

**REQUEST FOR QUALIFICATIONS**  
**FOR**

**ENGINEERING PROFESSIONAL SERVICES**  
**FOR**

**JEFFERSON DAVIS ELECTRIC COOPERATIVE, INC.**

**Request for Qualifications – Damaged Transmission Towers**  
Request for Qualifications Due 2 PM 11 SEPTEMBER 2020

**Issued By:**

**Jefferson Davis Electric Cooperative, Inc.**  
and  
Authorized Representative

Royal Engineering and Consultants, LLC

# JEFF DAVIS ELECTRICAL

## ENGINEERING PROFESSIONAL SERVICES

REQUEST FOR QUALIFICATIONS – *Electrical Engineering Services*

Released: 07 September 2020

Submittal shall be sent to:  
906 N Lake Arthur Ave, Jennings,  
LA 70546

btate@royalengineering.net

Sealed Proposal should be clearly marked:  
RFQ – Electrical ENGINEERING  
PROFESSIONAL SERVICES

### SUBMITTAL COVER SHEET

The Entity and the Officer with authority to commit for the Entity are:

RESPONDENT:	FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NO.	TOLL FREE TEL. NO (800)
NAME & TITLE OF PERSON SIGNING:	FAX NUMBER:	E-MAIL:
PROPOSAL IS FROM A/AN: ( ) Corporation organized and existing under the laws of the STATE OF _____ ( ) Partnership ( ) Individual		

#### **NON-COLLUSION**

The undersigned certifies that the Entity has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered by this proposal invitation.

#### **PROPOSAL CERTIFICATION**

The Undersigned certifies that to the best of their knowledge:

- ( ) There is no officer or employee of Jefferson Davis Electric Cooperative, Inc. who has, or whose relative has, a substantial interest in any contract award subsequent to this proposal.  
( ) The names of any and all public officers or employees of the JDEC have, or whose relative has, a substantial interest in any contract award subsequent to this proposal are identified by name as part of this submittal.

The Undersigned further certifies that the Entity \_\_\_is or \_\_\_is not currently debarred, suspended or proposed for debarment by any federal or State agency. The undersigned agrees to notify the JDEC of any change in this status, should one occur, until such time as an award has been made under this action.

Date: \_\_\_\_\_

Entity Name: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

**JEFFERSON DAVIS ELECTRICAL  
COOPERATIVE INC.**

**ENGINEERING PROFESSIONAL SERVICES**

**REQUEST FOR QUALIFICATIONS – Electrical Engineering Services**

**SIGNATURE PAGE**

In compliance with this RFQ, the undersigned agrees to furnish the services in accordance with the attached Proposal or as mutually agreed upon by subsequent negotiation.

\_\_\_\_\_  
Company Submitting Proposal

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Web Address

\_\_\_\_\_  
Authorized Person Submitting RFQ (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **STATEMENT OF NEED**

The intent of this Request for Qualifications (RFQ) is to solicit from engineers a submittal of qualifications to provide engineering professional services for the **for Jefferson Davis Electric Cooperative, Inc. (JDEC)** from Hurricane Laura on August 26, 2020.

JDEC encourages minority, woman, veteran owned and small businesses to submit on this RFQ.

The scope includes, but is not limited to the following:  
Electrical engineering services for the recovery of Hurricane Laura.

## **CALENDAR OF EVENTS**

Listed below are the dates and times by which stated actions must be taken or completed. If JDEC determines, in its sole discretion, that it is necessary to change any of the dates and times, it will issue an Addendum to this RFQ. All listed times are applicable local times for LAKE CHARLES, LA.

<b>DATE / TIME</b>	<b>ACTION</b>
07 September 2020	Advertising of Request for Qualifications
<b>Same Day</b>	Request for Qualifications documents released to potential Respondents
09 September 2020	Last day and time for Respondents to submit written communications and/or inquiries
09 September 2020	Addenda, if any, responding to written communications/inquiries
<b>2 PM 11 September 2020</b>	<b>Deadline for submittals</b>
None	Presentations, if invited to participate
14 September 2020	Recommendation of selected Respondent to JDEC for approval

## **SECTION I:** **SCOPE OF SERVICES**

The Design Professional shall provide comprehensive services including, but not limited to, civil, structural, mechanical, and electrical engineering. The Design Professional shall be responsible for all roads and parking; utility infrastructure, common area and coordination with JDEC's other professionals to assure compatible design and construction documents. The Design Professional shall become familiar with the site conditions, including preparation of applicable as-built plans on renovation and building expansion projects. The Design Professional shall attend and assist JDEC at all required meetings and shall be responsible for recording and distributing minutes of all proceedings during the Design Phases.

