



## **Request for Proposal**

### **CAMERAS AND CABLING**

For

### **Pikes Peak Library District RFP #520-20-09**

**November 6, 2020**

The Pikes Peak Library District (PPLD) invites qualified vendors to submit a response to a Request for Proposal for cameras and associated cabling for PPLD.

Proposal deadline is 2 **p.m. MST on Friday, January 8, 2021**

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## 1.0 TERMS & CONDITIONS

- 1.1 Purpose. The objective of this RFP is to remove existing camera systems and associated cabling and replace with Ubiquiti cameras systems and associated cabling across the District.
- 1.2 Interested vendors. All interested companies that have the qualifications as stated herein and are licensed to operate within El Paso County and the State of Colorado, are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein. An electronic version of this document can be accessed at: <http://ppld.org/request-for-proposals> .
- 1.3 Equal Opportunity. The Vendor agrees not to refuse to hire, discharge, promote, or demote, nor to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.
- 1.4 Expenses. PPLD assumes no liability for payment of expenses incurred by vendors in the preparation and submission of proposals in response to this invitation.
- 1.5 Conflict of Interest. Any contractual relationship with any PPLD personnel in the twelve (12) months preceding the distribution of their RFP, or any similar or potential conflicts of interest may, at the sole discretion of PPLD, be grounds for rejection of the proposal and/or termination of any contract awarded.
- 1.6 Independent Contractor. The Vendor is an independent contractor. Notwithstanding any provision appearing in this RFP, all personnel assigned by the Vendor to perform work under the terms of this RFP and any subsequent agreement shall be, and remain at all times, employees or agents of the firm for all purposes. The Vendor shall make no representation that it is the employee of PPLD for any purpose.
- 1.7 Governing Law. The laws of the State of Colorado shall govern any contract executed between the successful Vendor and PPLD. Further, the place of performance and transaction of business shall be deemed to be in the County of El Paso, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Colorado, and more specifically, El Paso County, Colorado.
- 1.8 Schedule of Events

Event	Date
RFP Release	November 6, 2020
Notice of Intent to Bid	November 13, 2020
Walkthroughs	November 16 – December 11, 2020
Deadline for Receipt of Questions	December 18, 2020
Response to Questions	December 30, 2020
Proposal Due Date	January 8, 2021 2 pm MST
Estimated Date of Contract Winner Notification	January 29, 2021

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1.9 Mandatory Notice of Intent to Bid

Due to logistics for site walkthroughs, vendors must submit a **mandatory Notice of Intent to Bid**. Vendors not submitting a Notice of Intent to Bid will not be allowed to submit a bid. Vendors submitting Notice of Intent to Bid will be contacted. A count of people will be determined, and dates will be scheduled.

1.10 Vendor Questions, Inquiries and Clarifications. Vendors must send all questions and clarifications via e-mail to [bids@ppld.org](mailto:bids@ppld.org). Vendors must include the RFP Number, title and word “question” or “clarification” in the subject line. PPLD will post all questions and answers to vendors using RFP web site <https://ppld.org/request-for-proposals>. Any responses by PPLD that are considered to be a change in the terms, conditions, and specifications of this RFP will be posted to RFP web site as addendum. No communications of any kind may be considered a change to the terms, conditions, and specifications in this RFP unless posted to the RFP web site <https://ppld.org/request-for-proposals> posted addendum.

1.11 General Requirements. PPLD reserves the right to amend this RFP up to seven (7) business days prior to the date set for receipt of proposals. In addition, PPLD may extend deadlines or withdraw this RFP at any time prior to an award.

1.12 PPLD, as a local government entity, is exempt from sales and use taxes. Vendors shall inform all prospective subcontractors and suppliers, as necessary, from whom they expect to obtain services or supplies of the tax-exempt status of PPLD. Following the contract award, an exemption certificate will be furnished by PPLD if the Vendor requests.

