



Anchorage School District

Educating All Students for Success in Life

Purchasing Department, 4919 Van Buren Street, Anchorage, AK 99517-3137

REQUEST FOR QUOTATION

THIS IS NOT AN ORDER

Show the following on the outside of the offer envelope OR email subject line:

RFQ 2026-710 Security Guard/Fire Watch Services - Term Contract

DATE ISSUED:
June 1, 2026

DUE: **Prior to 2:00 p.m., Local Time**
DATE: **June 12, 2026**

The Anchorage School District (referred to as the “District”) invites offers from qualified vendors to provide Security Guard/Fire Watch Services - Term Contract, in accordance with the following documents that are a part of this RFQ 2026-710:

Section	Title	Pages
Cover Page	Request for Quotation	Consisting of 1 page
Section I	Instructions to Offerors	Consisting of 4 pages
Section II	Specifications	Consisting of 6 pages
Attachment A	Signature Page/Offer Form	Consisting of 2 pages
Attachment B	Offeror’s Checklist	Consisting of 1 page

AVAILABILITY OF RFQ:

This Request for Quotation (.pdf) is available electronically at the District’s Purchasing website: www.asdk12.org/purchasing/.

CONTRACT:

A sample copy of the Form of Contract can be viewed at:

<http://apps.asdk12.org/depts/purchasing/meeting/Sample Contract/FORM OF CONTRACT.dotx>

AWARD:

Award will be made to the lowest responsive, responsible offeror in accordance with Board Policy 3311, Administrative Regulation 3311.1(a).1, with preference to local offerors applied. Evaluation for determining the lowest offer shall be made in the aggregate. **TO BE CONSIDERED FOR AWARD, ALL ITEMS MUST BE OFFERED.**

PLAN HOLDER’S LIST:

A copy of the current plan holder’s list can be viewed at:

<http://apps.asdk12.org/depts/purchasing/meeting/Plan Holders/2026/2026-710.xlsx>

SECTION I
INSTRUCTIONS TO OFFERORS

A. GENERAL REQUIREMENTS

This solicitation is a REQUEST FOR QUOTATION (referred to as “RFQ”) governed by applicable Anchorage School Board Policies, including Section 3311 of said Policies. School Board Policies are available at <https://www.boardpolicyonline.com/?b=anchorage>. Offerors should read this RFQ and review all instructions contained herein. Incomplete or incorrect offers may be rejected as not conforming to the essential requirements of this RFQ. Offers submitted on other than the prescribed forms contained in this RFQ may be rejected. Offerors may copy the forms contained in the RFQ for use in their offers; however, substitute forms or formats are unacceptable.

B. EXAMINATION OF CONTRACT DOCUMENTS

Offerors should read this RFQ and review all instructions contained herein. The submission of an offer shall constitute acknowledgement that the offeror has thoroughly examined and is familiar with the solicitation documents.

C. DEBARMENT AND SUSPENSION

Offerors must fully comply with the requirements regarding debarment and suspension in Subpart C of 2 CFR Part 180, as adopted by the Department of Education at 2 CFR §3485.12. Offerors are responsible for ensuring lower tier covered transactions include a term or condition requiring compliance with Subpart C of 2 CFR Part 180 and 2 CFR Part 3485, entitled Responsibilities of Participants Regarding Transactions. Contractors, subcontractors, or suppliers that appear on the Excluded Parties List System are not eligible for award of contracts that are a covered transaction under Subpart B of 2 CFR Part 180 and 2 CFR Part 3485. Offerors may access the Excluded Parties List System at www.sam.gov.

D. CONFLICT OF INTEREST

The Contractor agrees to certify that Anchorage School District employees, School Board members, or a member of their household are not in conflict of interest with the contract and Board Policy as stated in Board Policy 3311, Administrative Regulation 3311.1(E).1.

E. FIRM OFFER

Offers made in response to this RFQ must be good and firm for a period of 60 calendar days from the date specified for submittal of offers.

F. WITHDRAWAL OF OFFERS

Offers may be withdrawn on written request delivered to the District Purchasing Senior Director (email is acceptable) only prior to the time specified for submittal.

G. AVAILABILITY OF FUNDS

Awards are contingent upon the availability of funds.

H. FEDERAL EXCISE TAXES

The District is exempt from Federal Excise Taxes. An Exemption Certificate will be furnished when required.

