

TOWN OF WARRENTON, VIRGINIA

INVITATION FOR BID – MAINTENANCE SERVICES – HVAC UNITS

IFB: #13-004

Closing Date: July 25, 2012 at 2 PM

ALL BIDS MUST BE RECEIVED BY THE CLOSING DATE AND TIME TO BE CONSIDERED

One (1) original and (1) copy of each bid, including any attachment, shall be mailed or delivered to:

**Town of Warrenton
Purchasing Agent
18 Court Street
Warrenton, Virginia 20186**

All inquiries for information regarding procurement procedures, selection criteria, bid submission requirements, or other fiscal/administrative concerns shall be directed to:

Purchasing Agent
18 Court Street
Warrenton, VA 20186

Phone: 540-347-1102
Fax: 540-349-2414
e-mail: staff@warrentonva.gov

For technical information relating to this IFB, please contact:

Robert G. Butler, Superintendent of Public Works
360 Falmouth Street
Warrenton, VA 20186

Phone: 540-347-1858
Fax: 540-349-8339
e-mail: rbutler@warrentonva.gov

In compliance with this Invitation for Bid and all the conditions imposed herein, the undersigned offers and agrees to furnish the goods in accordance with the signed bid or as mutually agreed upon by subsequent negotiations.

Name and Address: _____

Phone #: _____

Fax #: _____

Date: _____

Submitted by: _____
Printed name

FEIN/SSN: _____

Signature

CERTIFICATION PAGE

RETURN THIS PAGE WITH PROPOSAL SUBMISSION

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The Town of Warrenton is accepting bids from qualified contractors for the purpose of establishing rates for a service contract on Heating Ventilation Air Conditioning (HVAC) located at various Town buildings within the Town of Warrenton.

The following Special Terms and Conditions shall govern this purchase:

1. A list of specifications is attached as Exhibit A.
2. The General Terms & Conditions - Service, attached as Exhibit G, shall apply to this purchase.
3. Any person submitting a bid for construction work to any building, highway, sewer or other structure, the performance of which would require a contractor's license pursuant to the provisions of Sec. 54.1-1100 of the Code of Virginia, 1950, as amended, be required to submit **as part of their bid (attached as Exhibit C)**:
 - a. satisfactory proof that such person is duly licensed under the terms of Sec. 54.1-1100 of the Code of Virginia, 1950, as amended, including the furnishing of any such contractor's number;
 - b. a written, sworn statement (notarized) that the license is in good standing and not subject to licensure as a contractor, subcontractor or owner/developer pursuant to Sec. 4.1-1100 of the Code of Virginia, 1950, as amended.
4. The contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors.

The contractor shall provide a certificate of insurance naming the Town of Warrenton as additional insured **and, if requested** a certified copy of said policy or endorsement(s) before commencement of contract. All insurance shall be placed with an insurer licensed to do business in the Commonwealth of Virginia. The underwriter shall be subject to the approval of the Town of Warrenton.

The contractor shall maintain limits no less than:

- a. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The

general aggregate limit shall apply separately to this project/location or the general aggregate shall be twice the required occurrence limit.

- b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
 - c. Workers' Compensation and Employers Liability: Worker's Compensation as required by the Code of the Commonwealth of Virginia and Employers Liability limits of \$1,000,000 per accident.
5. All bids must be placed on the enclosed Bid Sheet Proposal with a response on each item to be considered responsive.
 6. Payment terms are net, 30 days from date of approved invoice by the Public Works Superintendent.
 7. The successful contractor will receive a purchase order from the Town of Warrenton.
 8. All bids are good for 60 days.
 9. There will be a non-mandatory pre-bid Meeting held at the Public Works Facility at 360 Falmouth Street at 10:00 AM on July 23, 2012. A site visit to all included sites will be made after the meeting for all those interested.