These services shall be provided in two (2) Phases, each Phase composed of various stages. The Design Professional shall not proceed to the Design Development Stage in Phase One without JDEC's written approval. Nor shall the Design Professional proceed to Phase Two without JDEC'S written approval

- 1.1. **Phase One** comprehensive services include the Schematic Design Stage along with assisting JDEC in budget and schedule development. Additionally, Design professionals may submit a proposal for Programming Services and/or JDEC may elect to solicit additional proposals for programming from such firms as JDEC deems qualified to provide programming services and may elect to contract such services. \*If then authorized in writing by JDEC, this stage will enter the Design Development. \*If then authorized in writing by JDEC, this stage will enter the Construction Document Stage.
  - 1.1.1. **The Programming Stage** shall produce a document describing gross facility areas, space requirements, approximate assignable areas, spatial relationships and adjacencies. This comprehensive document shall provide a narrative of the program as well as the tabular data and illustrations required to fully describe the program and its components. Programming shall comply with JDEC Design Standards.
  - 1.1.2. **The Schematic Design Stage** shall completely describe and depict Project requirements in sufficient detail to allow approval by JDEC. These details may include some combination of study models, perspective sketches or digital modeling. The Design Professional shall assist JDEC with updating the preliminary Project budget and schedule.
  - 1.1.3. \*If authorized in writing by JDEC, **the Design Development Stage** shall produce documents that define and describe the size, character and location of all transmission towers, components, finishes and other items that may be appropriate; satisfy program requirements; comply with the company's comprehensive Plan and JDEC Design Standards; and comply with all applicable codes and regulations. The Design Professional shall provide detailed plans, elevations, sections, typical details and outline specifications of all building components and systems. Value engineering and lifecycle cost studies, environmentally responsible design alternates and other items to aid in JDEC decision making shall be provided as required by JDEC. Documents shall include, but not be limited to, criteria, evaluation of alternates and recommendation of electrical/structural systems, and energy conservation alternates. The Design Professional, in coordination with the Project Manager, shall assist JDEC with development of probable cost to verify that the Project remains within the established budget.

- 1.1.4. \*If authorized in writing by JDEC, the **Construction Document Stage** services shall result in a comprehensive set of construction drawings and specifications in sufficient detail as determined by JDEC for procurement of construction services and construction of the Project including the preparation and certification of a Storm Water Pollution Prevention Plan. The Design Professional shall also assist JDEC with an update of probable cost, preparation of procurement packages, value engineering and bid alternates development, if required. The Design Professional shall be responsible for submissions to and coordination with governing bodies having jurisdiction over the Project and revisions and modifications to the documents mandated by such governing bodies if required. Final Construction Documents shall be reasonably coordinated and free of any material errors or omissions, and the Design Professional shall document corrections in a timely manner.
- 1.1.5. **Phase Two** comprehensive services, \*if authorized in writing by JDEC, shall include the Bidding Stage and the Construction Administration Stage.
- 1.1.6. **Bidding Stage** services shall include, but not be limited to, assisting with bidder list development; printing and distributing bid documents; attending pre-bid conference and general contractor interviews; preparing responses to questions from prospective bidders; providing clarification and interpretation of bid documents; reviewing bid alternates, exceptions and substitutions; and assisting with evaluation of contractor proposals and contract negotiations.
- 1.1.7. **Construction Administration Stage** services shall include, but not be limited to, attendance at regular construction meetings simultaneously with construction observation, preparation of meeting reports, review and approval of contractor submittals and pay applications, response to Requests for Information, evaluation of change proposals, preparation of a final punch list and one follow-up punch list, assistance in correction of punch list deficiencies, attendance at Substantial and Final Completion inspections and assistance with Project acceptance and contract close-out activities. The Design Professional shall also conduct a one (1) year warranty inspection with applicable subcontractors, prepare a deficiency report and assist with resolving warranty issues. The Design Professional, and its subcontractors as applicable, shall visit the site at a minimum of weekly intervals and also as needed to respond to construction issues and to determine in general if the work observed is being carried out in accordance with the contract documents; however, the Design Professional shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. The Design Professional shall report to JDEC any known deviations from the contract documents and any defects and deficiencies observed in the work. The Design Professional agrees that its representatives during the construction phase shall be qualified by training and experience to make decisions and interpretations of plans and specifications and shall be empowered by the Design Professional to do so; such decisions and interpretations shall be binding upon the Design Professional as if made by him, and all such decisions shall be confirmed in writing at the earliest reasonable date. The Design Professional shall have no liability for site safety or the means and methods employed by the contractor.