I. PRICING AND PAYMENT

1. All prices shall be net and FOB Destination. In the case of discrepancy in the extended price calculation(s), the unit price(s) will prevail.
2. Payment will be made within 30 days after acceptance by the District. The District reserves the right to exercise a 10 day inspection period upon receipt, prior to acceptance. The District will provide notification(s), in writing, of any product not meeting the specifications contained herein. Any product determined to not meet the required specifications will be returned to the successful offeror, at no additional cost to the District and/or replaced with a product which meets or exceeds the required specifications. A successful offeror's failure to furnish a product that does not meet or exceed the required specification may be found in default, and their award may be cancelled in part or in whole, as determined by the District. Official acceptance shall be determined after an inspection of the product.
3. All prices shall be stated in U.S. dollars.

J. DELIVERY REQUIREMENTS - NOT APPLICABLE TO SOLICITATION/CONTRACT

K. QUESTIONS; METHOD FOR CLARIFICATION

Any offeror in doubt as to the true meaning of any part of this RFQ may submit to the District a written request for an interpretation thereof. Questions must be received by the District's Purchasing Department no later than five (5) calendar days prior to the date set for the submission of offers. Oral questions cannot be answered and are not binding for this RFQ. Questions can be submitted as follows:

Reference: RFQ 2026-710 Security Guard/Fire Watch Services - Term Contract
Email: purchasing@asdk12.org
[OR fax: Anchorage School District Purchasing Department @ 907-243-6293]
Attn: Lisa Young, Purchasing Agent

L. SUBMISSION OF OFFERS

1. Complete offers MUST be in the office of the Purchasing Department, Anchorage School District, 4919 Van Buren Street, Anchorage, Alaska prior to the time and date stated on the Cover Page of this RFQ. It is the responsibility of the offeror to ensure that their complete offer and acknowledgement of subsequent addenda, if any, are in the office of the Purchasing Department prior to the time of the scheduled offer opening.
2. Offerors should be aware that addenda may be issued for this RFQ. It is the offeror's responsibility to ascertain if addenda have been issued by checking the District's Purchasing website: <https://www.asdk12.org/Page/5417>.
3. No oral change or interpretation of the provisions contained in this RFQ is valid. Written addenda may be issued when changes, clarifications, or amendments to offer documents are deemed necessary by the District.
4. The Signature Page (Attachment A) must be completed and signed by an authorized representative of the firm submitting the offer. Additional information requested in this RFQ shall be submitted as indicated on the Offeror's Checklist (Attachment B).

5. Offers may be submitted by mail or via email. Offers submitted by mail must be sent to the address provided in the header of the Cover Page of this document and must also reference RFQ 2026-710 Security Guard/Fire Watch Services - Term Contract on the outside of the envelope. Offers submitted via email must be sent to purchasing@asdk12.org and reference RFQ 2026-710 Security Guard/Fire Watch Services - Term Contract in the email Subject line.

M. RIGHT OF REJECTION AND CLARIFICATION

The District reserves the right to reject any and all offers, to request clarification of information from any offeror, and to waive irregularities in the offer procedures. The District is not obligated to enter into a contract on the basis of any offer submitted in response to this RFQ. The District reserves the right, at its sole discretion, to cancel this RFQ or any part thereof, at any time, prior to the award of contract under this RFQ.

N. REQUEST FOR ADDITIONAL INFORMATION

Prior to the final selection, offerors may be required to submit additional information, which the District may deem necessary to further evaluate the offeror's submission. Responses are due within three (3) calendar days of request by the District.

O. DISTRICT NOT RESPONSIBLE FOR PREPARATION COSTS

The District will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any offer. The District shall not be liable for any cost incurred by an offeror in responding to this solicitation or incurred for any work done, even in good faith, prior to execution of a contract and issuance of a notice to proceed, including but not limited to: offer preparation costs and other costs, including attorney fees associated with any challenge (administrative, judicial or otherwise) to the determination of the lowest responsive, responsible offeror and/or award of contract and/or rejection of offers. By submitting an offer, each offeror agrees to be bound in this respect and waives all claims to such costs and fees.

