

Seattle Community College District VI



REQUEST FOR PROPOSALS

SCCC Graffiti Removal

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RFP Issued on:	Proposals Due:
Tuesday, May 15, 2012	2:00pm, Tuesday, June 5, 2012

REQUEST FOR PROPOSALS

SCCC Graffiti Removal

The Seattle Community College District VI (hereafter generally referred to as the Purchaser) is seeking responses from prospective Contractors to remove graffiti from Seattle Central Community College property on a contractual basis.

Obtaining the RFP: Copies of the Request for Proposal are to be obtained from the Procurement Coordinator identified below.

Questions: Any questions or requests for further information must be submitted in writing no later than 2:00pm on Tuesday, May 22, 2012, to the Procurement Coordinator identified below.

Craig Bush
Procurement Coordinator
Telephone: (206) 934-4139
Fax: (206) 934-5523
Email: craig.bush@seattlecolleges.edu

Submission Deadline: Sealed responses (one original and four copies), must be received in time to be stamped in by the Purchasing Department not later than 2:00pm, Tuesday, June 5, 2012, at the address below.

Purchasing Department
Seattle Community College District VI
Siegal Center
1500 Harvard Avenue
Seattle, Washington 98122-3803

Rights Reserved: The Purchaser reserves the right to waive as informality any irregularities in submittals, to reject any and all responses, to amend the solicitation as necessary, and to cancel the solicitation at its sole discretion.

Seattle Community College District VI
Request for Proposals
SCCC Graffiti Removal

A. INTRODUCTION

- 1) Purchaser:** The Seattle Community College District VI, generally referred to as “The Purchaser” for purposes of this solicitation is an academic institution authorized under the laws of the State of Washington. The Seattle Community Colleges serve all of metropolitan Seattle and its surrounding communities, and comprise the largest community college district in the state, educating nearly 55,000 students each year.
- 2) General:** The Purchaser is seeking a qualified respondent to replace the product provided under Contract Number 321184, which is scheduled to expire on June 30, 2012.
- 3) Contract Form & General Terms and Conditions:** In submitting a response, the Respondent confirms that it will execute a Contract to provide the goods and/or services specified in this solicitation for the price offered by the Respondent, subject to the Purchaser’s General Terms and Conditions incorporated into this solicitation.
- 4) Special Terms and Conditions:** The following sections of the special terms and conditions are applicable to this solicitation:

In compliance with Chapter 49.28 RCW, Contractor agrees that no worker, laborer, or mechanic in the employ of the Contractor or subcontractor shall be permitted or required to work more than eight (8) hours in any one calendar day, or forty (40) hours in any one calendar week, provided that in cases of extraordinary emergency such as danger to life or property, the hours of work may be extended but in such cases the rate of pay for time employed in excess of the above shall be at the prevailing overtime rate of pay. Except, contracts will not require the payment of overtime rates for the first two hours worked in excess of eight (8) hours per day when the employer has obtained the employee’s agreement (as defined in WAC 296-127-022) to work a four-day, ten-hour work week.

The Department of Labor and Industries will publish prevailing wage rates on the first business day of February and August of each year. The wage rates will become effective thirty (30) days following publication. For all contracts, the prevailing wage rates which are in effect on the bid opening date or on the effective date of any extension of the contract are the wage rates that must be paid for the duration of the contract.

The appropriate labor classifications and prevailing wage rates are identified herein. Questions should be directed to the Industrial Statistician, Department of Labor and Industries, Employment Standards Division, PO Box 44540, Tumwater, WA 98504-4540 (Telephone (360) 902-5334) or the Procurement Coordinator. These wage rates are made part of this contract as though fully set forth herein.

The Contractor must submit to the Industrial Statistician of the Department of Labor and Industries a “Statement of Intent to Pay Prevailing Wages.” A copy of the approved intent statements must be submitted to the Purchaser in order to receive the first progress payment on this Contract. Following final acceptance of the project, Contractor must submit to the Industrial Statistician an “Affidavit of Wages Paid.” An approved affidavit must be submitted to the Purchaser before they are authorized to release the retained funds.

Each “Statement of Intent to Pay Prevailing Wages” or “Affidavit of Wages Paid” submitted for approval to the Industrial Statistician must be accompanied with the current filing fee.

