INVITATION FOR BID

AUDIO VIDEO SYSTEM
Marketing Department
CITY OF WINSTON-SALEM

Bids Will Be Opened
10:30 a.m., May 1, 2019

SUITE 324, CITY HALL BUILDING
101 NORTH MAIN STREET
WINSTON-SALEM, NORTH CAROLINA

A MANDATORY PRE-BID CONFERENCE will be held on

April 23, 2019 at 10:00 a.m.

101 N. Main Street – Winston-Salem, N.C.  27101
City Hall Bldg.  Council Chambers – 2nd Floor

Representatives will be available to answer questions as it relates to the bid.

Bids are due on May 1, 2019 at 10:30 a.m.
ADVERTISEMENT FOR BIDS

Audio Video System

Pursuant to Section 143-129 of the General Statutes of North Carolina, sealed proposals endorsed an Audio Video System to be furnished to the City of Winston-Salem Marketing Department will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC until 10:30 a.m., May 1, 2019 at which time they will be publicly opened and read.

Instructions for submitting bids and complete specifications may be obtained during regular office hours, Monday – Friday, 8:00 a.m. to 5:00 p.m. at the same location, or by contacting TaWanna A. Gates via email tawannag@cityofws.org or phone 336-747-6938. The City reserves the right to reject any or all proposals.

TaWanna A. Gates
Senior Buyer
Notice to Bidders

It is the policy of the City of Winston-Salem that an employee, officer, or agent of the City may not participate in any manner in the bidding, awarding, or administering of contracts in which they, or a member of their immediate family, their business partner, or any organization in which they serve as an officer, director, trustee, or employee, have a financial interest.

The successful bidder must comply with all provisions of the Americans with Disabilities Act (ADA) and all rules and regulations promulgated thereunder. By submitting a bid, the successful bidder agrees to indemnify the City from and against all claims, suits, damages, costs, losses, and expenses in any manner arising out of, or connected with, the failure of the Company, its subcontractors, agents, successors, assigns, officers, or employees to comply with the provisions of the ADA or the rules and regulations promulgated thereunder.

All bids must be firm and not subject to increase, unless specified within the provisions of this Invitation for Bid (IFB) and mutually agreed upon by the City and the proposer.

No special inducements will be considered that are not a part of the original bidding document.

City Rights and Options
The City, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this IFB at any time
- To cancel this IFB with or without the substitution of another IFB
- To take any action affecting this IFB, this IFB process, or the equipment subject to this IFB that would be in the best interests of the City
- To issue additional requests for information

Public Records
Any material submitted in response to this IFB will become a “public record” once the bidder’s document(s) is opened and the bidder is determined to be a participant in the solicitation process and shall be subject to public disclosure consistent with Chapter 132, North Carolina Statutes. Bidders must claim any applicable exemptions to disclosure provided by law in their response to this IFB. Bidders must identify materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The City reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

Familiarity with Laws and Ordinances
The submission of a bid on the equipment requested herein shall be considered as a representation that the bidder is familiar with all federal, state, and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services; and no plea of misunderstanding will be considered on account of ignorance thereof. If the bidder discovers any provisions in the IFB documents that are contrary to or inconsistent with any law, ordinance, or regulation, it shall be reported to the City in writing without delay.

The bidder agrees that in carrying out this contract, compliance will be maintained with all applicable federal, state, and local laws, specifically including, without limitations, the Occupational Safety and Health Act of 1970 and Section 1324A, the Immigration Reform and Control Act.
The bidder certifies that the bid is made in good faith and without collusion with any person bidding on this contract or with any officer or employee of the City of Winston-Salem.

The undersigned further agrees, in connection with the performance of this contract, not to discriminate against any employee or applicant for employment because of race, religion, color, gender, age, handicap, political affiliation or national origin.

