

**THE FLORIDA STATE COURTS SYSTEM
OFFICE OF THE STATE COURTS ADMINISTRATOR
INFORMATION SYSTEMS SERVICES**

Network Equipment/Router Refresh

**INVITATION TO BID (ITB)
ITB # 15-001-SH**

Submission deadline: September 18, 2015 @ 12:00 pm (EST)

CAUTION: If a Respondent considers any portion of the documents, data or records submitted in response to this solicitation to be a confidential trade secret as defined by Florida law, or otherwise not subject to disclosure pursuant to the Rules of Judicial Administration, Chapter 119, Florida Statutes, the Florida Constitution or other authority, the Respondent must submit a copy of its submission with any such confidential information redacted from it. The redacted copy must be clearly identified as "Redacted Copy." Any Respondent designating any portion of its submission as trade secrets must be prepared to file an action within 30 days to defend such trade secret designation. FAILURE TO PROVIDE A REDACTED VERSION WHEN CONFIDENTIALITY IS CLAIMED BY THE RESPONDENT MAY BE CAUSE FOR DETERMINATION OF NON-CONFORMANCE. FAILURE TO PROTECT A TRADE SECRET WILL CONSTITUTE A WAIVER OF ANY CLAIM OF CONFIDENTIALITY.

1. PURPOSE

The Office of the State Courts Administrator (OSCA) is soliciting bids from qualified vendors to provide network routers to refresh the existing routers used throughout the Florida State Courts System. The OSCA has identified the specific equipment required for this refresh. It is anticipated that this Invitation to Bid (ITB) will result in a single award.

2. INQUIRIES

Any questions or requests for additional information regarding this ITB shall be in writing, directed to the procurement officer designated below. Questions must be submitted via e-mail no later than noon EST on September 9, 2015. All questions and responses will be posted on http://www.flcourts.org/gen_public/purchasing/index.shtml, no later than September 11, 2015, by 4:00 p.m. EST. See Section 8, below, for additional restrictions on communications. Improper communication may result in rejection of bid submission.

Name: Steven Hall
Title: Chief of General Services
E-mail: halls@flcourts.org

3. ADDENDUM

Any clarification or additional information that may substantially affect the outcome of this ITB will be provided in the form of a written addendum. If necessary, clarifications or additional information shall be issued by the OSCA. Unless issued in writing by the OSCA, nothing shall be binding upon this ITB. All addenda will be posted on the State Courts website, located at <http://www.flcourts.org/administration-funding/purchasing.stml>.

4. SCHEDULE OF EVENTS

Listed below are the dates and times by which stated actions must be taken or completed. If the OSCA determines that it is necessary to change any of these dates and times, it will issue an Addendum to this Proposal.

Advertisement of ITB	September 3, 2015
Deadline for Receipt of Questions	September 9, 2015 – 12:00pm (noon) EST
Posting of Answers to Questions	September 11, 2015 – 4:00pm EST
Deadline for Receipt of ITB	September 18, 2015 – 12:00 p.m. EST
Posting of Intent to Award	September 28, 2015 – 3:00 p.m. EST

5. SPECIFIC BID REQUIREMENTS (QUANTITIES LISTED ARE MINIMUM TO BE PURCHASED)

<u>Quantity</u>	<u>Item</u>
25	C1-ISR 4331 M-Ethernet Only (D74)
29	C1-ISR 4331 3M 2 Port T1 (E74)
4	C1-ISR 4331 6M 4 Port T1 (G74)
7	C1-ISR 4451 DCA 1G Only (C74)

- Bid must include Cisco One and 5-years of SMARTnet service level C4P maintenance on all hardware.
- All equipment must be new, unrefurbished and fully licensed and warrantied by Cisco Systems, Inc.
- Bid must include shipping to 500 South Duval Street, Tallahassee, FL 32399.
- Equipment must be received within 60 days of award.

6. COMPENSATION

The OSCA will issue one or more purchase orders to formally order the items from the awarded vendor. Upon receipt of hardware and acceptance, the amount due will be paid following receipt of an invoice, in accordance with section 215.422, Florida Statutes.

7. MINIMUM QUALIFICATIONS

Vendors must meet the following minimum qualifications:

1. The vendor must be or become registered with MyFloridaMarketPlace (MFMP) e-Procurement system;
2. The vendor must be based in the United States;
3. The vendor must have been a Cisco Partner for a minimum of five (5) years;
4. The vendor must have the following certifications:
 - Cisco Gold Certified Partner
 - Cisco Master Partner
 - Cisco Customer Satisfaction Excellence

8. RESTRICTIONS ON COMMUNICATIONS WITH COURT PERSONNEL

Vendors must not communicate with any Florida State Courts System employee concerning this ITB, except for the contact persons identified in Section 2. Vendors responding to this solicitation that are already conducting business with one or more courts in Florida may continue general business-related communications with those courts. The Vendor may not discuss, disclose or otherwise communicate with those Courts regarding this solicitation. Violation of this requirement may result in the rejection of the submitted bid.

9. COST OF BID PREPARATION

All costs associated with the development and submission of a bid, vendor question(s), and transmittal letter are fully the responsibility of the Vendor.

10. SUB-CONTRACTING

It is the intent of the OSCA to award this ITB to a Vendor that can fully satisfy the OSCA's minimum quantity requirements. Sub-contracting is strongly discouraged. The awarded vendor may only sub-contract for any good or service with the express, written consent of the OSCA. The awarded Vendor will be fully accountable for the work of any sub-contractor.

11. INDEPENDENT PRICE DETERMINATION

A Vendor shall not collude, consult, communicate, or agree with any other Vendor regarding this ITB as to any matter relating to the Vendor's cost proposal.