A copy of the approved Statement of Intent to Pay Prevailing Wages shall be posted at the job site with the address and telephone number of the Industrial Statistician, where a complaint or inquiry concerning prevailing wages may be made. If a dispute arises as to what are the prevailing rates of wages for a specific trade, craft or occupation, and such dispute cannot be adjusted by the parties in interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries, and his/her decision shall be final, conclusive and binding on all parties involved in the dispute.

Vocationally handicapped workers, i.e., those individuals whose earning capacity is impaired by physical or mental deficiency or injury, may be employed at wages lower than the established prevailing wage. The Fair Labor Standards Act requires that wages based on individual productivity be paid to handicapped workers

employed under certificates issued by the Secretary of Labor. These certificates are acceptable to the Department of Labor and Industries. Sheltered workshops for the handicapped may submit a request to the Department of Labor and Industries for a special certificate, which would, if approved, entitle them to pay their employees at wages, lower than the established prevailing wage.

Prevailing wage requirements do not apply to:

- Sole owners and their spouses.
 - Any partner who owns at least 30% of a partnership.
 - The president, vice-president, and treasurer of a corporation if each one owns at least 30% of the corporation.
 - Workers regularly employed on monthly or per diem salary by state or any political subdivision created by its laws.
- 5) **Site Visits:** There will not be a site walk-through or presubmittal conference. Vendors are strongly encouraged to visit the worksites listed on Attachment A in order to submit a more-accurate bid.
- 6) **Document Location:** The Contract Form and General Terms and Conditions are available for review and downloading at the Purchaser's website at <http://www.sccd.ctc.edu/business.aspx>.

In the event that you are unable to view or download the documents, please contact the Procurement Coordinator for this solicitation.

B. SCOPE OF WORK/PRODUCT TO BE PROVIDED

The Contractor will be expected to provide all labor and materials and expertise necessary to accomplish the tasks set forth below.

1. Graffiti Abatement Services:
 - a. Graffiti Patrol: The Contractor will conduct a minimum of three patrols per week and check the exterior of all properties listed in Attachment A. The Contractor will also check the interior main stairwell of the Broadway Edison Building. Multiple patrols on a single day will count as one patrol. The intent of the patrols is to identify graffiti shortly after occurrence and facilitate its prompt abatement.
 - b. Contractor will determine if graffiti removal and/or prevention (sacrificial coatings) are needed.
 - c. Standard Removal: The Contractor will remove graffiti from any exterior surface from ground level to 10 feet above grade on college property that is visible to the public.
 - d. Removal of graffiti above 10 feet above grade: The Contractor will have the capability to abate graffiti from any exterior surface on college property that is visible to the public and at a height greater than ten (10) feet from the ground. Contractor is to have the capability to abate graffiti from all sidewalks and walls (including brick, concrete, and asphalt substrates).
 - e. On-Call Removal: Contractor shall respond on an on-call basis to remove graffiti reported between patrols. Response time for hate, gang-related, or otherwise offensive graffiti will be within four (4) hours; all other reported graffiti within 36 hours.

- f. Sacrificial Coatings: Any recommendation for sacrificial coating must be approved by the Facility Director prior to application of such coating.
- 2. Documentation of graffiti and services:
 - a. The Contractor shall produce photographs of the location before work is performed and after work has been completed. Photographs shall be electronically labeled with the date, time and location the photos are taken.
 - b. Photographs shall document the size of the area of graffiti to be abated.
 - a. Photographic records shall be retained by the contractor pursuant to the records management terms of the contract, and be made available in an electronic format as directed by the College, including a monthly report
- 3. Methods of abatement and requirements:
 - a. The Contractor shall undertake recognized graffiti abatement methods to remove or obliterate graffiti and to restore the surface on which it appeared to its original condition or as close to the original condition as possible. Abatement methods may include painting, abrasive removal techniques and other methods proposed by the Contractor and approved by the College. Graffiti removal methods shall not harm, deface, or mark the surface.
 - b. The Contractor will maintain all sacrificial coatings.
 - c. The Contractor will apply primer and color matched finish paint to all painted surfaces. The contractor will use care to match both color and sheen of the adjacent painted surfaces.
 - d. The method of removal shall not leave shadows or ghosts and shall not follow the pattern of the graffiti such that letters or shapes remain apparent on the surface after the graffiti markings have been removed.
 - e. The Contractor shall not paint previously unpainted surfaces and finishes such as slump stone, split face masonry, stone, brick or concrete block unless painting is specifically requested by the Director of Facilities.
 - f. The Contractor shall perform all abrasive removal techniques so that the abatement area is blended into the adjacent surface.
 - g. Graffiti shall be removed so that the area surrounding it constitutes a box, circle or other geometric shape to minimize the appearance of shadows or ghosts.
 - h. The Contractor shall protect the surfaces adjacent to the area to be abated.
 - i. The Contractor shall abate the entire surface in the event that the graffiti covers a significant area of the surface. The Director of Facilities or designee shall determine whether or not an entire surface will be abated on a case-by-case basis.
 - j. The Contractor shall ensure protection of the work area at all times including, but not limited to:
 - i. Barricading the area of work at distances, so as not to allow persons who are not involved with the abatement into the area.
 - ii. Barricading area for work performed within the public right-of-way.
 - iii. Using warning signs and sidewalk and street cones to inform the public of work being conducted.
 - iv. Immediately correcting damages to the work site.