P. PROTEST AND APPEAL PROCESS FOR AGGRIEVED OFFERORS

1. An interested party may protest a solicitation or a proposed award of a contract in accordance with Board Policy 3311, Administrative Regulation 3311.1(c).1. All protests must conform to the submission requirements established therein.
2. A protest as to the specifications and/or terms and conditions of a solicitation must be received by the Purchasing Senior Director at least five (5) calendar days prior to the due date of the offer; failure to protest as provided herein constitutes a waiver of any objection to the solicitation.
3. Protest of any proposed award must be received by the Purchasing Senior Director within three (3) business days after issuance of the notice of intent to award.
4. Any appeal of a denied protest shall be performed in accordance with Board Policy 3311, Administrative Regulation 3311.1(c).1.
5. This procedure is not applicable to purchases under \$25,000.

Q. PROTECTION OF PROPERTY

See sample Form of Contract for Protection of Property terms and conditions

R. PUBLIC RECORDS CLAUSE

This RFQ and the resulting offers received, together with copies of all documents pertaining to the award of a contract, will be kept by the Purchasing Department and made part of the record which will be open to public inspection. If an offer contains any information which is proprietary or confidential, each page of the offer containing such information must be clearly marked. Cost or price information will be open to public inspection.

S. NONDISCRIMINATION

See sample Form of Contract for Nondiscrimination terms and conditions

T. ALASKA BUSINESS LICENSE

The selected offeror must provide the District with the offeror's Alaska business license number prior to award. Offerors should contact the State of Alaska; Department of Commerce, Community and Economic Development; Division of Corporations, Business & Professional Licensing, for information regarding business licensing. Contact information, information regarding business licensing, and business licenses, is available at www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx.

U. LOCAL PREFERENCE

Contracts shall be awarded by written notice issued by the Purchasing Senior Director to the lowest responsive, responsible offeror; however, some preferences may be given to local offerors using the sliding scale in Board Policy 3311, Administrative Regulation 3311.1(a).1, when funds are available and such preference is not prohibited by the funding source. Local preference may be applied to any District procurement which utilizes cost as an evaluation criteria.

V. BRAND - NOT APPLICABLE TO SOLICITATION/CONTRACT

W. ASSIGNMENT

See sample Form of Contract for Assignment terms and conditions

X. WARRANTY - NOT APPLICABLE TO SOLICITATION/CONTRACT

Y. OCCUPATIONAL SAFETY AND HEALTH WARRANTY - NOT APPLICABLE TO SOLICITATION/CONTRACT

Z. INDEMNIFICATION

See sample Form of Contract for Indemnification terms and conditions

AA. HOLD HARMLESS

See sample Form of Contract for Hold Harmless terms and conditions

BB. TERMINATION

See sample Form of Contract for Termination terms and conditions

END OF SECTION

SECTION II
SPECIFICATIONS

A. GENERAL REQUIREMENTS

1. It is the intent of the District to solicit offers from various licensed and bonded firms to provide unarmed security guard/fire watch services, on an “as required” basis, at various District facilities, located within the municipal boundaries, on an “on-call” basis, as required by the Contract Administrator or designee.

B. CONTRACT ADMINISTRATION

1. Contractor is to provide all supervision, labor, uniforms, tools, equipment, materials, supplies, and transportation to satisfactorily perform the protection and/or patrol services in the manner and the frequencies to properly provide security guard/fire watch services for any special security/fire protection when existing security and fire alarm systems are out of service during normal business hours or if the security and fire alarm systems have been disabled for any reason during after-hours, as set forth in these specifications, on an “as required” basis.
2. Contractor shall supply the names of at least two (2) representatives able to represent the Contractor in every aspect pertaining to the work required by these specifications within twenty-four hours of any resulting contract. The representatives, their location, and their availability must be satisfactory to the Contract Administrator or designee.
3. Contractor shall maintain phone service twenty-four (24) hours a day for the purpose of receiving call-out notices. The appropriate phone numbers shall be supplied to the Contract Administrator or designee within twenty-four (24) hours of award of any resulting contract.
4. Scheduled Service - Hourly Rate, Per Guard, for performing security guard/fire watch services. Minimum eight (8) hour advanced notice of call-out.
5. Emergency Service – Hourly Rate, Per Guard, for performing security guard/fire watch services. Less than eight (8) hours advanced notice of call-out. May require two (2) hour response time. After eight (8) hours of service, Scheduled Service Hourly Rate will apply.