All bids must be signed and sealed in an envelope plainly marked on the outside, "**SEALED BID IFB #13-004 MAINTENANCE SERVICES – HVAC UNITS TO BE OPENED July 25, 2012 AT 2:00 P.M.**", and shall be mailed or hand delivered to the Purchasing Agent at 18 Court Street, Warrenton, VA 20186.

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EXHIBIT A

SPECIFICATIONS

The following specifications are for the purpose of establishing rates for maintenance on Heating Ventilation Air Condition (HVAC), located at various locations in Warrenton.

1. GENERAL INFORMATION:

A. This service and maintenance contract is for a period of one (1) year, with renewal at the sole option of the Town on a yearly basis, not to exceed three (3) years. *This is for a bi-monthly service, to include spring and fall semi-annual inspections.*

B. Work shall be conducted between the hours of 8:00 AM to 4:30 PM, Monday through Friday. Work on holidays, Saturdays, Sundays and hours other than those stated above must be approved by the Public Works Superintendent.

C. All services as required by this contract shall be performed by trained service personnel directly employed and supervised by the contractor. Service personnel shall be qualified to keep equipment properly maintained and will use all reasonable care to maintain equipment in an efficient and safe operating condition.

D. HVAC units consist of the following:

TOWN HALL: (18 Court Street)

- | | | | |
|----|------------------|---------------|------------------------|
| 1. | Downstairs: | Trane XE 1000 | Model# TWR0356C100A0 |
| 2. | Roof Top Unit: | Carrier | Model # 48TMD016-511AA |
| 3. | Managers Office: | Carrier | Model # 24ACR360A330 |

VISITOR CENTER: (33 North Calhoun Street)

- | | | |
|----|-------|--------------------|
| 1. | Rheem | Model # 13AJA18A01 |
| 2. | Rheem | Model # 13AJA60A01 |
| 3. | Rheem | Model # 13AJA60A01 |
| 4. | Rheem | Model # 13AJA24A01 |

TOWN OWNED WAREHOUSE (SALVATION ARMY): (26 South Third Street)

1. Goodman Model # CLQ42-1B

PUBLIC SAFETY FACILITY. (333 Carriage House Lane)

1. Trane Model # TTA060D300A1
2. Trane Model # TTA042D300B0
3. Trane Model # TTA030C300A2
4. Trane Model # TTA030C300A2
5. Trane Model # TTA036D300A0
6. Trane Model # TTA030C300A2
7. Trane Model # TTUX080C942C3
8. ERU
9. ERU

PUBLIC WORKS FACILITY: (360 Falmouth Street)

1. Carrier Model # 50QP018301
2. Carrier Model # 50QP018301

2. SCOPE OF WORK

**BI-MONTHLY SERVICE
MAINTENANCE PROCEDURES**

Perform all services recommended by the manufacturer, to include, but not limited to, the following inspections. The Town of Warrenton will supply needed materials/supplies:

Specific requirements for all units.

I. General Maintenance:

- a. Inspect for leaks and report results.
- b. Clean condensation pan and associated traps, add bleach to pan. Prime trap before restarting.
- c. Verify unit is operating within manufacturer specifications and industry standards.
- d. Provide a written report of completed work, operating log, and indicate any deficiencies detected. Notify the Public Works Superintendent of any needed repairs along with written estimate.
- e. Inspect belts.
- f. Visually inspect evaporator coil, blower for dirt/debris.
- g. Manually roll blower motor, check for bad bearings.
- h. Oil blower motor if oil ports are present.
- i. Inspect electrical connections on heaters for burnt or discolored wires.

- j. Check coil distribution header tubing to insure lines are not rubbing.
- k. Replace or adjust any belts and pulleys.

- l. Check or clean heat exchanger and burners, if applicable.
- m. Adjust pilot, check gas valve and pressures if required.
- n. Check or replace gas filters.
- o. Clean or replace air filter.
- p. Check all supply vents for correct position and operation.
- q. Clean filters in E.R.U. units (Police Dept. units only)
- r. Periodic and seasonal check humidity levels, and make any recommendations for adjustments.

