

EXHIBIT B

4. GENERAL INSTRUCTIONS; PROPOSAL CONTENT; FORMAT; SUBMISSION:

4.1. Due Date and Time: No Bids shall be considered if it is received by the contact person after the due date and time specified on Page 1 of the Invitation.

4.1.1. Format: All Bids must follow the format described in this Exhibit B. Respondents shall provide information requested by this Invitation in a direct and concise manner. Responses shall refer directly to section numbers in this Invitation.

4.1.2. Guaranteed Bids: All Bids must be guaranteed and the City will not accept conditional or qualified Bids unless provided otherwise in this Invitation.

4.1.3. Completion of Forms: All blank spaces in any form document included in the Bids must be filled in by using a typewriter, indelible ink, or word processor. Where amounts are given in both words and figures, the words will govern if there is a discrepancy between the words and figures. If there is a discrepancy between the total price amount and the sum of the unit prices, the sum of the unit price will govern. The person signing the Bids must initial any changes or corrections made on the Bids if changes are made by typewriter or indelible ink after printing. Electronically submitted revisions of the proposal should have changes tracked through a word processor and the revised version shall be signed in the manner described in 4.1.4.

4.1.4. Authorization to Submit Bids: A responsible person must sign the Bids and, in the case of a business entity or firm, represent and warrant that the signer is duly authorized to sign the Bids on behalf of the Respondent.

4.1.5. Acceptance/Rejection: The City's decision to accept or reject any or all Bids or portions thereof shall be final. Page 1 of the Invitation identifies the date of award or the number of days in which the award will be made or the rejection of proposals will be announced.

4.1.6. Clarification of Bids: Subsequent to receipt of Bids, the City may require the Respondents to clarify or explain their Bids or any part or parts thereof by way of a telephone conference, e-mail, in-person conference, or in writing.

4.1.7. Revisions After Submission: If changes are made by typewriter or indelible ink after printing, the person signing the Bids must initial any changes or corrections made on the Bids.

4.2. Bids Content and Format:

4.2.1. Respondent's Information: The Bids must include:

4.2.1.1. Respondent's name, address, telephone number, e-mail address, and website (if any).

4.2.1.2. Contact person name, address, telephone number, and e-mail address.

4.2.2. Addressing Specifications (Exhibit A): Respondent must address each Specification contained in Exhibit A. If any part of Respondent's Bids proposes one or more deviations from the Specifications (Exhibit A), the Respondent must provide sufficient information for each Specification for which a deviation is proposed, a sufficiently clear description of the deviation for the City to understand what is proposed and an explanation insofar as how the Respondent's proposed deviation is of equal or better quality than the City's Specification.

4.2.3. Pricing Information:

4.2.3.1. The Bids must include a price quote. In the event that the aforesaid includes components or discrete parts, the Bids must include an aggregate price quote as well as pricing for each component or discrete part.

4.2.3.2. The aggregate price must include costs of transportation, handling charges, set-up charges, cost of warranty, and all other charges. These items must also be itemized.

4.2.3.3. All prices must be guaranteed for the period of days shown on the first page of this Invitation.

4.2.4. Amendments to Invitation: In the event that the City issues any changes to its Invitation following the publication or issuance date, as the case may be, listed on Page 1 of this Invitation, it will do so through one or more addenda which will be sent to those Respondents that have expressed interest in submitting Bids.

4.3. Submitting Bids:

4.3.1. Bids Submissions by Mail, Hand-Delivery, or Courier Service: If a Bids will be submitted by mail, hand-delivered, or by courier service, the Bids shall be submitted in a sealed opaque envelope bearing the following information: Name, address, and phone number of Respondent; Solicitation name, title, and number, if any; and Bids opening date and time as specified on Page 1 of the Invitation.

4.4. Assumption of Risk: Regardless of the means and method by which Respondent uses to send the Bids, Respondent assumes all risks of errors in sending and delay caused when or by sending Respondent's Bids for receipt by the contact person listed on Page 1 of the Invitation after the date and time specified on Page 1 of the Invitation. The City shall have no responsibility should Respondent's Bids be received after the date and time specified on Page 1 of the Invitation for the City's receipt of Bids.