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## **2.0 PROPOSAL SUBMISSION AND SELECTION, AND CONTRACT FORMATION**

- 2.1 Submission Information and Documents. The proposal must be comprehensive and address all RFP requirements. To assure that the information provided can be readily identified, the proposal must include, but is not limited to, the submission of the following documents:
- 2.1.1 Addendum A- IMMIGRATION CLAUSE FOR CONTRACTS signed
  - 2.1.2 Addendum B- PROPOSAL COVER SHEET signed
  - 2.1.3 Pricing table
  - 2.1.4 Company description
  - 2.1.5 Staff description
  - 2.1.6 Reference statements
  - 2.1.7 List of exceptions or deviations (if any).
- 2.2 Substantive Proposals. By submitting a proposal, the Vendor guarantees that (a) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (b) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (c) it has not solicited or induced any other person, firm, or corporation from proposing; and (d) it has not sought by collusion to obtain for itself any advantage over any other proposer or over PPLD.
- 2.3 Signatures: The proposal must be signed by an officer of the proposing company.
- 2.4 Exceptions and Deviations: Any exception to or deviations from these Terms & Conditions must be identified, in writing, on an attachment to the proposal submission. PPLD reserves the right to accept or reject, at its sole discretion, any exceptions, or deviations by the proposer.
- 2.5 Proposal Due Date. Sealed Proposals must be received as defined in the Schedule of Events and at the address below. Definition of received is "in the hands of." Postmark date of mailed materials will not be relevant. No e-mail or faxed bids will be accepted. Proposals received after the stated due date and time will be rejected.
- 2.6 Proposal Submission. Proposals are to be submitted in sealed envelopes, identified with the proposal number and title with all attachments. Vendors must submit three (3) hard copies and one (1) soft copy (i.e., flash drive, magnetic media, etc.) of the Proposal to:
- Tatiana Zonte  
Accountant  
1175 Chapel Hills Dr.  
Colorado Springs, CO 80920
- 2.7 Duration of Proposal Offer. Price offers are irrevocable for 90 days following the proposal due date. Once a proposal is accepted, all prices, terms and conditions will remain unchanged throughout the contract period unless specifically agreed otherwise by both PPLD and the successful Vendor.

2.8 Proposal Withdrawal. A proposer may withdraw its own proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no vendor may withdraw its proposal for any reason.

2.9 Information to Vendors

2.9.1 Vendor qualifications

No proposal shall be accepted from and no contract will be awarded to any person, firm or corporation that is deemed irresponsible or unreliable by PPLD. If requested, Vendors shall be required to submit satisfactory evidence that they have a practical knowledge of the particular service bid upon and that they have the necessary financial resources to provide the proposed service called for as described in this Request for Proposal.

2.9.2 Right to Investigate

PPLD reserves the right to investigate and confirm the vendor's financial responsibility. This may include financial statements, bank references and interviews with past contractors, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of the proposal.

2.9.3 Immigration Addendum.

The company is aware of Colorado's Immigration / illegal alien laws pertaining to public contracts. Addendum A (Colorado Revised Statutes 8-17.5 – 102) is signed and attached. An officer of the proposing company must sign a letter of transmittal for the proposal submission and Addendum A – Immigration Clause for Contracts.

2.10 Insurance

The successful Vendor shall, during the term of this Agreement and until completion thereof, provide and maintain the following types and minimum insurance coverage as follows:

<b>Type of Insurance</b>	<b>Minimum Limits of Liability</b>
Standard Workers' Compensation & Employers' Liability Including Occupations Disease Coverage	Statutory in conformance with the compensation laws of the State of Colorado;
Comprehensive General Liability Insurance	\$1,000,000 each occurrence;
Comprehensive Automobile	\$250,000 each person;
Fidelity Bonding Insurance	\$100,000 Minimum

The successful Vendor shall provide proof of insurance in a company or companies and in a form satisfactory to PPLD. All policies and/or Certificates of Insurance shall include PPLD as an additional named insured, except for Workers Compensation and Auto.