12. SUBMITTAL REQUIREMENTS

- a. Submissions should be prepared simply and economically, providing straight-forward, concise descriptions of the vendor's ability to meet the requirements of this ITB. Documents should be formatted to print on letter-size paper. Responses must include answers to each item of the ITB.
- b. Responses must be submitted electronically, in PDF, Word, or Excel format. Files should be named in accordance with the following standard:

“ITB Response – [vendor name] – [document/attachment reference]”

- c. Any submission received after the advertised deadline will not be considered for award.
- d. Submissions must be received no later than 12:00 PM (EST), September 18, 2015, via e-mail, to the following address:
Mr. Steven Hall
Chief of General Services
Office of the State Court Administrator
halls@flcourts.org

13. BID SUBMISSION CONTENT

Submission shall not exceed fifteen (15) pages in length, inclusive of required forms or attachments, and contain, at a minimum, the following information:

1. Vendor Information:
 - A. Vendor's official business name, address (both physical and mailing), telephone and fax numbers; type of business such as sole proprietorship, partnership, or corporation, including the State of incorporation, federal identification number;
 - B. Length of time in business;
 - C. Location(s) of business operations;
 - D. Firm's qualifications;
2. Statements - Include a statement indicating an understanding of the equipment specifications and the requirements thereof.
3. Quality Assurance - Include the firm's statement of commitment to quality assurance.
4. A Completed Conflict Disclosure Form [Appendix D] – Include the name(s) of any employee or officer of the Florida State Courts System who owns, directly or indirectly, an interest of 5% or more in the firm. Also, include the name(s) of any employee, officer, or agent of the firm that has any conflict of interest associated with this project.
5. Price Structure – The vendor's submission must include the cost of the hardware including five years of maintenance coverage and shipping costs.

14. REVIEW COMMITTEE

A three (3) person Review Committee will be appointed by The Office of the State Courts Administrator to evaluate all submissions. The Review Committee reserves the right to request interviews of any or all vendors as may be necessary toward a fair and equitable bid evaluation. The Review Committee will make a recommendation for award to the State Courts Administrator.

15. REVIEW OF RESPONSES

The OSCA, at its discretion, reserves the right to accept or reject all submissions, in whole or in part, to waive any informalities or irregularities in submissions and to base all conclusions, decisions, and actions on what is deemed to be in the best interest of the State Courts System even though not the lowest bid or response. If a proposal is selected it will be the most advantageous regarding price, the contractor's qualifications and capabilities to provide the specified service and other factors which OSCA may consider based on the submitted responses.

16. LOST RESPONSES

The OSCA will not be responsible for lost or late arriving proposals due to network or other issues outside of the control of the OSCA or for e-mails addressed incorrectly.

17. EVALUATION CRITERIA

Submissions that are deemed responsive and responsible will be evaluated. Evaluation criteria is limited to the following, and will only be considered if vendor meets the minimum qualifications detailed in Section 7:

- Total cost, including Cisco One, 5-year SMARTnet and shipping (100 points)

18. TERMS AND CONDITIONS

This solicitation includes all terms and conditions contained in Appendix B, General Instructions to Respondents, and Appendix C, General Contract Conditions for Commodities.

19. POSTING

The vendor selected for award will be posted on the State Courts System website at <http://www.flcourts.org/administration-funding/purchasing.stml>

Please locate and complete Appendix A, which can be found in Excel spreadsheet format. Appendix A is required.

Florida State Court System Instructions to Respondents

CONTENTS

1. Definitions
2. General Instructions
3. Terms and Conditions
4. Questions
5. Conflict of Interest
6. Convicted Vendors
7. Discriminatory Vendors
8. Respondent's Representation and Authorization
9. Performance Qualifications
10. Public Opening
11. Electronic Posting of Notice of Intended Award
12. Firm Response
13. Clarifications/Revisions
14. Minor Irregularities/Right to Reject
15. Contract Formation
16. Contract Overlap
17. Public Records
18. Protests

1. DEFINITIONS

The State Court System Purchasing Directives govern Procurement within the Judicial Branch. However, we adopt the definitions found in rule 60A-1.001, Florida Administrative Code, shall apply to this agreement. The following additional terms are also defined:

- a. "Court" means the State Court System (SCS) entity that has released to solicitation.
- b. "Procurement Officer" means the Court's contracting personnel, as identified in the Introductory Materials.
- c. "Respondent" means the entity that submits materials to the Court in accordance with these Instructions.
- d. "Response" means the material submitted by the respondent in answering the solicitation.
- e. "Timeline" means the list of critical dates and actions included in the Introductory Materials.

2. GENERAL INSTRUCTIONS

Potential respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare responses accordingly.

3. TERMS AND CONDITIONS

All responses are subject to the terms of the following sections of this solicitation, which, in case of conflict, shall have the order of precedence listed:

- Instructions to Respondents,
- General Conditions, and
- Introductory Materials.

The Court objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response.

4. QUESTIONS

Respondents shall address all questions regarding this solicitation to the Procurement Officer. Questions shall be answered in accordance with the Timeline. All questions submitted shall be published and answered in a manner that all respondents will be able to view. Respondents shall not contact any other employee of the Court or the State for information with the respect to this solicitation. The Court shall not be bound by any verbal information or by any written information that is not contained within the solicitation documents or formally noticed and issued by the Court's contracting personnel.

5. CONFLICT OF INTEREST

This solicitation is subject to chapter 112, Florida Statutes. Respondents shall disclose with their response the name of any officer, director, employee or other agent who is also an employee of the State. Respondents shall also disclose the name of any State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the respondent or its affiliates.