**Ethics Policy / Code of Conduct**
The City of Winston-Salem has establish guidelines for ethical standards of conduct for City representatives and to provide guidance in determining what conduct is appropriate in particular cases. City representatives should maintain high standards of personal integrity, truthfulness, honesty, and fairness in carrying out public duties; avoid any improprieties in their roles as public servants including the appearance of impropriety; and never use their position or power for improper personal gain. In establishing an ethics policy, the City of Winston-Salem desires to protect the public against decisions that are affected by undue influence, conflicts of interest, or any other violation of these policies as well as promote and strengthen the confidence of the public in their governing body. For a complete review of the City Policy click the following link. [http://www.cityofws.org/Home/Departments/Purchasing/Articles/Bids](http://www.cityofws.org/Home/Departments/Purchasing/Articles/Bids)

**Equal Employment Opportunity / ADA**
The Contractor shall not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, political affiliation, gender, age or disability. The contractor shall comply with all applicable laws and regulations regarding the American with Disabilities Act (www.ADA.gov) as amended from time to time and all rules and regulations promulgated thereunder and other laws and regulations pertaining to equal employment. The Contractor hereby agrees to indemnify the Owner from and against all claims, suits, damages, costs, losses and expenses in any manner arising out of or connected with the failure of the contractor, its subcontractors, agents, successors, assigns, officers or employees to comply with the provisions of the ADA or rules and regulations promulgated thereunder. The Contractor agrees to act affirmatively in its employment and promotion practices, and in the general treatment of its employees.

**Stimulation of the Local Economy**
In an effort to stimulate the local economy, foster development and promote efficiency in the provision of city services and the completion of various city projects, the City of Winston-Salem has undertaken an initiative to strongly encourage all parties contracting with the City of Winston-Salem to evaluate their internal operations and hiring practices and, where appropriate, to initiate efforts to stimulate the local economy by hiring applicants and contractors from the Winston-Salem/Forsyth County Area and by utilizing minority and women contractors and service providers. Such efforts to stimulate the local economy may be accomplished by posting job vacancies with the North Carolina Employment Security Commission, the Piedmont Triad Regional Council of Governments, and the Winston-Salem Urban League; and utilizing the State of North Carolina Office for Historically Underutilized Business database (https://www.ips.state.nc.us/IPS/vendor/SearchVendor.aspx?hobtain) or other local resources such as the City of Winston-Salem M/WBE Program to identify Winston-Salem/Forsyth County based contractors and subcontractors. Stimulation of the local economy requires a collaborative effort of both the public and private sector. The city is committed to taking reasonable steps to achieve said goal.
E-Verify

Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a subcontractor, the Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

Iran Divestment Act

Contractor hereby certifies that it is not on the North Carolina State Treasurer’s list of persons engaging in business activities in Iran, prepared pursuant to NCGS § G.S. 147-86.58, nor will Contractor utilize on this agreement any subcontractor on such list. This list, along with additional information about the Iran Divestment Act, is available on the Treasurer’s Office site: https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx.

Divestment from Companies that Boycott Israel

Contractor hereby certifies that it is not on the North Carolina State Treasurer’s list of companies engaged in a boycott of Israel in violation of NCGS 147-86.80 et. seq. and that it will not utilize on this agreement any subcontractor on said list.”

SPECIAL TERMS AND CONDITIONS

DETAILED SPECIFICATIONS: Detailed specifications for this equipment are included with the bid request. Bids to be submitted in accordance with the specifications and these Special Terms and Conditions, both of which require doing all that is necessary, proper, or incidental to the furnishing of the equipment identified herein. All things not expressly stated in the specifications or Special Terms and Conditions but involved in carrying them out must be included in bidder’s proposal as though they were specifically stated.

NOTICE TO BIDDERS: All bids are subject to the provisions of the instructions to Bidders, special terms and conditions specific to this Invitation for Bids, the specifications, and General Contract Terms and Conditions. The City of Winston-Salem objects to and will not evaluate or consider any additional terms and conditions submitted with a bidder response. This applies to any response appearing in or attached to the document as part of the bidder’s response. DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS. By execution and delivery of a proposal, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect. It shall be the bidder’s responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.

The bidder is cautioned that the requirements of this bid can be altered only by written addendum and that verbal communications from whatever source are of no effect.
EXCEPTIONS TO SPECIFICATIONS:
In the event that clarifications or changes to bid specifications are necessary, changes will be made by written addendum. In all cases equipment must be furnished as requested, and where brand names are used, consider the term "or equal" to follow. Such references are not intended to be restrictive and comparable products of other manufacturers will be considered. However, written approval for any proposed substitution or change in specifications must be obtained by bidder prior to the close of bids.