C. CONTRACTOR’S QUALIFICATIONS

1. The Offeror must have experience in the security business and be able to show evidence of the successful completion of previous contracts equal in scope to this contract.
2. The District may require within three (3) working days of quote deadline a statement of experience which includes:
 - a. A minimum of five (5) years combined experience in Security Business and as a Security Officer which is equal to the services being solicited.
 - b. A list of former security contracts, the scope of those contracts and the value of those contracts.
 - c. Appropriate references.
3. LICENSES: Offerors shall have all licenses required to perform this type of work.

D. WORK AND SERVICES REQUIRED

1. Safety & Property

- a. Perform all necessary services to assure the safety and protection of building occupants and real and personal property against injury, loss of damage from any preventative cause, including, but not limited to, fire, theft, and trespass.
- b. The Contractor shall be responsible to see that his employees do not disturb papers on desks, open desk drawers or cabinets, or use District telephones or other property, except as authorized.

2. Hazardous Conditions

Report daily to the Contract Administrator or his/her designee, any observed, potentially hazardous conditions and items in need of repair, including inoperative lights, leaky faucets, toilet stoppages, broken or slippery floor surfaces, and etc.

3. Unauthorized Access

Discover, document and report any persons gaining unauthorized access to the property, contact Anchorage Police Department for assistance, if necessary.

4. Law and Order

Maintain order within the areas of assignment.

5. Reports and Records

Prepare required orders, instructions, and special and daily reports, including reports on accidents and fires. Maintain and make available all records in connection with the duties and responsibilities of the contract.

6. Additional Duties

Turn off unnecessary lights, fans, coffee pots, etc., lock doors, close windows, open and secure doors and gates, as required.

7. Traffic Control

Serve as required in traffic direction and control around District buildings. Monitor activities in restricted parking areas.

8. Key Control

Receive, issue, and account for all keys to secured buildings (see paragraph J below).

9. Injury or Illness, Civil Disturbances and Emergency Assistance

Perform other such functions as may be necessary in the event of injury, illness, civil disturbances, emergency, unusual occurrence or other criminal acts affecting the security, safety and/or the interests of the District, its employees, property, and the general public lawfully in buildings or grounds under the control of the District. As necessary, summon appropriate assistance, such as the local fire and/or police departments, and immediately notify the Contract Administrator or other designated officials. When directed by Police or Fire Department officials, security guards shall assist in duties needed within the facility covered in this contract.

10. Operation of Equipment

When required by written instructions from the Contract Administrator, or the designee, perform minor operations and/or record data in connection with the operation of building safety systems.

11. Building Rules and Regulations

Observe and enforce rules and regulations governing the District or public buildings or grounds.

12. Change of Duties

The District reserves the right to act through its Contract Administrator or designee to amend, modify, and reissue the orders, and to issue orders for assignment of guards to other buildings or areas. Any addition, deletion or modification of orders or assignments which directly affect the man-hours required to perform the services provided under the contract will be accounted for through the billing process.

E. CONTRACTOR'S USE OF SITE

1. Contractor is responsible for all safety considerations and precautions required while performing security guard/fire watch services to ensure that all laws pertaining to workplace safety are followed.
2. Contractor may not use areas specifically designated for use by the Owner without prior approval from the Contract Administrator or designee.

F. QUALIFICATIONS OF PERSONNEL

1. General

Background Check and Interested Person's Report Information:

The District may require removal from work sites, those security personnel who are deemed objectionable and whose continued employment on District premises is deemed contrary to the public interest or inconsistent with the best interests of the District.

2. Security Guards/Fire Watch

Experience, Training and Communication: Each Security Guard/Fire Watch dispatched to District locations will have a complete background check made by the Contractor and the results of such checks shall be made available to the District upon request.

- a. Shall be U.S. citizens or have a valid resident alien status.
- b. Be fully literate in the English language (i.e. be able to read, write, speak and be understood). Oral command of the English language must be sufficient to permit full communication, particularly in times of stress.
- c. Have a valid driver's license.
- d. High school diploma or equivalents, with sufficient training and experience in a responsible security/fire watch position.
- e. Successfully completed State required training in the following: technique and patrol, first aid, including CPR, public relations, safety, proper use of telephones and radio, proper use of written report forms, sight hours on-site training by supervisor of the Contractor verified and documented and made available upon request by the District.
- f. Shall be capable of sufficient self-defense, to reasonably protect themselves or a citizen from a potential attacker.

g. Guards/Fire Watch shall not be considered for this contract if they currently or in the past had been involved in: (a) any felony or sex conviction, (b) military conduct resulting in dishonorable or undesirable discharge, (c) any pattern of irresponsible behavior, including but not limited to unreasonable driving, or a problem employment record.