6. CONVICTED VENDORS

A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of 36 months from the date of being placed on the convicted vendor list:

- Submitting a bid or contract to provide any goods or services to a public entity;
- Submitting a bid on a contract with a public entity for the construction or repair of a public building or public work;
- Submitting bids on leases of real property to a public entity;
- being awarded or performing work as a vendor, supplier, subvendor, or consultant under a contract with any public entity; and
- transacting business with any public entity in excess of the Category Two threshold amount (\$35,000) provided in section 287.017, Florida Statutes.

7. DISCRIMINATORY VENDORS

Any entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, Florida Statutes, may not:

- submit a bid on a contract to provide any goods or services to a public entity;
- submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
- submit bids on leases of real property to a public entity;
- be awarded or perform work as a vendor, supplier, sub-vendor, or consultant under a contract with any public entity; or
- transact business with any public entity.

8. RESPONDENT'S REPRESENTATION AND AUTHORIZATION

In submitting a response, each respondent understands, represents, and acknowledges the following (if the respondent cannot so certify to any of following, the respondent shall submit with its response a written explanation of why it cannot do so).

- The respondent is not currently under suspension or debarment by the State or any other governmental authority.
- To the best of the knowledge of the person signing the response, the respondent, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten (10) years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
- To the best of the knowledge of the person signing the response, the respondent has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
- The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive response.
- The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other respondent or potential respondent; neither the prices nor amounts, actual or approximate, have been disclosed to any respondent or potential respondent, and they will not be disclosed before the solicitation opening.

- The respondent has fully informed the Court in writing of all convictions of the firm, its affiliates (as defined in section 287.133(1)(a), Florida Statutes), and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract for violation of any state or federal law involving fraud, bribery, collusion, conspiracy or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees who were convicted of contract crimes while in the employ of another company.
- Neither the respondent nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds:
 - o Has within the preceding three years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting, to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
 - o Has within a three-year period preceding this certification had one or more federal, state, or local government contracts terminated for cause or default.
- The product offered by the respondent will conform to the specifications without exception.
- The respondent has read and understands the Contract terms and conditions, and the submission is made in conformance with those terms and conditions.
- If an award is made to the respondent, the respondent agrees that it intends to be legally bound to the Contract that is formed with the State.
- The respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the response, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the response.
- The respondent shall indemnify, defend, and hold harmless the Court and its employees against any cost, damage, or expense which may be incurred or be caused by any error in the respondent's preparation of its bid.
- All information provided by, and representations made by, the respondent are material and important and will be relied upon by the Court in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from the Court of the true facts relating to submission of the bid. A misrepresentation shall be punishable under law, including, but not limited to, chapter 817, Florida Statutes.

9. PERFORMANCE QUALIFICATIONS

The Court reserves the right to investigate or inspect at any time whether the product, qualifications, or facilities offered by respondent meet the Contract requirements. Respondent shall at all times during the Contract term remain responsive and responsible. Respondent must be prepared, if requested by the Court, to present evidence of experience, ability, and financial standing, as well as a statement as to plant, machinery, and capacity of the respondent for the production, distribution, and servicing of the product bid. If the Court determines that the

conditions of the solicitation documents are not complied with, or that the product proposed to be furnished does not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory or that performance is untimely, the Court may reject the response or terminate the Contract. Respondent may be disqualified from receiving awards if respondent, or anyone in respondent's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts. This paragraph shall not mean or imply that it is obligatory upon the Court to make an investigation either before or after award of the Contract, but should Court elect to do so, respondent is not relieved from fulfilling all Contract requirements.

10. PUBLIC OPENING

Responses shall be opened on the date and at the location indicated on the Timeline. Respondents may, but are not required to, attend other than in response to a specific Public Records Request. The Court may choose not to announce prices or release other materials pursuant to section 119.071(1)(b)2., Florida Statutes. Any person requiring a special accommodation because of disability should contact the Procurement Officer at least (5) workdays prior to the solicitation opening. If you are hearing or speech impaired, please contact the Court by using the Florida Relay Service at (800) 955-8771 (TDD).

11. ELECTRONIC POSTING OF NOTICE OF INTENDED AWARD

Based on the evaluation, on the date indicated on the Timeline the Court shall electronically post a notice of intended award at http://www.flcourts.org/gen_public/purchasing/index.shtml. If the notice of award is delayed, in lieu of posting the notice of intended award the Court shall post a notice of the delay and revised date for posting the notice of intended award. Any person who is adversely affected by the decision shall file with the Court a notice of protest within 72 hours after the electronic posting. The Court shall not provide tabulations or notices of award by telephone.

12. FIRM RESPONSE

The Court may make an award within sixty (60) days after the date of the opening during which period responses shall remain firm and shall not be withdrawn. If award is not made within sixty (60) days, the response shall remain firm until either the Court awards the Contract or the Court receives from the respondent written notice that the response is withdrawn. Any response that expresses a shorter duration may, in the Court's sole discretion, be accepted or rejected.

13. CLARIFICATIONS/REVISIONS

Before award, the Court reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all respondents deemed eligible for Contract award. Failure to provide requested information may result in rejection of the response.

14. MINOR IRREGULARITIES/RIGHT TO REJECT

The Court reserves the right to accept or reject any and all bids, or separable portions thereof, and to waive any minor irregularity, technically, or omission if the Court determines that doing so will serve the State's best interests. The Court may reject any response not submitted in the manner specified by the solicitation documents.

15. CONTRACT FORMATION

The Court shall issue a notice of award, if any, to successful respondent(s), however, no contract shall be formed between respondent and the Court until the Court signs the Contract. The Court shall not be liable for any costs incurred by a respondent in preparing or producing its response or for any work performed before the Contract is effective.

