. Provider's proposal should also include information on any assessed stand-by fees and the cost of meter(s) which will impact the cost of electric services to the City.

(3) Safety and Security Measures

Provider shall describe the anticipated security and safety measures to be provided during and post construction and during the operating phase of the proposed project. Provider is required to conduct safety meetings on a regular basis with its employees, contractors and subcontractors and will be responsible for initiating, maintaining and supervising all safety programs required by applicable law, ordinance, regulation or governmental orders in connection with the project. Provider is expected to implement a safety plan to incorporate the construction, operation and maintenance phases of the project and to provide the City with a copy of the plan.

(4) Schedule of Provider's Construction

Provider shall submit a preliminary schedule detailing the time required for project planning, design, utility interconnection agreement, permitting, site preparation, construction, start-up/commissioning, and system completion. A target date shall be specified for delivery of service to the City.

(5) Maintenance and Monitoring

Provider shall submit a program for operations, maintenance, and monitoring the performance of the system. Providers are requested to discuss replacement of the system should greater technologies with higher energy production potential become available during the term of the agreement.

(6) Energy Assessment of Existing Facilities

The City is interested in conducting an energy audit of existing facilities to increase the efficiency of energy output from the solar facilities. If the Provider chooses to assist the City with an energy assessment as an optional service, please describe the energy assessment and energy efficient retrofit services available to be completed in advance of the project.

(7) Assessment of Other Municipal Facilities

Provider may optionally submit a proposal and/or solar energy assessment outlining the solar technology opportunities for other municipal facilities.

4.0 SUBMITTAL INFORMATION

A. Contact Information for Submittal

Each Provider is requested to submit **one electronic and six (6) printed copies** of their proposal on or before **May 16 at 12:00 P.M.** to:

Sierra Russell
City of Sausalito Community Development Department
420 Litho Street
Sausalito, CA. 94965

Proposals and supporting documentation received after the hour and date specified above will not be considered. Proposals shall be submitted on an 8 ½” X 11” paper, single sided with font no less than 10 point font.

For any questions or clarifications regarding the RFP, please contact Sierra Russell, Associate Planner of the Community Development Department, at 415-289-4131 or by email at srussell@ci.sausalito.ca.us.

B. PG&E and Site Data

Included in the RFP packet is an aerial photo of City Hall, plan drawings of the Public Safety Facilities project, and 2007 PG&E billing data for City Hall. Any additional information requests should be forwarded by email to the contact information above. Providers shall not copy, distribute, share, publish or disseminate all or any part of the Data Materials without the explicit written authorization of the City.

C. Site Visits

Providers will have an opportunity to visit City Hall, the Public Safety Facilities project site, and any other municipal facility identified with a potential for solar based on a written request. The City encourages Providers to visit municipal sites to assist the City in identifying the maximum amount of opportunities available for solar technologies. Please email Sierra Russell at srussell@ci.sausalito.ca.us with requests for site visits by April 17, 2008.

5.0 THE EVALUATION PROCESS

A. City Evaluation Factors

Proposals will be evaluated to determine the quality and relevance to the City’s needs. The review committee will be composed of City staff and appointed Solar Committee members, which will evaluate eligible proposals for quality and relevance to the following overall categories and criteria:

Cost of Energy

The Provider should submit a proposal with a starting price per kWh for power produced by the System, with an annual inflation factor, if any, for the term of the agreement, and a purchase option price schedule. In addition, the City welcomes alternative pricing proposals, such as:

- 1) A guaranteed discount from PG&E rates for the term of the agreement, and a purchase option price schedule;
- 2) A lease-purchase option that specifies the annual lease payments and the term of the lease.
- 3) How the City can accrue the costs and benefits of net metering by PG&E.

Term of Energy Service

Specify the proposed term of the PPA.

Schedule of Buy-out costs

The City is interested in minimizing its total cost of procuring electricity. To the extent that purchasing the solar system will enhance its ability to do so, the City is interested in a schedule of buy-out prices for the system at the end of the term agreement.

Renewable Energy Credits and/or Environmental Credits

The City would like to retain the environmental benefits of the solar system. The Provider should specify how future environmental attributes/credits will be shared with the City.

Choice of technology

The description of the proposed technology for the project should include a discussion on the expectation of performance, the amount of expected maintenance, and the anticipated efficiency and reliability.