3. Physical Capabilities:

- a. Freedom from any communicable disease.
- b. Binocular vision, which is correctable to 20/20 vision.
- c. Ability to distinguish shades of colors.
- d. Sufficient hearing to safely carry out all duties of the job.
- e. Freedom from drug use, except prescribed medication as evidenced by urinalysis test.
- f. Freedom from disease or condition that results in indistinct speech.
- g. Free from any known physical or emotional disorder, or any hindrance that may inhibit or preclude meeting the professional standards required by the contract.

4. Appearance

Uniformed in appropriate company attire with identification badge, typical of a professional security guard personnel.

5. Consumption of tobacco products, liquor and/or drugs

The consumption and/or use of tobacco products, drugs or alcoholic beverages while on duty in District facilities or grounds are strictly prohibited. Although the Contractor shall be responsible for insuring compliance with this provision, the Contract Administrator or designee reserves the right to make such dismissals ‘on the spot’ when required. If such dismissal occurs, the Contractor shall be responsible for providing replacement personnel within one (1) hour of notification.

6. Standards of Conduct

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity, and shall be responsible for taking such disciplinary action with respect to its employees as may be necessary. The security guard/fire watch is expected to be in frequent contact with District employees, students, public and contractors. A security guard/fire watch is expected to be effective in establishing and maintaining a good relationship between the security organization, individuals in the District, and customers. An improper attitude on the part of the guard can seriously damage the cooperative relationship that must exist between the Contractor, employees and customers. A security guard/fire watch is to be well trained in being courteous, acting with restraint, using judgment and common sense.

G. PAYMENTS TO CONTRACTORS

1. Payment Method

The District will make periodic payments for services rendered under this contract, provided all services covered have been satisfactorily completed. The Contract Administrator or designee is authorized to identify work to be performed by the Contractor, as necessary, and specify the individual billing address and project name/number for any “call-out” work assignments.

2. Invoices

Each invoice for services must reference the contract number, indicate the facility where services were provided, the project name/number for each call-out for work, reflect the dates, the number of hours worked, and names of the District representative(s) authorizing the services. The invoice is to be forwarded to the Contract Administrator or designee within thirty (30) days after the completion of work.

3. Overtime Compensation

The Contractor is entitled to the overtime rate established in the contract, when an employee of the Contractor is entitled to overtime compensation at the rate of one and one-half times the regular rate of pay. Compensation shall be paid in hours worked in excess of eight hours a day. Overtime must be authorized in advance by the District representative(s) whom authorized the specific “call-out” for services. The number of overtime worked and the names of the District representative(s) whom authorized the overtime must be identified on invoice(s).

4. Minimum Call-Out Time

A minimum of two (2) hours shall be paid for a District requested or scheduled call-out. The rate paid will be according to the contract bid schedule.

ASD Recognizes the distance involved when providing a Security/Fire watch at schools in Eagle River and Girdwood. The Price should reflect the Offerors cost of traveling Round Trip to the locations specified in Attachment A Offer Form, Item 4.

Additional Distance – Round Trip Charge, Per round trip south of Seward Highway Weigh Station or North of Glen Highway Arctic Valley Road exit.

H. SURVEYING EXISTING CONDITIONS

1. Prior to commencement of Work, the District Project Manager will notify the Contractor of any existing conditions and any site directives for call-out.

I. USE OF OWNER'S PROPERTY AND EQUIPMENT

1. Use of Owner's property or equipment such as tools, ladders, furniture, janitorial equipment and supplies, etc., is strictly prohibited.

J. KEY AND ACCESS CODE CONTROLS

1. Following orders for assignment of guards to building(s) or area(s), the Contractor may be required to obtain facility keys and the security system access code from ASD Operations Department and obtain the facility keys by contacting the Contract Administrator or designee.
 - a. A unique security code will be assigned to the Contractor. The ASD Maintenance & Operations Department office, 1301 Labar, will assign the code and provide access training.
 - b. The Contractor’s signature on the key receipt acknowledges liability for the Owner’s loss or damage due to unauthorized access with the facility key(s) and/or access code issued to the Contractor.
 - c. Keys will be issued for the affected school(s) to the vendor and returned immediately upon completion of the Fire Watch/Security service at the particular school. Approval of invoices and payment will be dependent upon the return receipt of said keys to ASD.
 - d. Lost or stolen key(s) issued to the Contractor are to be reported immediately to the Project Manager. A written report shall be required for each incident.
 - e. Upon completion of the Project and prior to final payment, the Contractor will return all key(s) to the

Project Manager. The following per facility charges will apply to any key not returned to the Project Manager.