2.11 Proposal Rejection or Partial Acceptance. PPLD reserves the right to reject any or all proposals. PPLD further reserves the right to waive technicalities, formalities and informalities, to accept in whole or in part such proposal where it is deemed advisable, and to make an award to the most responsive and responsible Vendor as deemed in the best interest of PPLD.

2.12 Subcontracting. PPLD must authorize the use of subcontractors. All subcontractors must meet the same qualifications as the Vendor.

2.13 Indemnification. The Vendor agrees to, and shall, defend, release, and indemnify, and save and hold harmless PPLD, its officer, agents, and employees from and against any and all damages to property or injuries to or death of any person or

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persons, including property and officers, employees, and agents of PPLD, and further agrees to, and shall, defend, indemnify, and save and hold harmless PPLD, its officers, agents, and employees, from and against any and all claims, costs, demands, liabilities, suits, actions, causes of action, and other legal or equitable proceedings of any kind or nature whatsoever, of or by anyone whomsoever, including, but not limited to claims arising out of and/or predicated upon negligence, breach of contract, tort, or strict liability, in any way resulting from, connected with, or arising out of the Vendor's operations or performance in connection herewith.

2.14 Continuity. By submitting a proposal, the Vendor will make its best efforts to ensure that key staff member(s) remain assigned to the PPLD account for the duration of contract or replace by team members with similar level of expertise. PPLD will approve in advance any changes to key team member(s).

2.15 Confidentiality. All materials submitted in response to this RFP become the property of PPLD, upon delivery, and PPLD will append to any formal documentation that would further define or expand any resulting contract from a successful bid.

Proposals are public information. If a vendor needs to submit proprietary information to support their proposal, the vendor will label as "CONFIDENTIAL" and package separately any proprietary information.

2.16 Schedule: By submitting a proposal, the proposer guarantees that it will be able to comply with the overall elements of the project calendar, or must indicate an alternative timeline in the proposal, which will be vetted by PPLD, as to its feasibility and acceptability. Please refer to the schedule paragraph in the Project Requirements section.

2.17 Selection

2.17.1 RFP Selection.

It is the intent of PPLD to select only responsible and responsive firms. PPLD will select the vendor with the lowest cost that meets all RFP requirements. Vendor proposal will include your most favorable terms and conditions.

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### 2.17.2 Basis of Award.

An evaluation team will judge the merit of proposals received in accordance with the general criteria defined within this invitation. The recommendations of this committee will be forwarded to the Board of Trustees for approval and execution. The following criteria will be taken into consideration when making evaluations of proposals.

The following table indicates the weight that will be given to each of the key criteria established for decision-making.

<b>Criteria</b>	<b>Value Percentage</b>
Pricing – Materials and Labor	65%
Responsiveness to RFP – Ability to meet performance requirements	25%
References	10%

No modification of award shall be binding upon PPLD unless made in writing and signed by authorized agents of both parties.

### 2.18 Contract Formation:

2.18.1 Agreement in Writing. The successful Vendor is required to enter into a written contract with PPLD for maintaining project equipment for a minimum one-year period after installation.

The winning Vendor's proposal will be included and integrated into the final contract documents.

If, in PPLD's sole discretion, the selected Vendor has not executed the contract documents within a reasonable time after selection, PPLD reserves the right to rescind the award and select another Vendor.

2.18.2 Amendments to Contract: Parties hereto reserve the right to make amendments or modifications to the contract by written amendment signed by both parties. No amendment shall be effective unless approved by PPLD.

2.18.3 Non-Appropriation/TABOR Amendment. The Pikes Peak Library District and Vendor acknowledge and agree that this Agreement does not constitute a multi-year financial obligation of the Pikes Peak Library district under the Taxpayers Bill of rights (TABOR) of the Colorado Constitution. Therefore, this Agreement is subject to annual appropriation for payment by the Pikes Peak Library District's Board of Trustees. In the event of a non-appropriation for payment by the Pikes Peak Library district, this Agreement shall terminate without further obligation (financial or otherwise) of the Pikes Peak Library District to Vendor on 30 days written notice to Vendor, other than for payments on services previously rendered through the termination of the Agreement.

