

## EXHIBIT B

### SECTION 4 - GENERAL INSTRUCTIONS; PROPOSAL CONTENT; FORMAT; SUBMISSION

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

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

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

**4.1.3. Completion of Forms:** All blank spaces in any form document included in the Proposal 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 Proposal must initial any changes or corrections made on the Proposal if changes are made by typewriter or indelible ink after printing.

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

**4.1.5. Acceptance/Rejection:** The City's decision to accept or reject any or all Proposals or portions thereof shall be final.

**4.1.6. Clarification of Proposal:** Subsequent to receipt of Proposals, the City may require the Respondents to clarify or explain their Proposals 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 Proposal must initial any changes or corrections made on the Proposal.

**4.1.8. Package Proposals:** If a Respondent submits a package Proposal or a Proposal containing multiple parts, the Respondent shall include an

aggregate price for all parts included in the Proposal and individual prices for each part of the Proposal.

**4.1.9. Multiple Proposals:** A Respondent may submit multiple Proposals involving various methods of meeting the goals and objectives outlined in this Request. However, each submitted Proposal shall be separate and complete in every respect and the envelope or cover page shall be conspicuously marked as Proposal No. 1, No. 2, etc.

## **4.2. Proposal Content and Format:**

**4.2.1. Respondent's Information:** The Proposal 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.

**4.2.1.3.** Respondent's experience providing the type of services requested or handling the type of project.

**4.2.2. Addressing Specifications (Exhibit A):** Respondent must address each Specification contained in Exhibit A. If any part of Respondent's Proposal 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 Proposal must include a price quote. In the event that the aforesaid includes components or discrete parts, the Proposal must include an aggregate price quote as well as pricing for each component or discrete part.

**4.2.3.2.** All prices must be guaranteed for the period of days shown on the first page of this Request.

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

**4.2.5. Use of Subcontractors:** The names, addresses, telephone numbers, e-mails, and websites (if any) and the names of contact persons of all subcontractors which the Respondent anticipates using in performance of work requested in the Request.

**4.3. Submitting Proposals:**

**4.3.1. Proposal Submissions by Mail, Hand-Delivery, or Courier Service:** If a Proposal will be submitted by mail, hand-delivered, or by courier service, the Proposal 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 Proposal opening date and time as specified on Page 1 of the Request. The aforesaid envelope should then be placed in another envelope that is addressed to the contact person designated on Page 1 of the Request.

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