**SECTION II:**  
**SUBMITTAL**  
**FORMAT and PREPARATION GUIDELINES**

**Send Sealed Submittal To**

906 N Lake Arthur Ave,  
Jennings, LA 70546

**Send Electronic Submittal To**

btate@royalengineering.net

**Clearly Marked in the Subject Line**

Request for Qualifications

**ENGINEERING PROFESSIONAL SERVICES –**

Due Date: 2 PM 11 September 2020

**Instructions to Professionals**

Respondents are to submit one (1) electronic form of the complete submittal package that can be reproduced.

At due date and time, all submittals received by the due date will be opened for the sole purpose of recording the names of the individuals or firms submitting written responses.

If the submittal is mailed, sufficient time must be allowed to ensure JDEC's proper receipt of the package by the time specified above. Allow an additional 24 hours for JDEC's internal mail process. It is the responsibility of the firms to ensure that the properly marked submittal arrives at [btate@royalengineering.net](mailto:btate@royalengineering.net) or **906 N Lake Arthur Ave, Jennings, LA 70546**. Submittals received after the due date and time will be returned to Respondent unopened.

Any submittal not prepared and received in accordance with provisions stated herein will be considered an informal response and any/or all of the submittal may be rejected.

Withdrawal of submittal will be accepted until the submission due date and time above. No submittal may be withdrawn after the deadline.

Each firm will pay all costs associated with the preparation of the submittal, and, if applicable, subsequent oral presentations if requested by JDEC.

This file becomes a matter of public record and is open for review by the public upon the full execution of the agreement.

**Submittal Content**

The following information should, but not limited to, be included in the submittal packet:

1. Signed Proposal Cover Sheet.
2. Acknowledgement of number and date of addenda received
3. Company profile including but not limited to:

- State of Louisiana License
  - General Reputation and Performance Capabilities: Describe the general reputation and performance capabilities of the firm and explain how these characteristics translate to optimizing results for JDEC.
  - Years in business under current name, and project team members.
4. Description of the staff members of your firm and detailed resumes (can be an attachment)
  5. Proposed technique(s) that will be utilized for design, bidding, and construction management.
  6. Description of the quality of products to be considered to improve facilities, electrical components/systems, and efficiency in reducing energy consumption and operating costs.
  7. RFQ Signature Page.
  8. Five (5) professional references for similar projects completed within the last five years:
    - Services and equipment provided, project cost, and benefits to the owner.
    - Client Name
    - Contact Name, Title
  9. Contact Person: Phone/Fax Number/Email Address

If the Respondent fails to supply all required information, the submission may be deemed non-responsive at the discretion of the JDEC.

### **Submittal Format**

Submittal shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements and an understanding of JDEC needs.

Include a Table of Contents page for the entire submittal and give sequential page numbers for each part of the submittal including attachments. Arrange the submittal in the order listed in the SUBMITTAL CONTENT section of this RFQ. Additional optional attachments that are listed in the SUBMITTAL CONTENT section may be included at the end of the submittal packet.

Separate each part of the submittal packet by use of a divider sheet with a tab for ready reference. Tab references shall correspond with the Table of Contents page.