- v. Leaving work in undamaged condition.
 - vi. Providing signs to protect the finishes and the public while abatement work is underway.
- k. The Contractor shall remove all equipment and materials from each site and leave the site clean at the end of each workday.
- l. The Contractor shall dispose of all material containers and excess materials in accordance with all applicable laws, regulations, ordinances, codes and any other legislative or statutory requirements. Material rinse residue shall be collected and disposed of appropriately.
- m. Use of Products:
 - i. Contractor shall ensure that all employees have immediate access to the Material Safety Data Sheets (MSDS) for each product used in the performance of this contract. Contractor will provide the Director of Facilities or his designee with a copy of the MSDS and gain approval for use in advance of using a product for the first time.
 - ii. Contractor shall be in compliance with all provisions of the Federal Hazard Communication Act and similar laws of the State of Washington.
- n. Protection of the Public and Damages to Existing Structures:
 - i. The Contractor shall exercise caution at all times for the protection of persons and property. All fines, penalties and/or repair costs resulting from the Contractor's actions shall be the sole responsibility of the Contractor.
 - ii. The Contractor shall not permit placing or use of equipment in such a manner as to block vehicle traffic lanes or create safety hazards. The Contractor shall be responsible for the use of all appropriate warning devices.
 - iii. The Contractor shall avoid damage to existing structures. In the event that a structure is damaged in the course of work, the Contractor shall be solely responsible for its repair or replacement.
 - iv. All chemical graffiti removal products shall be handled in an environmentally safe manner.
- o. Operational Restrictions and Requirements:
 - i. The Contractor shall not repaint, soda blast, pressure wash, or use chemical removers on an area substantially beyond that necessary to remove the graffiti.
 - ii. Methods of removal must include water/contaminate reclamation from the work site. Hazardous materials must not enter the City's drainage system and shall comply with the City's Storm Water Management plans and permits.
 - iii. No abatement shall be performed in a manner which impacts adjacent property of other owners without the express written permission of the Director of Facilities and the owner of the adjacent property.

4. Service Area: The area of coverage for this contract includes the general areas identified in Attachment A. The specific buildings included in this service area are:
 - a. Main Campus: Parking Garage – Street level exterior only, including Broadway Performance Hall; Broadway Edison Complex, North Plaza Science and Math Building, Mitchell Activities Center, Bookstore, South Annex, International Student Center, Atlas Building, Fine Arts Bldg , Erickson Theater, and the Siegal Center.
 - b. Wood Construction Center: All buildings on the entire block occupied by the Wood Construction Center as well as the fence surrounding that Center.
 - c. Seattle Vocational Institute (SVI): Entire exterior of the building as well as all walls surrounding the parking area.
 - d. Seattle Maritime Academy (SMA): Entire exterior of all buildings.
5. Contractor's Employees and Management Structure:
 - a. Contractor shall designate one specific individual to oversee and inspect work performed by Contractor's personnel assigned to this contract. The designated representative shall be immediately available during work activities to receive communications from the Director of Facilities.
 - b. An alternate representative shall also be available within the Seattle metropolitan area in the event that the primary representative is unreachable in the event of an emergency.
 - c. The Contractor shall utilize only trained, competent employees in the performance of this contract. At the request of the Purchaser, the Contractor shall remove from assignment to this contract any incompetent, abusive or disorderly employee, whether supervisory or non-supervisory. The Contractor's crews shall be in possession of a copy of the resulting contract and the MSDS for each product used in the performance of work at all times. Online access is an acceptable means to meet this requirement.
 - d. Any person assigned to this contract found to be in possession of and / or under the influence of intoxicants or narcotics shall be removed from assignment to this contract. This person may be subject to arrest and criminal prosecution.
 - e. Personnel employed by the Contractor shall be screened and are not to perform services under the contract without prior approval from the Contract Representative.
 - f. All Contractor employees, subcontractors, or agents shall, when on site, be attired in a manner which readily displays their relationship to the Contractor.
6. Contractor's Equipment:
 - a. The Contractor's vehicles and equipment shall be neat in appearance and easily identified. Identification on the Contractor's vehicles shall consist of, at a minimum, company name and local telephone number in print no less than eight (8) inches tall.
 - b. The Contractor shall maintain its vehicles and equipment in safe and mechanically sound condition.