Any request for an approved equal, change in specification or protest of specifications must be fully supported with technical data, test results, or other pertinent information and evidence that the substitute offered is equal to, or better than, the specification requirement. The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.

Bidder’s failure to request exceptions to specifications or approved equals as stated above will be interpreted as the bidders’ intent to comply fully with the requirements as written. Conditional or qualified bids shall be subject to rejection in whole or in part. The City of Winston-Salem reserves the right to postpone bid openings for its own convenience.

GENERAL REQUIREMENTS: The equipment furnished shall be new and unused and the manufacturer’s latest listed and published stock model, or models which meet all the applicable requirements of these specifications. Specifications may require that certain makes and models of vehicles, auxiliaries and/or accessories be provided.

BIDDERS SUBMITTALS: Bidder must furnish all information requested herein including descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection. All documents submitted should bear the name of the bidder.

EXPENSES INCURRED IN PREPARING BID: The City of Winston-Salem accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

CONTRACT/AWARD: Pursuant to the laws governing public contracts in North Carolina, the successful bidder’s/vendor’s response to this Invitation for Bids and Proposals and any addenda thereto, plus the City’s issuance of a City of Winston-Salem Purchase Order for the proposed goods and/or services shall constitute a binding contract.

PURCHASE OF ADDITIONAL REQUIREMENTS: Subject to the successful bidder’s acceptance, the City reserves the option to purchase additional equipment as specified herein at the price bid and awarded in this Invitation for Bids and Proposals within one (1) year from bid opening date. This bid may also be utilized by other entities per N.C.G.S. to piggyback at the sole discretion of the vendor.
INDEMNIFICATION: The bidder/vendor covenants to save, defend, keep harmless, and indemnify the City of Winston-Salem and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties and cost - including court costs and attorney's fees, charges, liability, and exposure, however, caused resulting from, arising out of, or in any way connected with the bidder’s/vendor’s negligent performance or nonperformance of the terms of the contract.

VENDOR SUPPORT/SERVICE AND PARTS: The vendor and/or manufacturer bidding on these specifications must have the ability to provide repair parts and technical service in the form of a service representative, including the maximum time from receipt of notice to arrival of parts or the service representative. The manufacturer, whether they are the vendor or not must be satisfactory to the City of Winston-Salem from the standpoint of experience, reliability, and demonstrated ability to manufacture equipment comparable as to size and type as that required by the specifications, and shall have manufactured and/or sold equipment of the size and type specified which has operated satisfactorily in the field for a minimum of one year. The City of Winston-Salem reserves the right to reject bids from vendors that have failed to perform satisfactory under previous contracts with the City of Winston-Salem and/or vendors that cannot produce satisfactory evidence that they can furnish promptly all spare parts needed for ordinary service and repair of the equipment herein specified.

INSPECTION, TRAINING, PERFORMANCE TEST AND ACCEPTANCE:

a. Upon delivery the equipment will be subject to inspection to verify conformance with specifications by the staff of the City of Winston-Salem

b. Any defects or failure of equipment to perform or comply with any requirements of the City specifications must be immediately remedied by the vendor at the vendor's own expense prior to acceptance by the City.

WARRANTY: Bidder to include the warranty provisions as outlined in bid specifications.

TAX EXEMPTIONS: The City of Winston-Salem is exempt from Federal Excise Tax but not from State and Local Sales Tax. Sales tax should not be included in bid prices, but may be added as separate items.

EVALUATION AND SELECTION OF BIDS: The evaluation of vendor bids shall center on the match between the stated specifications and other requirements included in the final bid request and the vendor's proposal including selection of the lowest responsible bidder, with consideration of past performance, service record, and reliability. The statutory provisions controlling purchasing by local governments in N. C. (GS 143) includes selection standards for use in making of awards. The provision reads, “All contracts shall be awarded to the lowest responsible, responsive bidder, taking into consideration quality, performance, and the time specified in the bids for the performance of the contract”. The City of Winston-Salem reserves the right to accept or reject any or all bids and proposals and further specifically reserves the right to make the award or awards in the best interest of the City of Winston-Salem.