### 2.19 Terms and Conditions

#### 2.19.1 Termination and Cancellation



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#### 2.19.1.1 Cancellation

Either party may cancel the Contract in the event that a petition, either voluntary or involuntary, is filed to declare the other party bankrupt or insolvent or in the event that such party makes an assignment for the benefit of creditors.

#### 2.19.1.2 Termination of Contract for Cause

If, through any cause, the successful Vendor shall fail to fulfill in a timely and proper manner its obligations or if the successful Vendor shall violate any of the covenants, agreements or stipulations of the Contract, PPLD shall thereupon have the right to terminate the Contract by giving written notice to the successful Vendor of such termination and specifying the effective date of termination. In that event, all finished or unfinished services, reports or other materials prepared by the successful Vendor shall, at the option of PPLD, become its property, and the successful Vendor shall be entitled to receive just, equitable compensation for any satisfactory work completed, prepared documents or materials as furnished. Notwithstanding the above, the successful Vendor shall not be relieved of liability to PPLD for damage sustained by PPLD by virtue of breach of the Contract by the successful Vendor and PPLD may withhold any payments to the successful vendor for the purpose of set off until such time as the exact amount of damages due PPLD from the successful Vendor is determined.

#### 2.19.1.3 Termination of Contract for Convenience

PPLD may terminate the Contract at any time by giving written notice to the successful vendor of such termination and specifying the effective date thereof, at least thirty (30) working days before the effective date of such termination. In that event, all finished or unfinished services, reports, material(s) prepared or furnished by the successful Vendor under the Contract shall, at the option of PPLD, become its property.

### 3.0 PROJECT REQUIREMENTS

#### 3.1 Objective.

The objective of this RFP is to remove existing camera systems and associated cabling and replace with Ubiquiti camera systems and associated cabling across the District. Below are the planned counts for the system. The maps with camera locations are also attached. Please note that the maps list various types of cameras. Only Ubiquiti bullet cameras will be used instead, and counts have been adjusted to replace 270 and 360 degree cameras with 2 Ubiquiti bullet cameras. Proposals should include hardware, cabling, installation/configuration, and monthly support.

Library Name	Location	Cameras	Cloud Key	Switch	Monitor	Mount	Converter	Cables
Cheyenne Mountain Community Library	1785 South 8th Street, Suite 100 Colorado Springs, CO 80905	22	1	1			1	23
East Library	5550 N. Union Blvd. Colorado Springs, CO 80918	114	5	5	1	1	1	115
Fountain Community Library	230 South Main St. Fountain, CO 80817	27	2	2			1	28
High Prairie Community Library	7035 Old Meridian Rd. Peyton, CO 80831	28	2	2			1	29
Library 21c	1175 Chapel Hills Dr Colorado Springs, CO 80920	142	6	6			1	143
Monument Library	1706 Lake Woodmoor Dr, Monument, CO 80132	18	1	1	1	1	1	19
Old Colorado City Community Library	2418 West Pikes Peak Ave Colorado Springs, CO 80904	29	2	2			1	30
Palmer Lake Community Library	66 Lower Glenway Palmer Lake, CO 80133	12	1	1	1	1	1	13
Penrose Library	20 N. Cascade Ave Colorado Springs, CO 80903	139	6	6			1	140
Penrose Carnegie Library	20 N. Cascade Ave Colorado Springs, CO 80903	28	2	2			1	29
Knights of Columbus Hall	20 N. Cascade Ave Colorado Springs, CO 80903	46	3	3			1	47
Rockrimmon Community Library	832 Village Center Drive Colorado Springs, CO 80919	22	1	1			1	23

Sand Creek Community Library	1821 South Academy Blvd. Colorado Springs, CO 80916	41	2	2			1	42
Ute Pass Community Library	8010 Severy Rd. Cascade, CO 80809	13	1	1	1	1	1	14
	Total	681	36	36	4	4	14	695

