

LIFT

Community Action Agency, Inc.

Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman

**Request for Proposals
for
Office Furniture and a Six Unit Cubical Workstation.
Product, Delivery and Installation**

RFP Issued:	November 3, 2023
Responses Due:	November 13, 2023 3:00 p.m.
Award Notifications:	November 17, 2023
Completion:	ASAP

Contact:	Amy Wilson (580) 372-2661 Amy.Wilson@LiftCA.org
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209 North 4th Street - Hugo, OK 74743
www.liftca.org
Telephone: 580.326.3351 | Fax: 580.326.2305
TTD/TTY - 711

This institution is an equal opportunity employer



1. INTRODUCTION

LIFT Community Action Agency (“LIFT CA” or “LIFT”) is issuing this Request for Proposals (“RFP”) to solicit responses from qualified and experienced vendors to provide and install office furniture, including a six-workstation privacy cubical. Proposals should include delivery, installation, labor, materials, and any equipment required.

LIFT CA reserves the right to reject any or all proposals.

LIFT CA may award to one or multiple contractors.

Contractors are not required to submit each item. Contractors may compete for only those items they choose.

2. COMPANY OVERVIEW

LIFT Community Action, formally known as Little Dixie Community Action Agency, was incorporated as a Nonprofit Organization on April 4th, 1968. The agency’s purpose as stated in its original Articles of Incorporation was “To assist in developing, executing, and coordinating plans and the programs authorized under the Economic Opportunity Act of 1964 and subsequent amendments which may be made to that act, and other Federal, State, and Local laws and programs which will tend to alleviate and eradicate poverty within the area of operation of this agency, exclusively for charitable purposes.”

Our Mission: *To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency.*

Our Vision: *To Free Generations of People from Poverty*

Our Core Values:

Compassion; Honesty; Optimism; Integrity; Community; Empowerment; and Stewardship:

LIFT has approximately 300 employees and is overseen by a Board of Directors with 27 members.

3. OFFICE LOCATIONS

LIFT’s operations are located, primarily in Choctaw, McCurtain, and Pushmataha Counties of Oklahoma, with administrative headquarters at 209 N 4th Street, Hugo, Oklahoma.

Installation location is 110 East Washington, Idabel, OK 74745

4. Scope of Project

To provide appropriately furnished workspaces, including a six-person cubical style workspace.

Six Workstation Cubical

- | | | |
|--|---------|---------------------|
| • Workspace Size | 8' x 6' | Approximate Minimum |
| • Height | 60" | Minimum |
| • Door - Width | 36" | Minimum |
| • Door – Sliding Type | | Required |
| • Fully wired - Electrical and Data | | Required |
| • Overhead Storage | | Minimum |
| • Lateral File Cabinet – 2 Draw | | Minimum |
| • See Attachment 1 for more specifications and dimension | | |

Furniture

- Adjustable Height Desk 48" W x 24" D
- Double Pedestal Style Executive Bowfront L-Desk - 72" W
- Five Shelf Bookcase - 35" W
- Flip Top Training Tables 60" W x 24" D
- Locking Three Drawer Mobile Vertical File - 15.55" W
- Single Pedestal Laminate Top Steel Desk 48" W x 30" D
- Ergonomic High-Back Desk Chair
- Nesting/Stackable Rolling Chairs
- Reception Area Coffee Table – 48" x 24" x 16"
- Reception Area End Table – 24" x 24" x 20"
- Reception Area Armchairs & Sofa
- Guest Chair - Oversized
- Flip Style Training Table - Half Round 24" W x 48" L
- Vertical File Cabinet – Letter, 5 Drawer
- Round Dining Table & 4 Chair Set - 36" Round
- Round Table & Stack Chair Set - 42" Round
- Mobile Reversible Whiteboard - 48 x 36
- Suggested Accessories for the Above Items (i.e.: chair storage cart)

5. BASIC REQUIREMENTS

Equipment, Supplies, and Materials:

The vendor shall furnish all necessary equipment, materials, and supplies required as outlined in this RFP.