Project description

The Provider will provide a project description that identifies the types of solar facilities that will be installed, manufacturers, method of installation, location of solar panels, inverters, meters and any other ancillary equipment, and the connection to PG&E. Once selected, the Provider shall submit a set of preliminary drawings of the PV panel layout, including a computer generated graphic showing the proposed installation. In addition, the Provider will provide the City with a complete set of “as built” diagrams in both hard copy and digital pdf and .dwg format once the project is completed and commissioned.

Monitoring, operations and maintenance

The Provider should discuss the method of proposed operation, maintenance and monitoring (for diagnosing) the system.

Experience of firm and sub-contractors

The Provider should discuss in detail their resources, experience, and location.

Financial viability of the Provider’s company (credit worthiness)

Provide proof that the Provider can financially handle the scope of the project. Identify source of funds (with supporting documentation) to complete construction of the project.

Warranty of solar equipment and roof penetrations

Describe any applicable type and term of warranty that will be provided for generation equipment, inverters and roof penetrations.

Construction practices related to City Hall employees and visitors health and safety

Providers should discuss the safety and noise aspects of their construction and operation practices.

References

Provide three references (project description, date in-service, project owner/representative, phone and e-mail) for projects of similar scope. To the extent that the Provider has not completed a project of this scope, provide references for projects completed.

Site Restoration

Providers should discuss their plan for removal of the system at the termination of the project including the site restoration to its original condition if the City does not exercise the right to purchase. The City anticipates recording data with photographs and measurements, where necessary, to establish the original condition of the site. The condition of the site and restoration requirements would be part of the contract for services to the City. All siting of proposed Systems will be coordinated with the City.

B. Outcome

Successful providers of proposals will be contacted and contract negotiations with the City will begin immediately following City Council approval of the selected provider. Following contract negotiations, the City will expect to have the Providers initiate all of the appropriate engineering plans for the installation and interconnection of the project(s) to meet contract deadlines.

The City reserves the right to reject any or all RFPs or part thereof, and to award the contract to the Provider whose response is most advantageous to the City. False, incomplete or no response to statements in connection with a RFP submittal may be sufficient cause for rejection. The City will be the sole judge in making such determinations. City rights include to:

- Reject any or all submittals or any part(s) thereof;
- Request clarification of any submitted information;
- Waive any informalities or irregularities;
- Not enter into any contract;
- Not to select any contractor;
- Cancel this process at any time;
- Amend this process at any time;
- Interview contractors prior to award;
- Issue similar RFPs in the future;
- Request additional information during the interview; and/or
- Pursue other forms of financing.

6.0 ANTICIPATED SCHEDULE FOR RFP

Proposals submitted to the City will be examined by designated City staff and appointed Solar Committee members. Upon completion by the City of the review process, the City may request a meeting with Provider(s) for clarification or questions. Once a provider is selected, the Providers proposal will be submitted to the City Council for their review and approval. Once the City Council has accepted the proposal, the terms of the final agreement will be negotiated and the final agreement will go to the City Council for approval. The following are the anticipated dates for the evaluation and selection of a Provider:

04/01/08	City Council review and approval of the RFP
04/03/08	RFP distributed

05/16/08	Proposals due
05/19/08 – 05/23/08	Proposals reviewed
05/26/08 – 05/28/08	Provider meeting with City (if requested)
05/29/08	Selected Provider notified
06/10/08	City Council review and approval of the selected proposal
06/11/08 – 06/24/08	Draft and Negotiate PPA
07/01/08	City Council review and approval of the final agreement
07/02/08	Initiate design and planning of City Hall solar project

7.0 PROJECT TERMS AND CONDITIONS

A. Land/Facility Use

The City will execute a facility lease agreement with the Providers for a portion of the Facilities in which Providers would install and operate the Systems.

B. Installation

The Provider shall be solely responsible for all costs and fees associated with the installation of the proposed project including any and all construction costs. A Building Permit must be issued by the City of Sausalito for any solar installation projects. The City will not accept or be liable for any initial, ongoing, or future costs for the installation and/or maintenance of any project proposed by the Provider.

C. Site Restoration

The Provider is responsible for full restoration of any City facility used for the purpose of fulfilling the requirements of this RFP. Provider is to remove all materials and debris, including environmental or hazardous deposits, at Agreement termination and return the site to the City in as good a condition as received by the Provider on the date of Agreement commencement.

D. System Training and Manuals

The successful Provider shall provide PV system Operation and Safety Training to City staff at the conclusion of the installation of solar system. This Training shall include, but not limited to, a thorough walk through of the system shut off location(s) and shut off procedure. The Provider shall provide (4) copies of all operation and maintenance manuals, and as-built system diagrams and system schematics.