II. Controls and Safety:

- a. Inspect control panel for cleanliness and proper operation.
- b. Inspect wiring and connections for tightness and signs of overheating and discoloration. Notify the Public Works Superintendent of any needed repairs along with written estimate.
- c. Check the condition of the contacts for wear and pitting, Notify the Public Works Superintendent of any needed repairs along with written estimate. Check the contacts for free and smooth operation. Notify the Public Works Superintendent of any needed repairs along with written estimate.

**COMPREHENSIVE SEMI-ANNUAL
(HEATING OR COOLING) MAINTENANCE PROCEDURES**

The following Comprehensive Semi-Annual Inspection Service and Maintenance will need to be completed before the cooling/heating season. This cooling service shall be done in the spring (after April 1, and before May 1), then heating service in the fall (after Oct. 1, and before Nov. 1), of the appointed year. Perform all services recommended by the manufacturer, to include, but not limited to, the following inspections and supply needed materials/supplies:

1. Check the general condition of the unit in the "spring and the fall of each year".
2. Verify the operation of the control circuits are within manufacturers specifications.
3. Replace air filters, to be provided by the Town of Warrenton as needed.
4. Verify unit is operating within manufacturer specifications and industry standards.
5. Provide a written report of completed work, operating log and indicate any deficiencies detected. Notify the Public Works Superintendent of any needed repairs along with written estimate.

Specific requirements for all units.

I. General Maintenance:

- a. Inspect for leaks and repair any minor problems. Report results and estimate of further repairs needed. (e.g. valve packing, flare nuts).
- b. Inspect **indoor/exterior** coils and or fans. Clean as necessary.

- c. Inspect and adjusts pulleys and sheaves for tightness, wear and alignment, replace pulleys and sheaves as needed.
 - d. Replace belts annually or as needed.
 - e. Clean condensation pan and drain lines add bleach to condensation pan.
 - f. Provide a written report of completed work, operating log, and indicate any deficiencies detected. Notify the Public Works Superintendent of any needed repairs along with written estimate.
 - g. Chemically clean A-coil, evaporator coil.
- II. Controls and Safety:
- a. Inspect control panel for cleanliness and proper operation. Clean out all debris.
 - b. Inspect wiring and connections for tightness and signs of overheating and discoloration. Notify the Public Works Superintendent of any needed repairs along with written estimate.
 - c. Test the low evaporator pressure safety device. Calibrate and record setting.
 - d. Test the high condenser pressure safety device. Calibrate and record setting.
 - e. Clean the starter cabinet.
 - f. Inspect wiring and connections for tightness and signs of overheating and discoloration. Repair as necessary.
 - g. Check the condition of the contacts for wear and pitting, replace as necessary.
 - h. Check the contacts for free and smooth operation.
- III. Lubrication:
- a. Lubricate all fan shaft bearings.
 - b. Lubricate all fan motor bearings.

SERVICE CALL PROCEDURES

Service call rate to begin upon arrival on site to repair or service HVAC units by certified repair person(s). Repair person to have standard tools, equipment, and materials for standard HVAC repairs. All requests for service must have a repair person respond within four (4) hours from notification by the Town. Service rates will be paid to the nearest half hour. The Town will provide a minimum charge of one hour and no additional "service call" fees, or the like, will be paid. All additional fees are to be included in the hourly service rate. Standard service rates will be paid from 8:00 A.M. to 4:30 P.M. Monday through Friday. Overtime will be paid for Town Holidays, Weekends, and between 4:30 P.M. and 8:00 A.M. Monday through Friday.

3. QUALIFICATIONS

- A. The successful bidder's service personnel must have the appropriate training and expertise required for performing maintenance procedures on the specified HVAC as outlined in the bid specifications. Firm must have at the time of bid opening, all required licenses, bonding, facilities, equipment and trained personnel necessary to perform the requirements specified herein.

- B. The Contractor must have employed on a full time basis; an adequate number of service / maintenance personnel to provide scheduled maintenance as well as prompt response to unanticipated and / or emergency requirements.
- C. Bidder must provide a 24/7 phone number and respond to emergency service calls within one (1) hour after notification and onsite service within four (4) hours, unless approved by the Public Works Superintendent.