16. CONTRACT OVERLAP

Respondents shall identify any products covered by this solicitation that they are currently authorized to furnish under any state term contract. By entering into the Contract, a Vendor authorizes the Court to eliminate duplication between agreements in the manner the Court deems to be in its best interest.

17. PUBLIC RECORDS

Florida law generously defines what constitutes a public record. If a respondent believes that its response contains information that should not be a public record, the respondent shall clearly segregate and mark the information (for example, placing the material in a separate electronic file, and including the word "Confidential" in the filename) and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption.

18. PROTEST

Any protest concerning this solicitation shall be made in accordance with section 6.10 State Courts System Purchasing Directives.

**Florida State Court System
General Contract Conditions for Commodities**

CONTENTS

1. Definitions
2. Product Version
3. Price Changes Applicable only to Term Contracts
4. Additional Quantities
5. Packaging
6. Manufacturer's Name and Approval Equivalents
7. Inspection at Contractor's Site
8. Safety Standards
9. Americans with Disabilities Act
10. Section 508 Requirements
11. Literature
12. Transportation and Delivery
13. Installation
14. Risk of Loss
15. Invoicing and Payment
16. Taxes
17. Government Restrictions
18. Lobbying and Integrity
19. Indemnification
20. Limitation of Liability
21. Suspension of Work
22. Termination for Convenience
23. Termination for Cause
24. Public Records Requirement
25. Force Majeure, Notice of Delay, and No Damages for Delay
26. Scope Changes
27. Renewal
28. Advertising
29. Assignment
30. Antitrust Assignment
31. Dispute Resolution
32. Employees, Subcontractors, and Agents
33. Security and Confidentiality
34. Contractor Employees, Subcontractor, and other Agents
35. Insurance Requirements
36. Warranty of Authority

37. Warranty of Ability to Perform
38. Notices
39. Leases and Installment Purchases
40. Modification of Terms
41. Cooperative Purchasing
42. Waiver
43. Annual Appropriations
44. Execution in Counterparts
45. Severability
46. Travel
47. Right to Audit
48. Rule of Interpretation
49. Real Time Transcription Services for Persons who are Deaf or Hard of Hearing
50. Real-Time Court Reporting for the Hearing Impaired
51. Compliance with Federal and State Anti-Discrimination Legislation

1. DEFINITIONS

State Court System Purchasing Directives govern Procurement within the Judicial Branch. However, we adopt the definitions contained in rule 60A-1.001, Florida Administrative Code, which shall apply to this agreement. The following additional terms are also defined:

- a. “Contract” means the enforceable agreement that results from a successful solicitation or procurement. The parties to the Contract will be the Court and Contractor.
- b. “Court” means the State Court System entity that will purchase products directly from the Contractor under the Contract.
- c. “Product” means any deliverable under the Contract, which may include commodities, technology or software.
- d. “Term Contract” means a contract with an indefinite quantity to furnish goods during a specific period.

2. PRODUCT VERSION

This purchase shall be deemed to reference a manufacturer’s most recently released model or version of the product at the time of the order, unless the Court specifically requests in writing an earlier model or version and the contractor is willing to provide such model or version.

3. PRICE CHANGE APPLICABLE ONLY TO TERM CONTRACTS

If this is a term contract for commodities or services, the following provisions apply.

- a. Quantity Discounts. Contractors are urged to offer additional discounts for one time delivery of large single orders. The Court may seek to negotiate additional price

concessions on quantity purchases of any products offered under the Contract. The Court will document its files accordingly.

- b. Best Pricing Offer. During the Contract term, if the Court becomes aware of better pricing offered by the Contractor for substantially the same or a smaller quantity of a product outside the Contract, but upon the same or similar terms of the Contract, then at the discretion of the Court the price under the Contract shall be immediately reduced to the lower price.
- c. Sales Promotions. In addition to decreasing prices for the balance of the Contract term due to change in market conditions, a Contractor may conduct sale promotions involving price reductions for a specified lesser period. A Contractor shall submit to the Contract Manager, if one is designated in the contract, documentation identifying the proposed (1) starting and ending dates of the promotion, (2) products involved, and (3) promotional prices compared to then-authorized prices. Promotional prices shall be available to the Court. Upon approval, the Contractor shall provide conspicuous notice of the promotion.
- d. Trade-In. The Court may trade-in equipment when making purchases from the Contract. A trade-in shall be negotiated between the Court and the Contractor. The Court is obligated to actively seek current fair market value when trading equipment, and to keep accurate records of the process.
- e. Equitable Adjustment. The Court may, in its sole discretion, make an equitable adjustment in the Contract terms or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the Contractor's control, (2) the volatility affects the marketplace or industry, not just the particular Contract sources of supply, (3) the effect on pricing or availability of supply is substantial, and (4) the volatility so affects the Contractor that continued performance of the Contract would result in a substantial loss.

4. ADDITIONAL QUANTITIES

For a period exceeding ninety (90) days from the date of solicitation award, the Court reserves the right to acquire additional quantities up to the amount shown on the solicitation at the prices submitted in the response to the solicitation.

5. PACKAGING

Tangible product shall be securely and properly packed for shipment, storage, and stocking in appropriate, clearly labeled, shipping containers and according to accepted commercial practice, without extra charge for packing materials, cases, or other types of containers. All containers and packaging shall become and remain the Court's property.