**Table of Contents, 1-page Cover Letter, Submittal Cover Sheet and Divider tabs do not count toward total page count.**

Each complete submittal will contain a maximum of thirty (30) pages, a cover letter, the Submittal cover sheet, the relevant requested Submittal information, and the required signature page. Brevity is a plus.

At the discretion of the respondent, a maximum of ten (10) additional qualifications related or marketing informational pages can be included in the submittal.

Detailed staff resumes including list of industry certifications may be included as a second attachment to the submittal packet. These additional pages will not be counted against the thirty (30) pages of the main content or the ten (10) additional pages of information.



### **Interpretation or Correction**

JDEC is not liable for interpretations/misinterpretations or other errors or omissions made by the Respondent in responding to this Request. Any required addendum to the RFQ and all clarifications, answers to questions, or changes to this RFQ shall be provided through a JDEC-issued Addendum, which shall be distributed to vendors by via email and posted to JDEC's website. Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered "unofficial" and shall not bind JDEC to any requirements, terms or conditions not stated herein.

Any person, firm or corporation submitting a response is deemed to have read, understood and agreed to all terms, conditions and requirements set forth in the specifications. Respondent agrees to conform in general to the terms of these specifications, details of which will be set forth in a signed agreement mutually acceptable to and executed by JDEC and the Respondent.

From the date of issuance until JDEC takes final agency action, the Respondent **must not** discuss their submittal or any part thereof with any employee, agent, or representative of JDEC except as expressly requested by JDEC in writing. Violation of this restriction will result in rejection of the Respondent's response.

No negotiations, decisions, or actions shall be initiated or executed by the Respondent as a result of any discussions with any JDEC employee. All inquiries, requests for clarification, change of condition or requirement, specification omissions, doubt as to meaning, or requests for additional information must be submitted, in writing, or via email to **Beau Tate, btate@royalengineering.net** In the written request, the Respondent must identify him/herself and provide the page number, section, and paragraph of the conditions or requirements in question. The Respondent must also recommend specific written changes to the specified condition(s) or requirement(s).

All written inquiries or requests for changes or information must be received by Beau Tate, Royal Engineers and Consultants no later than the scheduled date shown in the Calendar of Events outlined in this document. All Respondent inquiries or requests, the JDEC responses to these inquiries or requests, and other needs as may apply will be provided to all prospective Respondents by addendum. All addenda issued by JDEC shall become a part of the RFQ, and Respondents shall acknowledge receipt of each addendum by number and date in its response.

Inquiries concerning Request for Qualifications – Electrical Engineering Services should be addressed as follows:

**Royal Engineers and Consultants**  
**c/o Beau Tate**  
**RE: RFQ Electrical Engineering Services**  
**906 N Lake Arthur Ave, Jennings, LA 70546**

### **Provisions for Recommendation**

It is understood that JDEC reserves the right to the following:

1. Reject any and/or all Proposal submittals.
2. Accept any submittal or portion thereof most advantageous to JDEC.
3. Revise the RFQ and/or issue addenda to the RFQ, in the event it becomes necessary to revise any or part of the RFQ. Addenda will be provided to all those who received the RFQ.
4. Cancel or re-issue the Request for Qualifications, in whole or in part, prior to execution of a contract.
5. Negotiate with the Respondent.

6. Award contract based on the overall best business decision for the JDEC including firm location or services offered.
7. Waive any informalities or regularities.
8. Award to single or multiple firms.
9. Request additional information or require a meeting with the Respondent for clarification.
10. Request presentations from Respondents following submission of the Proposals submittal.
11. Modify timelines, as issued in the form of an addendum.

**SECTION III:**  
**EVALUATION CRITERIA**  
**AND SELECTION PROCESS**

All proposals shall be initially evaluated based on criteria listed below by members of an advisory evaluation committee. Such advisory committee shall consist of individuals who have expertise regarding, or some experience with, the subject matter of the RFQ or, individuals who could be characterized as recipients, beneficiaries, or users of the RFQ's subject matter. The committee may consist of JDEC clients. All qualified proposals shall be evaluated by the committee using a point earned matrix. Evaluations and selection of the successful Respondent shall be based on the information submitted in the proposal.