E. Insurance Requirements

The successful Provider shall provide an original certificate of insurance naming the City of Sausalito as an additional insured for the following:

1. Worker's compensation.

2. General liability and property damage.
3. Automobile insurance.
4. Errors and omissions.
5. The policy shall not be cancelable within thirty (30) days advance notice to the City of Sausalito and shall be in a form approved by the Sausalito City Attorney.
6. In the event that the policy is cancelled prior to the completion of the project, the City of Sausalito may obtain the required insurance and deduct the premiums from the contract.
7. If the policy is a claims made policy, the policy shall contain language providing coverage of up to six (6) months following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein.
8. As used above, contractor or consultant includes any administrative sub-contractor, agents, officers, or employers.

The amount of insurance required will range from \$1 Million to \$10 Million depending upon the type of project. The insurance shall be considered primary coverage and any other insurance shall be excess coverage thereof. Such insurance shall be covered by an admitted California insurance company with a current Best's Key Rating of A-minus (A-) or better. The selected Provider shall be responsible for any and all uninsured losses. All insurance shall be provided at the sole cost and expense of the selected Provider unless the requirement is modified or waived by the City.

F. Indemnification

The Contractor agrees that it shall indemnify and hold harmless the City, the member(s) of its governing boards, its officers, and employees from and against all demands, claims, damages, losses, liabilities, expenses and/or costs including attorneys fees and court costs arising out of and/or resulting from the performance of the activities and services contemplated by this RFP; except, however, for any such demands, claims damages, losses, liabilities, expenses and/or costs resulting from the sole and exclusive negligence of the City.

Additionally, Contractor at its own expense and risk shall defend against any and all demands, actions, suits, claims, disputes, controversies or any legal proceedings whatsoever that may be brought, asserted, demanded, claimed or instituted against the City, the members of its governing board, its officers, agents, or employees arising out of and/or resulting from the performance of the activities and services contemplated by this RFP. The consultant agrees that it shall immediately notify the City of Sausalito and the consultant's insurance carriers of any incident during the performance of the work which may result in a claim or liability.

G. Bonding Requirements

The Successful Provider shall furnish the City with a Faithful Performance Bond in an amount equal to one hundred percent (100%) of the contract price, which shall be for the faithful performance of the contract, approved by the City, and secured from a surety of sureties satisfactory to the City.

H. Propriety/Trade Secret Information

Trade secrets or proprietary information submitted by a Provider shall not be subject to public disclosure under the California Freedom of Information Act; however, the Provider must invoke the protections of this section prior to or upon submission of the data or other materials, and must

identify the data or other materials to be protected and state the reasons why protection is necessary. If desired, proposer shall make arrangements for return of any proposal materials.

I. California Labor Code Regulations

Provider shall take all steps necessary to comply with the requirements of the California Labor Code regulations that require payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects (“Prevailing Wage Laws”). Application of the Prevailing Wage Laws currently applies to work performed on or around future or current City public works sites and does not apply to design professionals working away from the public works site. Provider shall comply with this section to the extent it applies to any construction work performed on site either directly or through Provider’s sub-consultants or subcontractors and all tiers thereof. Providers are not required to pay prevailing wage rates as it applies to maintenance of their System(s) or for the procurement of prefabricated or pre-manufactured materials or supplies assembled at a permanent factory site. Installation costs, however, are subject to the requirements of this section.

Nothing contained herein shall be deemed to supersede any applicable laws, orders or regulations issued by competent authority governing wages, hours of work of the employment of labor, nor to condone any violation of such laws, orders or regulations.

J. City’s Rights

City has the discretion of making changes to this RFP as it sees fit and to clarify questions from Providers. The RFP will be sent via E-mail to those Providers that have registered with City and expect to submit a proposal. The City has the right to hire more than one Provider, delay the selection process, withdraw the RFP, cancel the project, or proceed with a project without the Provider. The City does not guarantee work on all or any of the two specified projects.

The City reserves the right to reject any or all qualification packages without indicating the reason for such rejection. The Provider’s qualification package, and any other supporting materials submitted to the City in response to this request, will not be returned and it will become the property of the City unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. This request does not commit the City to pay any costs in the preparation or presentation of a submittal. The City shall also not be responsible for any costs the Provider may incur in the preparation for or attendance at an interview and selection process.

The submission of a Proposal to the City shall constitute the Provider’s acknowledgement and acceptance of all terms, requirements, and conditions of this RFP.