- c. The Purchaser will generally not make storage space for the Contractor's vehicles, materials, supplies and equipment available. Such items must be removed from the Purchaser's site(s) absent explicit written approval from the Director of Facilities
7. Reporting Requirements:
- a. Contract Coordination: All scheduling under this contract shall be coordinated through the College's Director of Facilities or his designee.
 - b. Quarterly Meetings: At the Facilities Director's discretion, quarterly meetings and evaluations with Contractor may occur.
 - c. Standard Monthly Report: Contractor will summarize and report all graffiti patrols and removal activity on a monthly basis. The report shall identify location, date of patrol and removal, what was removed, including a photo of each piece of graffiti removed. This will be transmitted electronically to an individual specified by the Director of Facilities.
 - d. Report of Work outside Contract Scope: The Contractor shall include a separate report of any graffiti on College property which is beyond the scope of this contract, but which the Director of Facilities may wish to have abated. The graffiti will be reported on a "unit" basis, in which each non-contiguous graffiti section will constitute a unit. The report shall be transmitted electronically in a form specified or approved by the Director of Facilities, and shall include for each item a:
 - i. Text report of the location, approximate size and form of the graffiti (spray paint, etc.)
 - ii. Visual image of the material proposed for abatement
 - iii. Price and schedule for abatement
- The College shall have the right to direct the removal of any item or set of items.

Brand names, if used in this solicitation, are intended solely to establish a standard against which other brands or trade name products shall be measured. By submitting a response, the Respondent expressly warrants all products and services to be provided are at least equal in quality, performance and use to the standard of quality identified in the solicitation. Any response containing a brand that is not of equal quality, performance and use to the standard of quality identified in the solicitation shall be rejected as non-responsive.

C. INFORMATION TO BE PROVIDED BY RESPONDENTS

Your response must contain one original and four copies of:

- 1) **Proposal/Specifications:** A complete description of the goods and/or services to be provided and methods to be used, if appropriate;
- 2) **Organizational History and Ability:** A clear demonstration of your organization's history and experience providing goods and/or services comparable in size and scope to that described in Section B of this solicitation;
- 3) **Personnel/Staff Experience:** Evidence of the expertise and experience of the personnel to be assigned to this project (resume, C.V., or similar applicable documents), to include

evidence of certification or authorization to perform the services specified, if such certification is required by law, regulation, or requested in this solicitation;

- 4) **Proposed Price:** The complete and total price you are proposing for delivery of the described goods and/or services, either as a single lump-sum for all goods and services, a periodic fee structure per month, or per unit for multiple orders of commodities or services, as appropriate; and
- 5) **Required Forms:** Completed copies (signed when requested) of all forms appended to this solicitation.
- 6) **Content Organization:** To facilitate evaluation, responses should address each element above. The material should be organized in the order of the outline above and clearly address the issues set forth in the evaluation criteria specified in Section D of the Solicitation.
- 7) **Samples, Literature and Related Documents:** Where appropriate, the Purchaser reserves the right to request of samples, literature, testing of products, and manufacturer's certification of the Respondent's authorization to provide goods and/or services. Submittal of such materials shall be at the Respondent's expense.

Respondents who decline or are unable to comply with such requests may be rejected as non-responsive. Any samples or materials submitted for testing will be returned to Respondents upon completion of the evaluation if requested.
- 8) **Amendments and Withdrawals:** A Respondent may amend a Response at any time prior to the date and time specified for receipt of responses, and withdraw from the selection process without recourse at any time.