6. MANUFACTURER'S NAME AND APPROVED EQUIVALENTS

Unless otherwise specified, any manufacturers' names, trade names, brand names, information or catalog numbers listed in a specification are descriptive, not restrictive. With the Court's prior written approval, the Contractor may provide any product that meets or exceeds the applicable specifications. The Contractor shall demonstrate comparability, including appropriate catalog materials, literature, specifications, test data, etc. The Court shall determine in its sole discretion whether a product is acceptable as an equivalent.

7. INSPECTION AT CONTRACTOR'S SITE

The Court reserves the right to inspect, at any reasonable time with the prior notice, the equipment or product or plant or other facilities of a Contractor to assess conformity with the Contract requirements and to determine whether they are adequate and suitable for proper and effective Contract performance.

8. SAFETY STANDARDS

All manufactured items and fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate State inspector. Acceptability customarily requires, at a minimum, identification marking of the appropriate safety standard organization, where such approvals of listings have been established for the type of device offered and furnished, for example: the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies; and the American Gas Association for gas-operated assemblies. In addition, all items furnished shall meet all applicable requirements of the Occupational Safety and Health Act and state and federal requirements relating to clean air and water pollution.

9. AMERICANS WITH DISABILITY ACT

Contractors should identify any products that may be used or adapted for use by visually, hearing, or other physically impaired individuals.

10. SECTION 508 REQUIREMENTS

The Contractor must provide electronic and information technology resources in compliance with Section 508 of the Rehabilitation Act of 1973, and part II, chapter 282, Florida Statutes. Those statutes establish a minimum level of accessibility to those who have disabilities.

11. LITERATURE

Upon request the Contractor shall furnish literature reasonably related to the product offered, for example, user manuals, price schedules, catalogs, descriptive brochures, etc.

12. TRANSPORTATION AND DELIVERY

Prices shall include all charges for packing, handling, freight, distribution, and inside delivery. Transportation of goods shall be FOB Destination to any point within thirty (30) days after the Court places an Order. A Contractor, within five (5) days after receiving a purchase order, shall notify the Court of any potential delivery delays. Evidence of inability or intentional delays shall be cause for Contract cancellation and Contractor suspension.

13. INSTALLATION

Where installation is required, Contractor shall be responsible for placing and installing the product in the required locations at no additional charge, unless otherwise designated on the purchase order. Contractor's authorized product and price list shall clearly and separately identify any additional installation charges. All materials used in the installation shall be of good quality and shall be free of defects that would diminish the appearance of the product or render it structurally or operationally unsound. Installation includes the furnishing of any equipment, rigging, and materials required to install or replace the product in the proper location. Contractor shall protect the site from damage and shall repair damages or injury caused during installation by Contractor or its employees or agents. If any alteration, dismantling, excavation, etc., is required to achieve installation, the Contractor shall promptly restore the structure or site to its original condition. Contractor shall perform installation work so as to cause the least inconvenience and interference with the Court and with proper consideration of others on site. Upon completion of the installation, the location and surrounding area of work shall be left clean and in a neat and unobstructed condition, with everything in satisfactory repair and order.

14. RISK OF LOSS

Matters of inspection and acceptance are addressed in section 215.422, Florida Statutes. Until acceptance, risk of loss or damage shall remain with the Contractor. The Contractor shall be responsible for filing, processing, and collecting all damage claims. To assist the Contractor with the damage claims, the Court shall: (1) record any evidence of visible damage on all copies of the delivering carrier's Bill of Lading; (2) report damages to the carrier and the Contractor; and (3) provide the Contractor with a copy of the carrier's Bill of Lading and damage inspection report. When a Court rejects a product, Contractor shall remove it from the premises within ten days after notification or rejection. Upon rejection notification, the risk of loss of rejected or non-conforming product shall remain with the Contractor. Rejected product not removed by the Contractor within ten days shall be deemed abandoned by the Contractor, and the Court shall have the right to dispose of it as its own property. Contractor shall reimburse

the Court for cost and expenses incurred in storing or effecting removal or disposition of rejected product.

15. INVOICING AND PAYMENT

Invoices shall contain the Contract number and the appropriate vendor identification number. The Court may require any other information from the Contractor that the Court deems necessary to verify any purchase order placed under Contract. Payment shall be made in accordance with section 215.422, Florida Statutes, which govern time limits for payment of invoices. Invoices that must be returned to a Contractor due to preparation errors will result in a delay in payment. Contractors may call (850) 487-2119 Monday through Friday to inquire about the status of payments made by the Court. The Court is responsible for all payments under the Contract. The Court's failure to pay, or delay in payment, shall not constitute a breach of the Contract and shall not relieve the Contractor of its obligations to the Court.

16. TAXES

The Court does not pay Federal excise or sales taxes on direct purchases of tangible personal property. The Court will not pay for any personal property taxes levied on the Contractor or for any taxes levied on employee's wages. Any exceptions to this paragraph shall be explicitly noted by the Court on a purchase order or other special contract condition.

17. GOVERNMENTAL RESTRICTIONS

If the Contractor believes that any governmental restrictions have been imposed that require alteration of the material, quality, workmanship or performance of the products offered under the Contract, the Contractor shall immediately notify the Court in writing, indicating the specific restriction. The Court reserves the right and the complete discretion to accept any such alteration or to cancel the Contract at no further expense to the Court.

18. LOBBYING AND INTEGRITY

The Contractor shall not, in connection with this or any other agreement with the Court, directly or indirectly, (1) offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any Court officer or employee's decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty, or (2) offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any Court officer or employee. For purposes of clause (2), "gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits, of money, services, employment, or contracts of any kind. Upon request of the Inspector General, or other authorized Court official, the Contractor shall provide any type of information the deemed relevant to the Contractor's integrity or

responsibility. Such information may include, but shall not be limited to, the Contractor's business or financial records, documents, or files of any type or form that refer to or relate to the Contract. The Contractor shall retain such records for three years after the expiration of the Contract. The Contractor agrees to reimburse the Court for the reasonable cost of investigation incurred by the Inspector General or other authorized Court official for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Court which results in the suspension or debarment of the Contractor. Such costs shall include, but shall not be limited to: salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for any cost of investigations that do not result in the Contractor's suspension or debarment.