Below is the hardware to be used:

Equipment (Hardware/Software/Maintenance Support)
UVC G3 Bullet Camera UniFi Video Camera G3 Bullet Camera
Ubiquiti UniFi Cloud Key Gen2 Plus Packet Capture/Analysis Device UniFi Cloud Key G2 with HDD
US-24-250W Ubiquiti 24 Port Managed POE switch
32in Monitor
Wall Mount for 32in TV
RTSP Stream to HDMI Converter Converting RTSP Stream to HDMI for monitor feeds of camera activity.

**3.2 Cable Decommission and Installation.**

Installation accomplished in accordance with PPLD standard operating procedure (SOP) for cabling installation. Vendor is responsible for removing and disposing of old cables and cameras. Vendor will identify if PPLD is eligible for any credit for removed cable.

**3.3 Installation Requirement.**

Vendor will mount the cameras as well as install/remove cabling. Vendor will work with PPLD to point the cameras as required. Vendor will include in “as-built” documentation for port to patch panel mapping and geographical marking of port locations to be provided at the conclusion of the project. These “As-Built” drawings will be submitted to PPLD in both paper and electronic copy, preferably compatible with Visio.

**3.4 Cabling System Testing**

All cables and termination hardware shall be 100% tested by the selected vendor/contractor for defects in installation and to verify cable performance under installed conditions. All conductors of each installed cable shall be verified useable by the selected vendor/contractor prior to system acceptance. Any defect in the cabling system installation including but not limited to cable, connectors, feed through couplers, patch panels, and connector blocks shall be repaired or replaced in order to ensure 100% useable conductors in all cables installed. All cables shall be tested in accordance with the specifications contained herein and/or best industry standards and practices. Test documentation shall be provided in soft copy within one (1) week of completion of the project.

**3.6 Schedule**

Once the RFP is awarded, a schedule will be developed with the Vendor and PPLD. This will include equipment order, delivery, cable removal, cable installation, “as-built”

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documents, red line drawings, QC inspection, turnover and any other information to allow for detailed planning.

3.7 Warranty Documentation.

The selected vendor(s)/contractor(s) must furnish PPLD written warranty documentation. The warranty documentation shall include cable and connectivity components and have one (1) point of contact person for any/all structured cabling system issues, where applicable. The warranty shall cover the installed structured cabling system against defects in workmanship, components, and performance. The warranty shall cover all labor and materials necessary to correct any/all failed portion(s) of the structured cabling system and to demonstrate performance within the original installation specifications after repairs are accomplished. The proposal shall list the term of the warranty.

3.8 Inspections and Approval.

Vendor will plan for a joint quality control (QC) inspection prior to turnover. PPLD will approve final installation.

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## 4.0 VENDOR INFORMATION

- 4.1 Vendors will provide a
  - 4.1.1 Brief Company description, including qualifications, experience, and services offered.
  - 4.1.2 Brief description of staff who will support the proposal
- 4.2 A designated Project Manager is required. PPLD must approve any Project Manager change. The Project Manager must have experience with the proposed solution and partners.
- 4.3 Provide statements from a minimum of 3 references, including name, telephone number and a brief statement describing their association with your company. References from clients of a similar nature to PPLD are preferred, e.g.: other library, educational or public sector clients. References from the Colorado Front Range are also preferred.

## 5.0 PRICING

Pricing. Vendors are to complete the pricing table below to reflect the specific pricing features of their solution. If there is not cost for an item, please indicate accordingly. Vendors will guarantee their prices for a minimum of 90 days from the date of submission of this RFP to the date of contract award.