D. EVALUATION CRITERIA

Responses will be evaluated based on the criteria listed in this section. In preparing the response, it is important for Respondents to clearly demonstrate their expertise in the areas described in this document. Because multiple areas of expertise may be required for successfully providing the requested product, the Respondent, (either through in-house staff or sub-contractors), must demonstrate expertise and have available adequate quantities of experienced personnel in all of the areas described.

Respondents are encouraged to identify and clearly label in their response how each criterion is being fully addressed. Evaluation of responses to this solicitation will be based only on the information provided in the response, and if applicable, interviews, and reference responses. The Purchaser reserves the right to request additional information or documentation from the Respondent regarding its response documents, personnel, financial viability, or other items in order to complete the selection process.

If a Respondent chooses to provide additional materials in their response beyond those requested, those materials should be included in a separate section of the response. In submitting a response, the Respondent agrees that any costs or prices proposed shall be valid for a minimum of 90 days from the response due date.

Responses will be evaluated based on the criteria specified below, and in accordance with the relative weight specified below:

Evaluation Criteria		Maximum Points
1	Overall Technical Proposal Documentation & Reports Plan, 15 pts Abatement Services and Methods, 25 pts Equipment, 10 pts	50
2	Responsiveness to RFP Requirements	10
3	Staff Qualifications and Experience	10
4	Cost Proposal	30
Maximum Total Points		100

E. QUESTIONS AND SOLICITATION REQUIREMENTS

- 1) Due Date for Questions:** Technical questions regarding substantive matters related to this RFP or requests for further information must be submitted in writing in accordance with the deadline and submission requirements specified on Page One of this RFP.
- 2) Due Date and Place for Submission:** Sealed responses must be received by the Purchaser by the date and time and at the place specified on Page One of this Solicitation. Responses must be labeled on the outside of the envelope or other container holding the response with the Solicitation, and the Respondent's Name, Address, and Telephone Number.

Upon receipt of each Response, the Purchasing Department will date-stamp it to show the exact time and date of receipt. Upon request, Purchasing will provide the Respondent with an acknowledgment of receipt. Respondents are encouraged to ensure that their

response arrives sufficiently prior to the deadline to permit this action. The deadline is firm as to place, date, and time. The Purchaser will not consider any response received after the deadline and will return all such responses unopened.

All responses shall become the property of the Purchaser upon receipt.

Faxed or e-mailed responses are not acceptable and will not be considered.

- 3) **Required Number of Copies:** Respondents to this RFP shall submit one original Response along with the required number of copies to the address stated on Page one of this Solicitation. Each of the forms indicated below must also be completed and submitted with the original response:

a. Respondent Fact Sheet

- 4) **Addenda:** In the event there are changes or clarifications to this Solicitation, the Purchaser will issue addenda as necessary. Addenda will be transmitted to Solicitation recipients via email, fax transmittal, US Postal Service, or other delivery service as is most efficient and economical.

Respondents are cautioned not to seek any information regarding this solicitation from any Purchaser personnel other than the Procurement Coordinator. Any such action may constitute grounds for rejection of a response. Only written information provided via addenda shall be deemed binding on the Purchaser.

- 5) **Rights Reserved by the Purchaser:** The Purchaser reserves the right to waive as informality any error or irregularity it finds in a response. Informality is an immaterial variation from the exact requirements of the competitive solicitation, having no effect or merely a minor or negligible effect on quality, quantity, or delivery of the supplies or performance of the services being procured, and the correction or waiver of which would not affect the relative standing of, or be otherwise prejudicial to bidders.

The Purchaser also reserves the right to reject any or all responses, and to cancel a solicitation at any time prior to execution of a contract.

- 6) **Notification:** The Purchaser will generally not disclose the names of respondents, or the number of respondents until a contract has been awarded.

F. SELECTION PROCESS

- 1) **Determination of Responsiveness:** Responses received by the time and date specified for receipt will be reviewed initially to determine responsiveness. To be considered responsive, a response must reflect all required components, and be sufficient in clarity and detail to be effectively evaluated. The Purchaser reserves the right to consider the actual level of Respondent's compliance with the requirements specified in this solicitation and to waive informalities in a Response. Evaluation panels will only evaluate Responses meeting this requirement. Any Respondents whose response is determined to non-responsive will be notified of the determination in the most expeditious and timely manner available.
- 2) **Evaluation of Responses:** An evaluation panel will rate all responses to this Solicitation that have been determined to be responsive. The evaluation shall be based on the criteria specified in Section D above. Based on its initial evaluation, the panel may:
- a. Make a recommendation to the Purchasing Manager and request authority to negotiate a Contract with one or more proposers; or

- b. Seek additional information from Respondents and/or invite Respondents to attend an interview or make a presentation, and make a recommendation to the Purchasing Manager upon consideration of the additional information.