4. STANDARDS

All services will be performed in accordance with best industry practices and all parts installed will be genuine, original manufacturer, or equal. Any used, rebuilt or reconditioned parts will be at the discretion of the Public Works Superintendent before installing. The invoices shall clearly state this fact if used parts are approved. Vendor will return or provide inspection of all replaced parts. Service / parts guarantees and warranties shall be stated herein.

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EXHIBIT G - GENERAL TERMS AND CONDITIONS SERVICES

1. MANDATORY USE OF TOWN FORM AND TERMS AND CONDITIONS

Failure to submit a bid/proposal on the official Town form provided for that purpose shall be a cause for rejection of the bid/proposal. Return of the complete document is required. Modification or additions to any portion of the solicitation may be cause for rejection of the bid/proposal; however, the Town reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid/proposal as nonresponsive.

2. PRECEDENCE OF TERMS

In the event there is a conflict between the General Terms and Conditions and any Special Terms and Conditions for use in a particular procurement, the Special Terms and Conditions shall apply.

3. CLARIFICATION OF TERMS

If any prospective bidder/offeror has questions about the specifications or other solicitation documents, the prospective bidder/offeror should contact the Purchasing Agent or the Department Head whose name appears on the face of the solicitation no later than five days before the opening date. Any revisions to the solicitation will be made only by addendum issued by the Purchasing Agent.

4. TESTING/INSPECTION

The Town reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

5. PAYMENT TERMS

Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days.

6. INVOICES

Invoices for items ordered, delivered and accepted shall be submitted by the bidder/offeror direct to the payment address shown on the purchase order/contract.

All invoices shall show the Town's contract number and/or purchase order number.

7. DEFAULT

In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town, after due oral or written notice, may procure them from other sources and hold the bidder/offeror responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town may have.

8. ASSIGNMENT OF CONTRACT

A contract shall not be assignable by the bidder/offeror in whole or in part without the written consent of the Town.

9. ANTITRUST

By entering into a contract, the bidder/offeror conveys, sells, assigns and transfers to the Town of Warrenton all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town of Warrenton under said contract.

10. ETHICS IN PUBLIC CONTRACTING

By submitting their bids/proposals, all bidders/offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer, or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

11. ANTI-DISCRIMINATION

By submitting their bids/proposals, all bidders/offerors certify to the Town that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended. They must also conform to the American Disability Act of 1990 and Section 11-51 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000, the provisions in A and B, below apply:

A. During the performance of this contract, the bidder/offeror agrees as follows:

The bidder/offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonable and necessary to the normal operation of the bidder/offeror. The bidder/offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this

nondiscrimination clause.

The bidder/offeror, in all solicitations or advertisements for employees placed by or on behalf of the bidder/offeror, will state that such bidder/offeror is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting requirements of this section.

- B. The bidder/offeror will include the provisions of A. above in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

12. INDEMNIFICATION

Bidder/offeror agrees to indemnify, defend, and hold harmless the Town of Warrenton, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, services or equipment of any kind or nature furnished by the bidder/offeror, provided that such liability is not attributable to the sole negligence of the Town or to failure of the Town to use the materials, goods or equipment in the manner already and permanently described by the bidder/offeror on the materials, goods or equipment delivered. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

13. DEBARMENT STATUS

By submitting their bids/proposals, all bidders/offerors certify that they are not currently debarred from submitting bids/proposals on contracts by the Town of Warrenton, nor are they an agent of any person or entity that is currently debarred from submitting bids/proposals on contracts by the Town of Warrenton.

14. APPLICABLE LAW AND COURTS

Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The bidder/offeror shall comply with applicable federal, state and local laws and regulations.