All bids shall be made firm for no less than sixty (60) days.
Audio Video System

Submit proposals to the following location:

US Postal Service address:
City/County Purchasing Department
Post Office Box 2511
Winston-Salem, North Carolina 27102
27101

or

Hand-delivery or FedEx address:
City/County Purchasing Department
101 N. Main Street, 324 City Hall
Winston-Salem, North Carolina

BIDDERS:
The City of Winston-Salem is seeking bids for an Audio Video System per detailed specifications included in this document.

For any questions or comments regarding this bid please contact TaWanna A. Gates at (336) 747-6938 tawannag@cityofws.org

Bids must be submitted in a sealed envelope containing one original bid showing original signatures and seals and one copy.
City of Winston-Salem Council, Committee and Public Meeting Room
Audio/Video Upgrade

Introduction

The City of Winston-Salem by way of this specification and scope of work, requires the contractor to provide a turn-key audiovisual system installation including, but not limited to, all cabling, speakers, projection equipment, mounting hardware and electrical components including the necessary equipment, interconnections, labor, and services required to meet the functional requirement outlined in this RFP.

Purpose and Goals:
The City of Winston-Salem is soliciting proposals for professional services to update, replace, and add audio, video and control equipment to the City Council Chamber, Committee Chamber and Public Meeting Rooms. The three rooms have had small updates over the years, but no changes to audio infrastructure or presentation equipment. The City would like to update the equipment to accommodate presenters with more advanced audio/visual needs.
Scope of Work:

1. City Council Chambers Room

   A. Audio
      a. Replacement of Council audio system. The present system has 18 mics for (8) Council members, (1) City Secretary, (1) Mayor, (6) staff positions on two tables and (2) at the podium. Add one wireless handheld mic for events. System should be expandable for future needs. These microphones have existing master mute controls at the Mayor and City Secretary locations which should be maintained.
      b. Evaluate and replace microphones (as needed) in the Council chambers.
      c. Replace existing speakers in the Council chamber.
      d. Evaluate press audio in Council Chamber. There are (4) XLR outlets for press to connect and receive audio from the audio board and (1) XLR for the City Secretary to record audio of the meeting. Add (2) XLR outputs for press.
      e. Evaluate the existing Listen system in Council room.
      f. Audio from laptop should be included in house sound and on air to WSTV 13 control room by multiple sources. (ie. HDMI, Display, and VGA)
      g. Provide any cabling and necessary configuration for the system to function properly.
      h. Add telephone style intercom function to the City Secretary’s desk so that they can communicate with WSTV 13 control room.
      i. Audio from the Council Room should be available in the Committee room as overflow.
      j. System should have touch panel capabilities so that audio can be monitored remotely.

   B. Video
      a. Replace Mayor’s TV13 monitor on dais.
      b. Replace existing (4) robotic analog tv camera system with robotic HD system.
      c. Add two SDI connections for video to WSTV 13 control room.
      d. Purchase Newtek SDI Mini that is compatible with existing Tricaster 460 and 860 units.
      e. Purchase Tightrope Media Systems Cablecast System that is compatible with existing Tightrope Carousel system.
C. Presentation

a. Replace monitors on dais.
b. Replace existing Extron switcher.
c. Replace document camera.
d. Replace Projector and screen.
e. Replace podium connectors to include HDMI, Ethernet, Display, and VGA ports.
f. Allow users to present wirelessly from multiple iOS, Android and Windows 10 devices. Mobile devices must be able to be authorized by city Information Systems personnel with PIN code or passwords.
g. System should work with network components as identified by Information Systems.
h. System must be able to accommodate present Granicus computer system for voting. (HDMI input).
i. A hard-wired touch panel should also be at the City Secretary’s desk and City Manager’s desk in the Council Chamber.
j. All components should be accessible to WSTV 13 control room.
k. Provide any cabling and necessary configuration for the system to function properly.
l. The touch panel should contain a logo screen to be displayed when the system is powered off.
m. The contractor will provide power strips in the rack to allow for 20% spare capacity for future equipment.
2. Committee Room
   A. Audio
   a. Replacement of Committee audio system. The present system has (16) mics. (11) wired mics. (10) Council members at the round table and (1) at the podium, (5) wireless mics, (1) City Secretary, (1) City Attorney, (2) staff positions and one wireless handheld mic for events. Add one (20) inch wireless tabletop mic for City Attorney. System should be expandable for future needs.
   b. Replace existing speakers in the Committee Room.
   c. Add (2) XLR for press audio.
   d. System should accommodate Listen audio device.
   e. Audio from the Committee Room should be available in the Council Chamber as overflow.
   f. Add telephone style intercom headset at City Secretary desk.
   g. Provide any cabling and necessary configuration for the system to function properly.
   h. All components should be accessible to WSTV 13 control room
   i. Audio from laptop should be included in house sound and on air to WSTV 13 control room by multiple sources.(ie. HDMI, Display, and VGA).
   j. System should have touch panel capabilities so that audio can be monitored remotely.
   