Licensing & Training:

Maintain compliance with all state and/or federal licensing and training requirements.

Insurance:

The Vendor must provide proof of General Liability, Property, and Worker's Compensation Insurance or provide a certificate of exemptions.

Federal, State, and Local Compliance:

The Vendor shall comply with all applicable federal, state, and local laws, rules, and regulations affecting its performance. The Vendor shall comply with the applicable provisions of the Federal Occupational Safety and Health Administration (OSHA). The Vendor shall comply with OSHA Enforcement of Procedures for Occupational Exposure to Blood Borne Pathogens Standard (CFR 1910.1030). The Vendor shall certify that it has complied and shall continue to comply during the duration of this contract, with the United States Immigration and Control Act of 1986 in that every employee of the Vendor is eligible for employment in the United States.

Warranty:

Upon completion of installation, the Vendor must provide documentation showing the equipment has been installed meeting all specifications thereby warranted by manufacturer. Additionally, it is the Vendor's responsibility to provide Lift with the manufacturer's warranty of installed equipment.

6. Submittal Requirements

Proposals may be submitted in PDF format to CubicalRFP@liftca.org by the closing deadline or to LIFT Administrative Office 209 N 4th Street, Hugo, OK 74743. All e-mail respondents will receive an email confirmation within the next business day that their submittal has been received. Questions via phone shall not be accepted, all questions must be submitted in writing.

The following documentation shall be included in your proposal:

- Company History:
 - Years in business
- Quality Assurance Program
 - Include your company's process for tracking and investigating issues and include your resolution process.
- Service Plan with Delivery & Install Schedule

- Required Affidavits and Certifications (Attachment 2)

****Bids and invoices must list the cost of the labor, materials, and taxes separately.**

If selected, the vendor must provide W-9, Proof of Workers Compensation, and General Liability Insurance before the project starts.

Hardcopy applications may be submitted to-

LIFT Community Action Agency
Attn: Cubical RFP
209 N 4th Street
Hugo, OK 74743

OR an electronic version may be submitted to CubicalRFP@LiftCA.org

****It is the responsibility of the vendor to confirm the receipt of electronic documents.**

7. Application and Submission

Applicants are cautioned to read this RFP carefully and to conform to its requirements. Failure to comply with the requirements of this RFP may serve as grounds for rejection of an application.

- **RFP issued, published, and sent to any known vendors.**
- All proposals must be submitted prior to deadline
- Proposals may be submitted in writing or by electronic mail.
- Proposals must be submitted with required documentation as listed in the Submittal Requirements.

8. Time Frame

The application process will proceed according to the following schedule. The target dates are subject to change. Therefore, Applicants are encouraged to check LIFT CA's website frequently for updates to the schedule.

Task	Date:
RFP Released	November 3, 2023
RFP Proposals Due	November 13, 2023
Notification of Award	November 17, 2023
Work Completion Date	ASAP

9. Evaluation Criteria

The following criteria shall be used to evaluate each proposal:

Cost – 40 Points

Design, Quality, and Product– 30 Points

Service Plan/Install Schedule – 30 Points

The LIFT CA shall evaluate each Application that is properly submitted. As part of the selection process, LIFT CA may invite contractors to answer questions regarding their application in person or in writing.

The goal of this RFP (REQUEST FOR PROPOSALS) is to select and enter into an agreement with the Applicant that will provide the best value for the Services to achieve LIFT goals. LIFT CA reserves the right to consider such other relevant factors as it deems appropriate to obtain the “best value.”