Attachment 1

CITY OF SAUSALITO
SOLAR RFP GENERAL INFORMATION FORM

PROPOSER IDENTIFICATION SHEET

PLEASE COMPLETE AND RETURN WITH PROPOSAL

Provide the following information for the Proposer and for all firms partnering with or subcontracting with the Proposer.

Company: _____

Role in the Project: _____

Address: _____

(City)

(State)

(Zip)

Name: _____

Title: _____

Telephone: _____ Fax: _____

E-Mail: _____

Years in business: _____

Number of employees: _____

Name of Insurance carriers:

Public Liability: _____ Expires: _____

Workers' Compensation: _____ Expires: _____

State of California Business License #: _____

State of California Contractors License Classification(s): _____

A. Price Proposal

Provide the terms of your price proposal(s). Each proposer must propose option A. Proposals for options B, C, or D may also be included.

A. Power Purchase Agreement

1.	Solar System Price	
2.	Annual Inflation Factor	
3.	Term of Agreement	
4.	Buy-Out Option schedule and prices	
5.	Disposition of Environmental Attributes/Credits	

B. PPA with Discount from PG&E Rates

1.	Guaranteed Discount Percent from PG&E rates	
2.	Term of Agreement	
3.	Buy-Out Option Schedule and Prices	
4.	Disposition of Environmental Attributes/Credits	

C. Lease-Purchase

1.	Solar System Price	
2.	Lease rate	
3.	Term of Lease-Purchase	
4.	Monthly lease payments	
5.	Disposition of Environmental Attributes/Credits	

D. Other

B. Experience

Please describe your firm's experience and the experience of your partner and subcontracting firms in completing solar voltaic projects. Describe or list types of projects, scope of projects, over what time period.

C. Economic Viability

Please provide copies of your most recent year-end financial statements showing an operating statement and a balance sheet to demonstrate your financial viability.

D. References for Solar Projects of Similar or Greater Scope
(Please provide at least three references)

1. Company Name:
Address:

Project Description:

Completion Date:
Contact Name:
Title:
Phone #:
E-mail Address:

2. Company Name:
Address:

Project Description:

Completion Date:
Contact Name:
Title:
Phone #:
E-mail Address:

3. Company Name:
Address:

Project Description:

Completion Date:
Contact Name:
Title:
Phone #:
E-mail Address:

E. Safety / Security

Please describe the safety measures that you will undertake to protect City Hall employees and visitors during construction, on-going during annual maintenance and monitoring, and if and when the system were to be removed.

F. Warranties

Please describe the guarantees/warranties that you will provide on the solar panels, inverters, mounting equipment, electrical connections, and roof penetrations.

Solar Panels:

Inverters:

Mounting Equipment:

Electrical Connections:

Roofs:

Other:

G. Monitoring, Operations and Maintenance

Please describe how you will monitor the solar system, and what is required to operate and maintain the system for the life of the agreement. Who will perform those functions and with what frequency?

Proposal Authorization

Signature Page

I hereby certify that I am an authorized agent of the firm submitting this proposal and that I am authorized to submit this proposal on behalf of the firm. I further certify that all information presented in this proposal is true and correct to the best of my knowledge. I further certify that this firm, if selected, has the capability of completing the project as proposed within the time frame required in the RFP.

Signature of Authorized Agent:	
Print Name of Authorized Agent:	
Title of Authorized Agent:	
Firm Name:	
Date Signed:	

PUBLIC CONTRACT CODE SECTION 10162

In accordance with Public Contract Code Section 10162, the Proposer shall complete, under penalty of perjury, the following questionnaire.

A proposal may be rejected on the basis of a Proposer, any officer of such Proposer, or any employee of such Proposer who has a proprietary interest in from bidding on, or completing a federal, state, or local project because of a violation of law or a safety regulation.

Has the Proposer, any officer of the Proposer, or any employee of the Proposer who has a proprietary interest in the Proposer, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state or local government project because of a violation of law or a safety regulation?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

NON-COLLUSION AFFIDAVIT

To Be Executed By Proposer And Submitted With Proposal

State of California)
)
County of _____) ss.

_____, being first duly sworn, deposes and says that he
or she is _____ of _____
(Title) (Proposer Name)

the party making the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

_____	_____
Date	Signed at (Place)
_____	_____
Proposer Name	Authorized Representative
_____	_____
Address	Representative's Name
_____	_____
City, State, Zip	Representative's Title

Subscribed and sworn to me this _____ day of _____, 20__

My commission expires _____, 20__ .