   B. Video
   a. Replace existing (3) robotic analog tv camera system with robotic HD system.

   C. Presentation
   b. Replace Extron system switcher.
   c. Add hard wire touch panel to City Secretary desk
   d. Replace podium connections for HDMI, Ethernet, and Display ports
   e. Replace (2) monitors with appropriate sized TV’s and stands.
   f. Allow users to present wirelessly from multiple iOS, Android and Windows 10 devices. Mobile devices must be able to be authorized by city Information Systems personnel with PIN code or passwords.
   g. System should work with network components as identified by Information Systems.
   h. System must be able to accommodate present Granicus computer system for voting. (HDMI input).
   i. All components should be accessible to WSTV 13 control room.
   j. Evaluate present audio rack system location in Committee Room.
   k. The touch panel should contain a logo screen to be displayed when the system is powered off.
   l. The contractor will provide power strips in the rack to allow for 20% spare capacity for future equipment
3. A Public Meeting Room
   A. Audio
      a. Replacement of 5th floor Public Meeting Room audio system. The present system has (17) mics. (12) on the front dais and (4) mics at the staff table, (1) at the podium. System should be expandable for future needs.
      b. Add wireless handheld for events and training.
      c. Evaluate speaker system.
      d. Evaluate and replace microphones (as needed) in the Council chambers.
      e. Audio from laptop should be included in house sound and on air to WSTV 13 control room by multiple sources.(ie. HDMI, Display, and VGA).
      f. All components should be accessible to WSTV 13 control room.
      g. Provide any cabling and necessary configuration for the system to function properly.
   B. Video (Option #1)
      a. Add (3) HD robotic cameras to the Public Meeting Room. (WSTV 13 will supply Tricaster 460 to use with camera system.)
      b. Add rack system for Tricaster 460 and new monitors for the system.
      c. Supply all cables and necessary configuration for HD replacement.
   C. Presentation
      a. Replace both monitors in Committee room.
      b. Replace all desktop monitors in Public Meeting Room.
      c. Replace Extron system switcher.
      d. Allow users to present wirelessly from multiple iOS, Android and Windows 10 devices. Mobile devices must be able to be authorized by city Information Systems personnel with PIN code or passwords.
      e. System should work with network components as identified by Information Systems.
      f. A hard-wired touch panel should be at staff’s desk for switching media.
      g. All components should be accessible to WSTV 13 control room.
      h. Replace Public Meeting Room podium. The podium must be mobile up to 10 feet.
      i. The touch panel should contain a logo screen to be displayed when the system is powered off.
      j. The contractor will provide power strips in the rack to allow for 20% spare capacity for future equipment.
3. B Public Meeting Room Option #2 for video
   i. Use Newtek NDI with PTZ cameras to connect with existing Tricaster 860.
   ii. Upgrade existing Tricaster 860 to the Advanced Edition to work with NDI and PTZ camera.
   iii. Work with Information Systems on a network plan to use NDI over a network.
Project Requirements

Staff requires written design and engineering documents with proposal. Service plan options should be provided. On-site interviews with staff is mandatory.