10. General Conditions

- If an application fails to meet any material terms, conditions, requirements, or procedures, it may be deemed unresponsive and disqualified. The LIFT CA reserves the right to waive omissions or irregularities that it determines to be not material.
- This RFP may be amended from time to time by LIFT CA, amended RFP will be posted with the original solicitation. LIFT CA is not committed to selecting any firm(s), award any contracts for services pursuant to this RFP, or pay any costs incurred in responding to this RFP. LIFT CA reserves the right, in its sole discretion, to withdraw the RFP, to engage in preliminary discussions with prospective Applicants, to accept or reject any or all applications received, to request supplemental or clarifying information, to negotiate with any or all qualified Contractors, and to request modifications to Applications in accordance with negotiations, all to the same extent as if this were a Request for Information.
- On matters related solely to this RFP that arise prior to an award decision by the LIFT CA, Applicants shall limit communications with the LIFT CA to the Procurement Team Leader and such other individuals as the LIFT CA may designate from time to time. No other LIFT CA employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this RFP. Applicants may contact the Procurement Team Leader for this RFP in the event this RFP is incomplete.
- The LIFT CA may provide reasonable accommodations, including the provision of materials in an alternative format, for Applicants with disabilities or other hardships. Contractors requiring accommodations shall submit requests in writing, with supporting documentation justifying the accommodations, to the Procurement Team Leader. The LIFT CA reserves the right to grant or reject any request for accommodations.

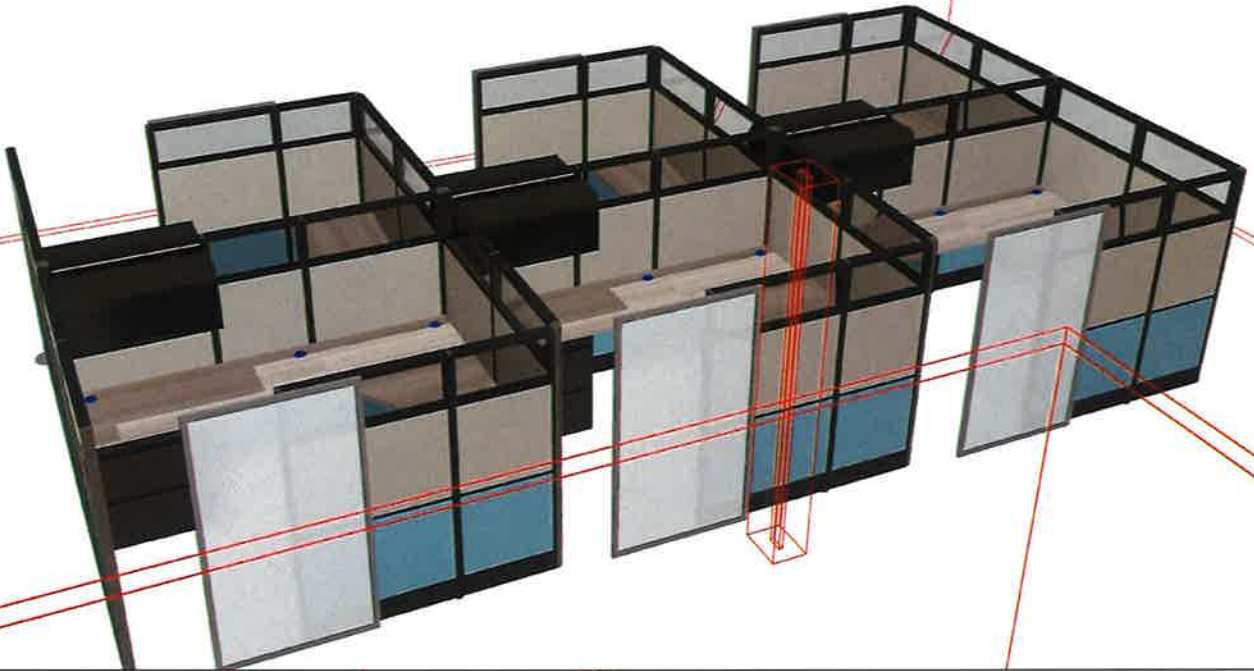
- The contractor's Application shall be treated by the LIFT CA as an accurate statement of the Contractor's capabilities and experience. Should any statement asserted by Contractor prove to be inaccurate or inconsistent with the foregoing, such inaccuracy or inconsistency shall constitute sufficient cause for LIFT CA in its sole discretion to reject the Application and/or terminate of any resulting Agreement.
- Costs not identified in the Applicant's response and/or not accepted by LIFT CA as part of the Agreement will not be compensated under any contract awarded according to this RFP.
- Submitted responses must be valid in all respects for a minimum period of sixty (60) days after the deadline for submission.
- LIFT CA's prior approval is required for any subcontracted services under any Agreement entered into as a result of this RFP. The selected Applicant will take all appropriate steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. The selected Contractor is responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same requirements and are held to the same reimbursable cost standards as the selected Contractor.
- Any and all responses, Applications, data, materials, information, and documentation submitted to LIFT CA in response to this RFP shall become LIFT CA's property and shall be subject to public disclosure. As a public entity, LIFT CA is subject to the Oklahoma Public Records Law. There are very limited and narrow exceptions to disclosure under the Public Records Law. If a Contractor wishes to have the LIFT CA treat certain information or documentation as confidential, the Applicant must submit a written request in conjunction with their RFP proposal. The request must precisely identify the information and/or documentation that is the subject of the request and shall clearly label the relevant information and/or documentation as "**CONFIDENTIAL**" in the RFP Application.
- *LIFT expects all of its subcontractors, suppliers, and vendors to comply with all of their applicable obligations under Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 or any other law requiring equal opportunity for disabled persons, and other protected veterans. Further, the equal employment opportunity clauses set forth in 41 CFR § 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR § 60-741.5(a) are hereby incorporated by reference into all of the transactions between our companies. LIFT encourages all minority and women-owned businesses to apply.*
- Protest must be made in writing to the LDCAA Administration Office with attention to the Executive Director.