19. INDEMNIFICATION

The Contractor shall be fully liable for all actions of its agents, employees, partners, or subcontractors and must fully indemnify, defend, and hold harmless the Court and its officers, agents, and employees, from suits, actions, damages, and cost of every name and description, including attorneys' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Contractor, its agents, employees, partners, or subcontractors; provided, however, that the Contractor shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the Court. Further, the Contractor shall fully indemnify, defend, and hold harmless the Court from any suits, actions, damages, and costs of every name and description, including attorney's fees, arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right, provided that the Court shall give the Contractor (1) written notice of any such action or threatened action, (2) the opportunity to take over and settle or defend any such action at Contractor's sole expense, and (3) assistance in defending the action at Contractor's sole expense. The Contractor shall not be liable for any cost, expense, or compromise incurred or made by the Court in an infringement action without the Contractor's prior written consent, which shall not be unreasonably withheld. If any product is the subject of an infringement suit, or in the Contractor's opinion is likely to become the subject of such a suit, the Contractor may at its sole expense become non-infringing. If the Contractor is not reasonably able to modify or otherwise secure the Court the right to continue using the product, the Contractor shall remove the product and refund the Court the amounts paid in excess of a reasonable rental for past use. The Court shall not be liable for any royalties. Unless otherwise specifically enumerated in the Contract or in the purchase order, no party shall be liable to another for special, indirect, or consequential damages, including lost data or records (unless the purchase order requires the Contractor to back-up data or records), even if the party has been advised that such damages are possible. No party shall be liable for lost profits, lost revenue, or lost institutional operating savings. The Court may, in addition to other remedies available to it at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them. The Court may set off any liability or other obligation of the Contractor or its affiliates to the State against any payments due the Contractor under any Contract with the State. The first ten dollars paid on the awarded contract shall constitute the specific consideration for the Contractor's indemnification of the Court.

20. LIMITATION OF LIABILITY

For all claims against the Contractor under any individual purchase, and regardless of the basis on which the claim is made, the Contractor's liability for direct damages shall be limited to the greater of \$100,000, the dollar amount of the purchase, or two times the charges rendered by the Contractor under the purchase. This limitation shall not apply to claims arising under the Indemnification paragraph contained in this agreement.

Unless otherwise specifically enumerated in the Contract or in the purchase order, no party shall be liable to another for special, indirect, punitive, or consequential damages, including lost data or records (unless the purchase requires the Contractor to backup data or records), even if the party has been advised that such damages are possible. No party shall be liable for lost profits, lost revenue, or institutional operating savings. The Court may, in addition to other remedies available to it at law or equity and upon notice to the Contractor, retain such monies from the amounts due Contractor as may be necessary to satisfy any claim for damages, penalties, cost and the like asserted by or against it. The Court may set off any liability or other obligation of the Contractor or its affiliates to the Court against any payments due the Contractor under any contract with the State.

21. SUSPENSION OF WORK

The Court may in its sole discretion suspend any or all activities under the Contract, at any time, when in the best interests of the Court to do so. The Court shall provide the Contractor written notice outlining the particulars of suspension. Examples of the reason for suspension include, but are limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, the Contractor shall comply with the notice. Within ninety days, or any longer period agreed to by the Contractor, the Court shall either (1) issue a notice authorizing resumption of work, at which time activity shall resume, or (2) terminate the Contract. Suspension of work shall not entitle the Contractor to any additional compensation.

22. TERMINATION FOR CONVENIENCE

The Court, by written notice to the Contractor, may terminate the Contract in whole or in part when the Court determines in its sole discretion that it is in the Court's interest to do so. The Contractor shall not furnish any continued portion of the Contract, if any. The Contractor shall not be entitled to recover any cancellation charges or lost profits.

23. TERMINATION FOR CAUSE

The Court may terminate the Contract upon 14 days written notice if the Contractor fails to (1) deliver the product within the time specified in the Contract or any extension, (2) maintain

adequate progress, thus endangering performance of the Contract, (3) honor any term of the Contract, or (4) abide by any statutory, or regulatory, or licensing requirement. The Contractor shall continue work on any work not terminated. The Contractor shall have 7 days after being notified of the Court's intent to terminate, to cure the breach identified by the Court. Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the Contract arises from events completely beyond the control, and without the fault or negligence, of the Contractor. If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted products were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule. If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Court. The rights and remedies of the Court in this clause are in addition to any other rights and remedies provided by the law or under the Contract.

24. PUBLIC RECORDS REQUIREMENT

The Court may terminate a Contract if the Contractor refuses to allow public access to all documents, papers, letters or other material made or received by the contractor in conjunction with the Contract, unless the Records are exempt based upon Rule 2.420, Florida Rules of Judicial Administration. All records must be kept, stored and retained in accordance with the Rule 2.440, Florida Rules of Judicial Administration, and the Judicial Branch Records Retention Schedule for Administrative Records.