<u>Facility Type</u>	<u>Charge</u>
Elementary School	\$5,000
Middle School	\$7,000
Senior High School	\$10,000
Other ASD Facilities	\$5,000

END OF SECTION

ATTACHMENT A
SIGNATURE PAGE

This form must be returned with the submission/offer.

We the undersigned, in accordance with RFQ 2026-710 Security Guard/Fire Watch Services - Term Contract, hereby submit our offer.

Addendum Number(s) _____ is/are hereby acknowledged.

FOR OFFERORS USE ONLY
PLEASE COMPLETE ALL APPROPRIATE INFORMATION

Date: _____

Offeror: _____

Mailing Address: _____

City/State/Zip: _____

Physical Business Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Federal Tax ID Number: _____

Alaska Business License Number: _____

Offeror Signature: _____

Printed Name: _____

Printed Title: _____

**ATTACHMENT A
OFFER FORM**

Item	Est. Qty	Unit	Description	Unit Price	Extended Price
1.	300	Hours	Scheduled Service - Hourly Rate , Per Guard, for performing security guard/fire watch services. Minimum eight (8) hour advanced notice of call-out.	\$ _____ (Per Hour)	\$ _____
2.	50	Hours	Scheduled Service - Overtime Hourly Rate , Per Guard, for performing approved overtime security guard/fire watch services in excess of eight (8) hours a day.	\$ _____ (Per Hour)	\$ _____
3.	50	Hours	Emergency Service – Hourly Rate , Per Guard, for performing security guard/fire watch services. Less than eight (8) hours advanced notice of call-out. May require two (2) hour response time. After eight (8) hours of service, Scheduled Service Hourly Rate will apply.	\$ _____ (Per Hour)	\$ _____
4.	20	Trips	Additional Distance – Round Trip Charge , Per round trip south of Seward Highway Weigh Station or North of Glen Highway Arctic Valley Road exit.	\$ _____ (Per Trip)	\$ _____

Total (Items 1 - 4): \$ _____

CONTRACT VOLUME:

The District does not guarantee any minimum nor maximum purchase quantities and/or dollar amounts. The above quantities are for evaluation purposes only. The District reserves the right to increase or decrease the quantities listed at the same unit price(s). The items and quantities shown are estimated and in no way indicative of the actual items or quantities the District may purchase. Actual labor quantities will be paid at the unit price bid.

PERIOD OF PERFORMANCE: The contract period will be for a three (3) year period from date of award through June 30, 2029, with two (2) additional one-year option periods, at the same unit prices, upon satisfactory performance of the contractor, and upon mutual consent of both parties.

The District reserves the right to remove or add facilities at any time during the term of the contract, by contract amendment.

DATE: _____

COMPANY NAME: _____

BIDDER SIGNATURE: _____

PRINTED NAME: _____

PRINTED TITLE: _____

ATTACHMENT B
OFFEROR'S CHECKLIST

INSTRUCTIONS

A. GENERAL

Offerors are advised that, notwithstanding any instructions or implications elsewhere in this RFQ, only the documents shown and detailed on this Checklist need to be submitted with and made part of their offer. Other documents may be required to be submitted after offer opening, but prior to award. Offerors are hereby advised that failure to submit the documents shown and detailed on this Checklist may be justification for rendering the offer non-responsive.

B. REQUIRED DOCUMENTS FOR OFFER SUBMISSION

1. Attachment A, Signature Page/Offer Form (consisting of 2 pages) must be manually or electronically signed
2. Erasures and/or other corrections made to the Signature Page/Offer Form must be initialed by the person signing the offer.
3. All addenda issued shall be acknowledged by manually or electronically signing each addendum and submitting prior to the offer opening, or by indicating acknowledgement in the space provided on the Signature Page/Offer Form - Attachment A.

C. REQUIRED DOCUMENTS FROM APPARENT LOW OFFEROR TO BE SUBMITTED WITHIN THREE (3) CALENDAR DAYS FROM NOTIFICATION BY THE PURCHASING DEPARTMENT

____Any other information deemed necessary by the Purchasing Senior Director or their designee.