11. Posting of Modifications/Addenda to RFP

This RFP has been distributed electronically using the LIFT CA website. If the LIFT CA determines that it is necessary to revise any part of this RFP, or if additional data is necessary to clarify any of its provisions, an addendum will be posted to the websites. It is the

responsibility of each potential Contractor to check the LIFT CA website for any addenda or modifications to the RFP. The LIFT CA accepts no liability and will provide no accommodation to Applicants who submit a response based on an out-of-date RFP.

EXAMPLE



Project Notes

Panel Style - Solid
Door Style - Sliding
Storage - LAT, OH

ATTACHMENT 1



Required Paperwork

Please complete and return with your proposal.

Thank You.

CERTIFICATION REGARDING DEBARMENT/SUSPENSION

CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION—LOWER-TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549 and 12689, Debarment and Suspension, Title 2 CFR §180, as adopted and modified by USDA regulation at 2 CFR §417, Responsibilities of Participants Regarding Transactions.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE.)

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.

Institution Name

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

Name of Institution Official

Title of Official

Signature

Date

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT/ SUSPENSION

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this 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 which 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-tier 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-tier 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 the 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 Nonprocurement 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 that 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.

CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

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 \$150,000 for each such failure.

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

1. No federally 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, or an employee of a Member of Congress 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 federally 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, or an employee of a Member of Congress 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 subawards exceeding \$100,000 in federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name/Address of Organization

Name/Title of Submitting Official

Signature

Date

DISCLOSURE OF LOBBYING ACTIVITIES

APPROVED BY OMB

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT
TO 31 U.S.C. 1352

(SEE REVERSE FOR PUBLIC DISCLOSURE)