25. FORCE MAJEURE, NOTICE OF DELAY, AND NO DAMAGES FOR DELAY

The Contractor shall not be responsible for the delay resulting from its failure to perform if neither the fault nor the negligence of the Contractor or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Contractor's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to the Contractor. In case of any delay the Contractor believes is excusable, the Contractor shall notify the Court in writing of the delay or potential delay and describe the cause of the delay either (1) within ten (10) days after the cause that creates or will create the delay first arose, if the Contractor could not reasonably foresee that a delay could occur as a result, or (2) if delay is not reasonably foreseeable, within five (5) days after the date the Contractor first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE CONTRACTOR'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against the Court. The Contractor shall not be entitled to an increase in the Contract price or payment of any kind from the Court for direct, indirect, consequential, impact or other costs, expenses

or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist the Contractor shall perform at no increased cost, unless the Court determines, in its sole discretion, that the delay will significantly impair the value of the Contract to the Court, in which case the Court may (1) accept allocated performance or deliveries from the Contractor, provided that the Contractor grants preferential treatment to the Court with respect to products subjected to allocation, or (2) purchase from other sources (without recourse to and by the Contractor for the related costs and expenses) to replace all or part of the products that are subject of the delay, which purchases may be deducted from the Contract quantity, or (3) terminate the Contract in whole or in part.

26. SCOPE CHANGES

The Court may unilaterally require, by written order, changes altering, adding to, or deducting from the Contract specifications, provided that such changes are within the general scope of the Contract. The Court may make an equitable adjustment in the Contract price or delivery date if the change affects the cost or time of performance. Such equitable adjustments require the written consent of the Contractor, which shall not be unreasonably withheld. If unusual quantity requirements arise, the Court may solicit separate bids to satisfy them.

27. RENEWAL

Upon mutual agreement, the Court and the Contractor may renew the contract for a period that may not exceed 3 years or the term of the contract, whichever period is longer. Any renewal shall specify the renewal price, as set forth in the solicitation response. The renewal must be in writing and signed by both parties, and is contingent upon satisfactory performance evaluations and subject to availability of funds.

28. ADVERTISING

The Contractor shall not publicly disseminate any information concerning the Contract without prior written approval from the Court, including, but not limited to mentioning the Contract in a press release or other promotional material, identifying the Court or otherwise linking the Contractor's name and either a description of the Contract or the Court in any material published, either in print or electronically, to any entity that is not a party to Contract.

29. ASSIGNMENT

The Contractor shall not sell, assign or transfer any of its rights, duties or obligations under the Contract, or under any purchase order issued pursuant to the Contract, without the prior written consent of the Court; provided, the Contractor assigns to the Court any and all claims it has with

respect to the Contract under the antitrust laws of the United States and the Court. In the event of any assignment, the Contractor remains secondarily liable for performance of the Contract, unless the Court expressly waives such secondary liability. The Court may assign the Contract with prior written notice to Contractor of its intent to do so.

30. ANTITRUST ASSIGNMENT

The Contractor and the State of Florida recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Florida. Therefore, the contractor hereby assigns to the State of Florida any and all claims for such overcharges as to goods, materials or services purchased in connection with the Contract.

31. DISPUTE RESOLUTION

Any dispute concerning performance of the Contract shall be decided by the Court Administration, or other designated Court employee, who shall reduce the decision to writing and serve a copy on the Contractor. The exclusive venue of any legal or equitable action that arises out of or relates to the Contract shall be the appropriate state court in the county of contract execution; in any such action, Florida law shall apply and the parties waive any right to jury trial.

32. EMPLOYEES, SUBCONTRACTORS, AND AGENTS

All Contractor employees, subcontractors, or agents performing work under the Contract shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Contractor shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under the Contract must comply with all security and administrative requirements of the Court. The Court may conduct, and the Contractor shall cooperate in, a security background check or otherwise assess any employee, subcontractor, or agent furnished by the Contractor. The Court may refuse access to, or require replacement of, any personnel for cause, including, but not limited to, technical or training qualification, quality of work, change in security status, or non-compliance with a Court's security or other requirements. Such approval shall not relieve the Contractor of its obligation to perform all work in compliance with the Contract. The Court may reject and bar from any facility for cause any of the Contractor's employees, subcontractors, or agents.

33. SECURITY AND CONFIDENTIALITY

The Contractor shall comply fully with all security procedures of the Court in performance of the Contract. The Contractor shall not divulge to third parties any confidential information obtained by the Contractor or its agents, distributors, resellers, subcontractors, officers, or employees in the course of performing Contract work, including, but not limited to, security

procedures, business operations information, or commercial proprietary information in the possession of the Court. The Contractor shall not be required to keep confidential information or material that is publicly available through no fault of the Contractor, material that the Contractor developed independently without relying on the Court's confidential information, or material that is otherwise obtainable under State law as a public record. The Contractor shall take appropriate steps with its personnel, agents, and subcontractors to insure confidentiality. The warranties of this paragraph shall survive the Contract.

34. CONTRACTOR EMPLOYEES, SUBCONTRACTORS, AND OTHER AGENTS

The Contractor's employees, subcontractors and other agents are not employees of the Court.

35. INSURANCE REQUIREMENTS

During the Contract term, the Contractor at its sole expense shall provide commercial insurance of such a type and with such terms and limits as may be reasonably associated with the Contract. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor. Upon request, the Contractor shall provide certificate of insurance. The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the Contract. All insurance policies shall be through insurers authorized or eligible to write policies in Florida.

36. WARRANTY OF AUTHORITY

Each person signing the Contract warrants that he or she is duly authorized to do so and to bind the respective party to the Contract.

37. WARRANTY OF ABILITY TO PERFORM

The Contractor warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the Contractor's ability to satisfy its Contract obligations. The Contractor warrants that neither it nor any affiliate is currently on the convicted vendor list maintained pursuant to section 287.133, Florida Statutes, or on any similar list maintained by any other state or the federal government. The Contractor shall immediately notify the Court in writing if its ability to perform is compromised in any manner during the term of the Contract.