In determining the professional services firms whose Proposals are in the best interests of JDEC and a Quality Based Selection. The following criteria, among possible others, will be considered:

1. General Professional Impression	10 pts
2. Quality and successful completion of projects of similar size and cost.	20 pts
3. Firm's proximity to geographic location of the project.	10 pts
4. Firm's ability and capacity to perform the work.	20 pts
5. Time schedule and past experience at timely delivery of design documents.	10 pts
6. Firms ability to demonstrate understanding of the project requirements (based on available information)	10 pts
7. Financial controls (ability to accurately estimate and complete the project within available budget)	20 pts
Total Points	100 pts

**By submitting a response to this RFQ, the Respondent accepts the evaluation process and acknowledges and accepts that determination of the most qualified firm(s) will require subjective judgments by JDEC.**

**SECTION IV:**  
**GENERAL**  
**TERMS AND CONDITIONS**

Firms are cautioned to read the information contained in this RFQ carefully and to submit a complete response to all requirements and questions as directed.

JDEC reserves the right to reject any and all submittals and to waive any irregularities or technical defects in the response and reserves the right to select the best total program. JDEC is not liable for any expense incurred by the professional services firm in the preparation and presentation of proposals.

**Acceptable Sealed Submittals**

Any submittal not prepared and received in accordance with provisions stated herein, will be considered an informal response and any/or all of the submittal may be rejected. JDEC reserves the right to accept submittals or amendments to submittals that arrive after due date as deemed appropriate.

It is the responsibility of the firm to ensure that the properly marked and sealed submittal package arrives at JDEC by the due date and time.

**Governing Law and Venue**

This RFQ and resulting contract, if any, and any disputes there under will be governed by the laws of the State of Louisiana.

**Appropriated Funds**

The purchase of any service, which arises from this solicitation, is contingent upon the availability of appropriated funds. If funds are withdrawn or do not become available, JDEC can cancel the service contract by giving the firm written notice of its intention to cancel not less than ninety (90) days prior to the end of the term without penalty. Upon cancellation of the contract, JDEC shall not be responsible for any payment of any services received that occur after the end of the current contract period.

**Sales and Use Tax**

JDEC as a public entity and some cases exempt from state and local sales taxes.

**Invoices**

Payment terms on services that have been received and accepted by JDEC will be net forty-five (45) days.

**Observance of JDEC Rules and Regulations**

Firm agrees that at all times its employees will observe and comply with all policies and procedures of JDEC, including but not limited to smoking, parking and security directives. The firm will be required to follow JDEC policies in dealing with improper conduct and discrimination and shall report all incidents or injuries to the JDEC.

**Non-Exclusive Contract**

This is not an exclusive contract and will not restrict in any way JDEC's rights to contract with other firms for services and/or commodities similar to those specified within this RFQ.

**Limitations of Remedies and Indemnification**

Any firm awarded the RFQ accepts full responsibility for acts or conduct of its employees or agents, or services rendered, and agrees to indemnify, defend and hold harmless the JDEC Board of Aldermen, Trustees and its officers, agents and employees from any and all claims, demands, damages, actions and costs or expenses in connection therewith that may relate to any subsequent agreement, or acts of

the firm's employees or agents. JDEC will not be liable for any damage or injury to the firm's employees or its properties. JDEC does not agree to indemnify the vendor.

The professional services firm will obtain all insurance required under this agreement before commencing work. The firm awarded this RFQ shall furnish the JDEC with a certificate of insurance as proof of coverage. The certificate shall include JDEC as an additional insured. No cancellation of this insurance may be effected without thirty (30) days prior written notice to JDEC. Companies writing insurance under this article must be licensed to do business in the State of Louisiana. All costs for insurance will be borne by the firm. The professional services firm shall affect and maintain comprehensive general liability, automobile liability, workers' compensation, and occupational disease insurances at statutory limits, and professional liability insurance. With the exception of professional liability, all policies shall be written on an "occurrence" not "claims made" basis. The policies shall have a minimum combined single limit of \$1 million with a \$2 million aggregate.

The firm may not assign, transfer, convey or otherwise dispose of this agreement or any right, title or interest herein without the prior written consent of JDEC. Any contract resulting from this RFQ may only be amended in writing and signed by the firm and JDEC using the same degree of formality evidenced in the contract resulting from this RFQ.

