

## EXHIBIT B

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

#### **4. GENERAL INSTRUCTIONS:**

**4.1. Due Date and Time:** No Bid 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 and meet or exceed the requirements as described 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 Bid 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 Bid must initial any changes or corrections made on the Bid if changes are made by typewriter or indelible ink after printing.

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

**4.1.6. Clarification of Bid:** 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.

#### **4.2. BID CONTENT AND FORMAT:**

**4.2.1. Respondent's Information:** The Bid must include:

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

Respondent must also specify contact person and his/her name, address, telephone number, mobile 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 Bid 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 Bid must include a price quote. In the event that the aforesaid includes components or discrete parts, the Bid 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 a period of thirty (30) days.

**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.

**4.2.5. 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, is requested in the Invitation.

### **4.3 SUBMITTING BIDS:**

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

**4.4. Assumption of Risk:** Regardless of the means and method by which Respondent uses to send the Bid, Respondent assumes all risks of errors in sending and delay caused when or by sending Respondent's Bid 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 Bid be received after the date and time specified on Page 1 of the Invitation for the City's receipt of Bids.