3) Determination of Responsibility: The Purchaser reserves the right to conduct reference checks, either during or immediately after the review of responses, or any subsequent point in the process selection process.

In the event that information received from the reference checks suggests a need for concern regarding the Respondent's past performance, or their apparent ability to successfully perform the contract to be executed based on this RFP, the Purchaser may, at its sole discretion, determine that the Respondent is not responsible and may select the next highest-ranked Respondent whose reference checks validate the ability of the proposer to successfully perform the contract to be executed based on this Solicitation.

In conducting reference checks, the Purchaser may include itself as a reference if the Respondent has performed work for the Purchaser, even if the Respondent did not identify the Purchaser as a reference.

In determining Respondent's responsibility, the following elements shall be given consideration:

1. The ability, capacity, and skill of the Respondent to perform the contract or provide the service required;
 2. The character, integrity, reputation, judgment, experience, and efficiency of the Respondent;
 3. Whether the Respondent can perform the contract within the time specified;
 4. The quality of performance of previous contracts or services;
 5. The previous and existing compliance by the Respondent with laws relating to the contract or services;
 6. Responses provided by the Respondent's references;
 7. The Respondent's demonstrated record of fiscal and financial integrity;
 8. The Respondent's previous performance providing goods and/or services to the Purchaser, whether the Purchaser was or was not listed as a reference; and
 9. Such other information as may be secured having a bearing on the decision to award the contract.
- 4) Protest:** Any protest of the selection process shall be resolved in accordance with the Purchaser's Protest Policy and Procedures, which can be obtained from the Procurement Coordinator.

G. CONTRACT AWARD, NOTIFICATION AND NEGOTIATIONS

- 1) Contract Award:** Upon review and approval, the Purchaser will notify the selected contractor of the award, and commence negotiations to execute a contract. The Purchaser will also notify any other Respondents of the award.
- 2) Negotiations:** The Purchaser shall, if necessary, negotiate with the most qualified Respondent, as determined by evaluation of the responses and, if applicable, interviews or presentations. If the Purchaser is unable to reach agreement with the highest ranked firm, it may negotiate with the second highest ranked firm, proceeding in turn to each firm, in order of rank, until a contract is executed.

- 3) **Contract Term:** The Purchaser expects to execute a Contract for goods and/or services for one year. At the Purchaser's option, an amendment may be executed extending the Contract for up to five additional one-year periods, along with appropriate adjustments in the scope of work and compensation.

H. ADMINISTRATIVE INFORMATION

- 1) **Minority-owned and Women-owned Business Enterprises:** The Purchaser strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to submit responses, to participate as partners and/or to participate in other business activity in response to this RFP.
- 2) **Basic Eligibility:** The successful Respondent must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. In addition, the successful Respondent and any subcontractors must not be debarred, suspended, or otherwise ineligible to contract with the Purchaser, and must not be included on the United States Government's "List of Parties Excluded From Federal Procurement and Nonprocurement Programs" or the State of Washington's listing of debarred or suspended contractors.
- 3) **Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this Solicitation, the Purchaser expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this Solicitation.
- 4) **Defined Terms:** Terms utilized in this solicitation are defined as follows:

All defined terms included in the General Conditions are deemed to apply as defined terms in this solicitation. The terms below are also defined terms for purposes of the Solicitation.

Addendum: A change to the specifications, terms, conditions, or schedule of a solicitation transmitted to potential Respondents in writing by the Procurement Coordinator.

Procurement Coordinator: The individual identified by the Purchaser as the sole party to receive inquiries or questions concerning this Solicitation.

Respondent: Individual, Corporation, Partnership, or other party who submits a response to this solicitation. The common terms Bidder, Proposer, and Offer or, Contractor, or Consultant are considered to be equivalent terms for purposes of common understanding.

Response: The complete body of material provided by the Respondent pertaining to the solicitation, including any written documents, samples, literature, or verbal communications during oral interviews or presentations. May also be referred to as "Proposal" as in Request for Proposals

End of Solicitation, other than forms and attachments