38. NOTICES

All notices required under the Contract shall be delivered by certified mail, return receipt requested, by reputable air courier service, or by personal delivery to the agency designee identified in the original solicitation, or as otherwise identified by the Court. Notices to the Contractor shall be delivered to the person who signs the Contract. Either designated recipient may notify the other, in writing, if someone else is designated recipient may notify the other, in writing, if someone else is designated to receive notice.

39. LEASES AND INSTALLMENT PURCHASES

Prior approval of the Chief Financial Officer is required for the Court to enter into or to extend any equipment lease or installment- purchase agreement of \$35,000 or more.

40. MODIFICATION OF TERMS

The Contract contains all the terms and conditions agreed upon by the parties, which terms and conditions shall govern all transactions between the Court and the Contractor. The Contract may only be modified or amended upon mutual written agreement of the Court and the Contractor. No oral agreements or representations shall be valid or binding upon the Court or the Contractor. No alteration or modification of the Contract terms, including substitution of product, shall be valid or binding against the Court. The Contractor may not unilaterally modify the terms of the Contract by affixing additional terms to product upon delivery (e.g., attachment or inclusion of standard preprinted forms, product literature, “shrink wrap” terms accompanying or affixed to a product, whether written or electronic) or by incorporating such terms onto the Contractor’s order or fiscal forms or other documents forwarded by the Contractor for payment. The Court’s acceptance of product or processing of documentation on forms furnished by the Contractor for approval or payment shall not constitute acceptance of the proposed modification to terms and conditions.

41. COOPERATIVE PURCHASING

Pursuant to their own governing laws, and subject to the agreement of the Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein. Non-Court purchases are independent of the agreement between Court and Contractor, and the Court shall not be a party to any transaction between the Contractor and any other purchaser.

42. WAIVER

The delay or failure by the Court to exercise or enforce any of its rights under this Contract shall not constitute or be deemed a waiver of the Court's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

43. ANNUAL APPROPRIATIONS

The Court's performance and obligation to pay under this contract are contingent upon the availability of funds appropriated by the Legislature. If the Legislature fails to appropriate sufficient funds or fails to authorize the spending of sufficient funds for the state courts system or demands a spending reduction in state budgets, the OSCA will have no obligation to pay or perform under this Agreement. The OSCA's performance and obligation to pay under this Agreement are also contingent upon final spending approval from the Chief Justice of the Florida Supreme Court.

44. EXECUTION IN COUNTERPARTS

The contract may be executed in counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

45. SEVERABILITY

If the Court deems any provision of the Contract void or unenforceable, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable and all other provisions shall remain in full force and effect.

46. TRAVEL

Travel expenses, if specifically allowed in the agreement, will be paid in accordance with section 112.061, Florida Statutes. The Court may establish rates lower than the maximum provided in section 112.061.

47. RIGHT TO AUDIT

Records of expenses pertaining to all services shall be kept in accordance with generally accepted accounting principles and procedures. The Vendor shall keep all records relating to this contract in such a way as to permit their inspection pursuant to Florida Rules of Judicial Administration 2.420 and 2.440. The Court and the State of Florida reserve the right to audit such records. The Vendor and any subcontractors are required to comply and cooperate with the State Courts Inspector General, the Department of Financial Services, the Auditor General or other state entities in any investigation, audit, inspection, review or hearing.

48. RULE OF INTERPRETATION

All specific conditions will prevail over a general condition on the same subject.

49. REAL TIME TRANSCRIPTION SERVICES FOR PERSONS WHO ARE DEAF OR HARD OF HEARING

Vendors that provide real-time transcription services in court proceedings to ensure effective communication by a participant who is deaf or hard of hearing and entitled to auxiliary aids or services pursuant to Title II of the Americans with Disabilities Act of 1990, should be informed that they must comply with the Supreme Court Policy on Court Real-Time Transcription Services for Persons Who are Deaf or Hard of Hearing.

50. REAL-TIME COURT REPORTING FOR THE HEARING IMPAIRED

If the contractor provides real-time court reporting pursuant to this contract as an accommodation for the hearing impaired, the contractor hereby acknowledges that the State Courts System has specific standards for providing such services. Those specific standards are available from the Office of the State Courts Administrator.

51. COMPLIANCE WITH FEDERAL AND STATE ANTI-DISCRIMINATION LEGISLATION

In providing, or contracting to provide, services, programs or activities, maintaining facilities, and/or otherwise performing obligations under this Contract, the Contractor will comply with the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973, the Civil Rights Act of 1964, as amended, the Florida Civil Rights Act of 1992 and any other federal or state law that prohibits discrimination on the basis of race, color, national origin, religion, sex, age, marital status, or disability.

APPENDIX D

OFFICE OF THE STATE COURTS ADMINISTRATOR

VENDOR ACKNOWLEDGMENT AND CERTIFICATION

ALL VENDORS SHALL COMPLETE AND RETURN WITH REPLY

Negotiation Number: ITB 15-001-SH

Title: Network Equipment/Router Refresh

I certify by my signature below that the response provided is in accordance with the instructions set forth in the ITN and Appendix B. Further, I certify that either no conflict of interest exists or if one exists it has been fully disclosed in the response. Finally, I acknowledge and it is fully understood that the General Contract Conditions for Commodities as set forth in Appendix C of the solicitation are and shall remain non-negotiable and will be binding in any resulting contract. This form must be signed by either the President, Chief Executive Officer or his/her appointed designee.

Company Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Fax Number: _____

Mail Address: _____

Authorized Signature: _____

Date: _____