1. Type of Federal Action: ☐ a. Contract ☐ b. Grant ☐ c. Cooperative Agreement ☐ d. Loan ☐ e. Loan Guarantee ☐ f. Loan Insurance	2. Status of Federal Action: ☐ a. Bid/Offer/Application ☐ b. Initial Award ☐ c. Postaward	3. Report Type: ☐ a. Initial Filing ☐ b. Material Change For Material Change Only: Year _____ Quarter _____ Date of Last Report _____
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4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____, if known: Congressional District, if known: _____	5. If Reporting Entity in No. 4 Is Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____
6. Federal Department/Agency: 	7. Federal Program Name/Description: CFDA Number, if applicable: _____
8. Federal Action Number: (if known) 	9. Award Amount: (if known) \$ _____
10. a. Name and Address of Lobbying Entity: (if individual, last name, first name, MI) 	b. Individual Performing Services: (including address if different from No. 10a) (last name, first name, MI)
11. Amount of Payment: (check all that apply) \$ _____ ☐ Actual ☐ Planned	13. Type of Payment: (check all that apply) ☐ a. Retainer ☐ b. One-Time Fee ☐ c. Commission ☐ d. Contingency Fee ☐ e. Deferred ☐ f. Other: (specify) _____
12. Form of Payment: (check all that apply) a. Cash Nature _____ b. In-kind (specify) Value _____	
14. Brief Description of services performed or to be performed and date(s) of service, including officer(s), employee(s), or member(s), contracted for payment indicated in Item 11: (Attach Confirmation Sheets if necessary)	
15. Continuation Sheets Attached: ☐ Yes ☐ No	

16. Information requested through this form is authorized by Title 31 U.S.C. §1352. This disclosure of lobbying activities is a material representation of fact upon which evidence was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. §1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosures shall be subject to a civil penalty of not less than \$10,000 and not more than \$150,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone Number: _____ Date: _____
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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. §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. Use a Continuation Sheet for additional information if the space on the form is inadequate. 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 (OMB) 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 is a follow-up 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 recipient. Identify the tier of the subawardee; e.g., the first subawardee of the prime is the first 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; 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 Item 5.

10.
 - a. Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.
 - b. Enter the full name of the individual performing services, and include full address if different from 10a. Enter last name, first name, and middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate item. Check all items that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box. Check all boxes that apply. If *Other*, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the dates of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal officials or employees contacted or the officers, employees, or Members of Congress that were contacted.
15. Check whether Continuation Sheets are attached.
16. The certifying official shall sign and date the form, print his or her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

NON-COLLUSION AFFIDAVIT

The following affidavit is submitted by bidder as a part of this bid and proposal:

STATE OF _____)

) §

COUNTY OF _____)

The undersigned deponent, of lawful age, being duly sworn, upon his oath, deposes and says: That he has lawful authority to execute the within and foregoing proposal; that he has executed the same by subscribing his name hereto under oath for and on behalf of said bidder; that bidder has not, directly or indirectly, entered into an agreement, expressed or implied, with any bidder or bidders, having for its object controlling of the price or amount of such bid or bids, the limiting of the bids or the bidders, the parceling or farming out to any bidder or bidders or other persons of any part of the contract or any part of the subject matter of the bid or bids or of the profits thereof, and that he has not and will not divulge the sealed bid to any person whomsoever, except those having a partnership or other financial interest with him in said bid or bids, until after the said sealed bid or bids are opened.

Deponent further states that the bidder has not been a party to any collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid at a fixed price, or to refrain from bidding; or with any authority or official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any authority or official or employee concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder has not paid, given or donated or agreed to pay, give or donate to any officer of the Authority or City of Ardmore any money or other thing of value, either directly or indirectly, in the procuring of the award of contract pursuant to this bid.

NON-KICKBACK AFFIDAVIT

The undersigned person, of lawful age, being duly sworn, on oath, says this invoice is true and correct and that he/she is authorized to submit the invoice pursuant to a contract or purchase order. Affidavit further states the (work, services, or materials) as shown by the invoice have been (completed or supplied) in accordance with the plans, specifications, orders, requests, or contract furnished or executed by the affidavit. Affidavit further states that he/she has made no payment directly or indirectly to any elected official, officer, or employee of the organization or company or money or any other thing of value to obtain payment of the invoice to procure the contract or purchase order pursuant to which an invoice is submitted.

Name of Bidder

Signature of Bidder

Title

Subscribed and sworn before me, this _____ day of _____, 20____.

Notary Public

My Commission Expires