Documentation

a. Equipment Manuals
   i. All manuals should either be neatly bound in a 3” 3 ring binder or provided on a CD together with any and all printed manuals.

b. Software
   i. All system information shall be included to be presented to the owner at signoff. This shall include:
      1. A listing of all equipment included in the system including Manufacturer, Model number and serial number in an excel spreadsheet format.
      2. All system as built drawings shall be included.
      3. All final source code will be provided to the customer on disk in an editable format at the conclusion of this contract. All source code is to be licensed to the owner for this project. The contractor will maintain the copyright of the source code. The owner will have the ability to modify the source code with the understanding they are responsible for any effects caused by these modifications.
      4. Any DSP program used for audio setup.

c. Drawings.
   i. Two sets of as built drawings showing all signal routing and components shall be turned over to the owner.

d. Instructions
   i. A quick reference guide for simple instruction on how to operate the system shall be provided. This guide should be used during training and remain on site in a laminated format.

e. The City of Winston-Salem project will not be considered complete and closed out until all required documentation is provided to WSTV 13 and the Information Systems Department as specified and all specifications are meet.
Training
f. A minimum of 4 hours of training should be included in this contract. The field engineer and programmer should be present for training on the control system and the use of all rooms in the event that modifications need to be made to the system.
g. A representative should be onsite for the first two uses of the system.

Warranty
a. All manufacturer’s and subcontractor’s warranties should be transferred to the owner at the conclusion of work.
b. Guarantee all installation work to be free of faulty system-wide workmanship. All purchased equipment under this Contract shall be free from defects for a period of 12 months from date of acceptance by owner.
c. Guarantee the replacement of faulty equipment and workmanship within 72 hours of notification at no cost if failure occurs within warranty period.
d. Register all manufactures warranties in the owner’s name for any warranties that exceed the warranty in this contract.
e. All existing equipment used for this contract should be covered for replacement under the same warranty period and terms as described above.

Maintenance
a. With this bid, submit a service and maintenance contract under the same conditions as this contract that will cover the system for an additional 2 years beginning at the conclusion of the original one year system warranty.
#1. CITY COUNCIL CHAMBERS ROOM COST $ ________________________________

#2. COMMITTEE ROOM COST $__________________________________________

#3 A. PUBLIC MEETING ROOM COST-OPTION #1 $ ________________________

#3 B. PUBLIC MEETING ROOM COST-OPTION #2 $ ________________________

GRAND TOTAL- ALL ROOMS

$ ________________________________________________________________
BID AUTHORIZATION AND SIGNATURE

Bids are to be signed by an officer of the company authorized to bind the submitter to its provisions. Failure to manually sign and notarize this bid form will disqualify the bidder and the bid will not be considered.

The undersigned bidder hereby declares that they have carefully examined the specifications contained herein and will provide all labor, materials, equipment, supervision, and insurance applicable to perform the service in accordance with the specifications and the requirements under the following sum to wit:

TERMS AND CONDITIONS: The undersigned guarantees all parts against defects and agrees to replace and to install at his own expense any part or parts of the apparatus damaged by reason of defective material, design, or imperfect workmanship during manufacturer's standard warranty period.

Company ____________________________ Telephone Number ____________________________

Authorized Signature ____________________________

Typed Name and Title ____________________________

Address, (P.O. Box or Street) City, State, Zip ____________________________ E-Mail Address ____________________________
On this ___ day of ____________, 20___ before me __________________________

to me personally known, being duly sworn, did execute the foregoing proposal, and did so state that

he/she was properly authorized by __________________________________________

            (Company name)  SEAL

to execute the proposal and did so on his/her free act and deed.

Notary Public____________________________ My commission expires ________________
The following information is requested for statistical purposes only. Provisions or omission of this information will NOT affect the award of this contract.

Bidder certifies that:

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NO BID / PROPOSAL INFORMATION FORM

Bid No.____________________________________
Bid Description:____________________________________

If your firm elects not to submit a proposal, please complete and email this form to:

Name:____________________________________
Title:____________________________________
Email:____________________________________

Please check all that apply:
Cannot provide the product(s) or services required
Cannot be competitive
Cannot meet specifications described in attached bid
Cannot provide insurance required
Cannot provide bonding required
Cannot comply with indemnification requirements
Job too large
Job too small
Do not wish to do business with the City of Winston-Salem
Company's current workload does not allow for additional work
Other Reason:____________________________________

Company Name:____________________________________
Agent Name:____________________________________
Office Phone:____________________________________
Email:____________________________________