The professional service firm shall not name Jefferson Davis Electric Cooperative, Inc. (JDEC) in its external advertising, marketing programs or other promotional efforts, any data, pictures or other representation of JDEC except on the specific, written authorization in advance by JDEC's Manager.

The agreement between the firm and JDEC may be cancelled by mutual written agreement of both parties upon ninety (90) days notice. JDEC may cancel the agreement effective thirty (30) days after a written notice from JDEC is provided to the firm if the firm does not provide satisfactory service or fails to follow a reasonable schedule of agreed upon services, or otherwise fails to operate in a professional manner.

The professional services firm is subject to and must comply with provisions of JDEC's policies and applicable state and federal anti-discrimination laws.

### **Insurance**

Prior to beginning work, successful bidder shall deliver certificates of insurance as evidence of the coverage indicated below; such evidence shall include documentation of thirty (30) day prior written notice to the JDEC of cancellation, non-renewal or material change in coverage.

The insurance certificates should be delivered to:

**Royal Engineers and Consultants, LLC**  
**c/o Beau Tate**  
**RE: RFQ Electrical Engineering Services**  
**906 N Lake Arthur Ave, Jennings, LA 70546**

Each insurance policy maintained by **Contractor** must be endorsed as follows:

1. "Jefferson Davis Electric Cooperative, Inc. is Named an Additional Insured." (Except the Workers' Compensation)
2. "Underwriters waive all rights of subrogation against Jefferson Davis Electric Cooperative, Inc."
3. "The coverage afforded herein shall be primary in relation to any policies carried by Jefferson Davis Electric Cooperative, Inc."

4. Provide thirty (30) days written notice of cancellation or reduction of any coverage to Jefferson Davis Electric Cooperative, Inc.

Contractor shall maintain the following:

1. Workers' Compensation and Employers' Liability Insurance in accordance with all applicable State laws. Employers' Liability Insurance, including Occupational Disease, with limits of liability of not less than \$500,000 each accident and \$500,000 each employee.
2. Commercial General Liability Insurance with limits of liability of not less than \$1,000,000 combined single limit per occurrence for bodily injury (including death), property damage and fire damage. Such insurance shall include, but not be limited to personal injury (libel, slander and false arrest), broad form property damage, blanket contractual liability and products/completed operations insurance.

Comprehensive Automobile Liability Insurance including owned, hired and non-owned vehicles with limits of liability of not less than \$500,000 combined single limit per occurrence for bodily injury (including death) and property damage.

**NO PROPOSAL NOTIFICATION**

**Jefferson Davis Electric Cooperative, Inc.  
Request for Qualifications – ELECTRICAL ENGINEERING  
SERVICES  
ENGINEERING PROFESSIONAL SERVICES**

Jefferson Davis Electric Cooperative, Inc. (JDEC) is interested in receiving competitive pricing on all products and services. JDEC places significant value on quality vendors and desires to keep interested companies as vendors and suppliers of materials, equipment, and services. It is important for JDEC to determine the reasons that vendors do not respond to this contract item. The JDEC will evaluate responses and attempt to determine if future changes are necessary in our specification development or procedures.

**WILL NOT SUBMIT A RESPONSE**

\_\_\_\_\_ **Vendor Name**

**REASON FOR NO RESPONSE:** *(Please place an X by one or more of the reasons listed below.)*

- Do not supply the requested product or service.
- Quantities offered or scope of project is TOO SMALL to be supplied by our company.
- Quantities offered or scope of project is TOO LARGE to be supplied by our company.
- Cannot bid against MANUFACTURER on this item.
- Cannot bid against RESELLER on this item.
- Specifications not clear enough to submit a response *(please explain)*.
- Time frame for bidding is too short *(please explain)*.
- Time frame to produce the product or service is too short.
- Other *(Please state the reasons.)* \_\_\_\_\_

**FOR PURPOSES OF FUTURE SUBMITTALS, PLEASE INDICATE:**

- My Company would like to remain on the vendor list.
- My Company **does not** want to remain on the vendor list.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

**END OF RFQ**