15. QUALIFICATIONS OF BIDDERS/OFFERORS

The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder/offeror to perform the work/furnish the item(s) and the bidder/offeror shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect the bidder's/offeror's physical plant prior to award to satisfy questions regarding the bidder's/offeror's capabilities. The Town further reserves the right to reject any bid/proposal if the evidence submitted by, or investigations of, such bidder/offeror fails to satisfy the Town that such bidder/offeror is properly qualified to carry out the

obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

16. SAFETY

All contractors and subcontractors performing services for the Town of Warrenton are required and shall comply with all Occupational Safety and Health Administration (OSHA) and any other applicable rules and regulations. All contractors and subcontractors shall be responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

17. NOTICE OF REQUIRED DISABILITY LEGISLATION COMPLIANCE

The Town of Warrenton is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and the Virginians with Disability Act of 1990.

Specifically, the Town of Warrenton, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of State and local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

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EXHIBIT C

Mandatory Requirement

(To be executed and submitted with bid)

Any person submitting a bid for construction work to any building, highway, sewer or other structure, the performance of which would require a contractor's license pursuant to the provisions of Sec. 54.1-1100 of the Code of Virginia, 1950, as amended, be required to submit **as part of their bid**:

Satisfactory proof that such person is duly licensed under the terms of Sec. 54.1-1100 of the Code of Virginia, 1950, as amended, including the furnishing of any such contractor's number. **A copy of your contractor's license can be attached to this form to meet this requirement.**

I certify that the _____ State Contractors License of _____,
doing business as _____ is in

good standing and not subject to licensure as a contractor, subcontractor or owner/developer pursuant to Sec. 54.1-1100 of the Code of Virginia, 1950, as amended.

Signed and sealed this _____ of _____, 20__.

Principal

Title

State of Virginia, County of _____, to wit:

The foregoing instrument was acknowledged before me the _____ day of _____, 20__.

by _____
Notary Public

My Commission Expires

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CONTRACTOR DATA SHEET – Page 1 of 2

1. QUALIFICATIONS OF BIDDER: Bidders must have the capability and capacity in all respects to fully satisfy the contractual requirements as specified.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service: Years _____ Months _____.
3. REFERENCES: Indicate below a listing of at least three (3) recent or present contracts in which you have provided this type of work of the size and scope specified.
4. EQUIPMENT LIST: Bidders shall provide, in the space below, a full list of all equipment they will use to fulfill the requirements of this solicitation. Please list type of equipment, Manufacturer & Model number, and age of equipment as indicated (for example, 2001 Ford F250 w/ service body stocked with equipment and parts normally needed for most repairs). *All equipment must be in good working order; listing equipment that is not in service may render the bidder as non-responsible.*

| Type of Equipment: | Manufacturer/Model #: | Age of Equipment: |
|--------------------|-----------------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

5. POTENTIAL EMPLOYEES: In the event you are awarded this contract, how many employees/laborers do you anticipate using to fulfill this requirement?

| | Full Time | Part Time |
|---------------------------------------|-----------|-----------|
| Total Certified Technicians Employed: | _____ | _____ |
| Total Assistants Employed: | _____ | _____ |

| | | | |
|--------------|---------------------|-----|-----------|
| _____ | _____ | | |
| Company Name | Representative Name | | |
| _____ | _____ | | |
| Address | Title | | |
| _____ | _____ | | |
| City | State | Zip | _____ |
| | | | Signature |

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Checklist for Bid Submissions

IMPORTANT: One (1) original, and one (1) copy, of the following items must be enclosed in a sealed envelope, clearly marked “**Sealed Bid on IFB #13-004 Maintenance Service – HVAC Units on July 25, 2012 2:00 P.M.**” in order for your bid to be considered responsive.

1. Signed Certification Page.
2. Completed Contractor Data Sheet (pages 1 & 2), signed by an individual authorized to bind the organization.
3. Completed Bid Sheet, signed by an individual authorized to bind the organization.
4. A copy of your Business license.
5. A copy of your Contractor’s License and Exhibit C.

If you have any questions regarding the above documents, please contact the individual(s) listed on the Certification Page of this IFB.