Equipment (Hardware/Software/Maintenance Support)	Quantity	Cost per	Total Cost
UVC G3 Bullet Camera UniFi Video Camera G3 Bullet Camera	681		
Ubiquiti UniFi Cloud Key Gen2 Plus Packet Capture/Analysis Device UniFi Cloud Key G2 with HDD	36		
US-24-250W Ubiquiti 24 Port Managed POE switch	36		
32in Monitor	4		
Wall Mount for 32in TV	4		
RTSP Stream to HDMI Converter Converting RTSP Stream to HDMI for monitor feeds of camera activity.	14		
Cabling	695		
Installation/Configuration			
Support for one year for all sites			
<b>TOTAL</b>			

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**ADDENDUM A**  
**IMMIGRATION CLAUSE FOR CONTRACTS**

PIKES PEAK LIBRARY DISTRICT  
*IMMIGRATION CLAUSE FOR CONTRACTS*

Pursuant to Colorado Revised Statutes Section 8-17.5-102, the Pikes Peak Library District (“PPLD”) shall not enter into or renew a public contract for services with a contractor who knowingly employs or contracts with an illegal alien to perform work under the contract or who knowingly contracts with a subcontractor who knowingly employs or contracts with an illegal alien to perform work under the contract.

Accordingly, Contractor agrees that it shall not:

Knowingly employ or contract with an illegal alien to perform work under this Agreement; or

Enter into a contract with a subcontractor for work under this Agreement that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

Further, Contractor agrees that it shall comply with the following:

Contractor has verified or attempted to verify through participation in the Basic Pilot Employment Verification Program (the “Basic Pilot program”) of the U.S. Department of Homeland Security that Contractor does not employ any illegal aliens and, if Contractor is not accepted into the Basic Pilot Program prior to entering into this Agreement, that Contractor shall apply to participate in the Basic Pilot Program every three months until Contractor is accepted or the services under this Agreement have been completed, whichever is earlier. This requirement shall terminate if the Basic Pilot Program is discontinued.

Contractor shall not use Basic Pilot Program procedures to undertake pre-employment screening of job applicants while the services under this Agreement are being performed.

Should Contractor obtain actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, the Contractor shall:

Notify the subcontractor and the PPLD within three days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

Terminate the subcontract with the subcontractor if within three days of receiving the notice pursuant to Paragraph 1(b)(iii)(1) the subcontractor does not stop employing or contracting with the illegal alien; except that Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation that the Department may undertake pursuant to its authority under Colorado Revised Statutes Section 8-17.5-102(5).

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Date

Authorized Signature

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**ADDENDUM B  
PROPOSAL COVER SHEET**

**PIKES PEAK LIBRARY DISTRICT RFP #520-20-09**

**I. GENERAL INFORMATION**

1. COMPANY NAME \_\_\_\_\_

2. ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

3. PHONE \_\_\_\_\_

5. E-MAIL AND WEBSITE  
\_\_\_\_\_

6. CONTACT  
\_\_\_\_\_

**II. STATEMENT OF MINIMUM QUALIFICATION**

I, \_\_\_\_\_ (printed name)  
hereby declare

that I am the \_\_\_\_\_ (title) of

\_\_\_\_\_ (name of company)

submitting this profile and declaration, and that I am duly authorized to sign this profile and declaration on behalf of the above-named company. All information set forth in this profile and declaration and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of the submission date.

The signer further certifies that (please initial):



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- a. The company has carefully examined all instructions, requirements, specifications, and terms and conditions of the RFP for which this proposal is submitted. The company understands all instructions, requirements, specifications, and terms and conditions of this RFP, and hereby offers and proposes to furnish the goods and services described herein at the prices, fees, and/or rates identified in this proposal, in accordance with the instructions, requirements, specifications, and terms and conditions of this RFP.
  - b. This proposal is a valid and irrevocable offer that will not be revoked and shall remain open for the PPLD's acceptance for a period of ninety (90) calendar days from the proposal due date.
  - c. The company is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances governing business practices.
  - d. All statements, information, and representations prepared and submitted in this proposal are current, complete, true, and accurate.
  - e. Submission of this proposal indicates the signer's acceptance of the evaluation technique and that some subjective judgments may be made by PPLD as part of the evaluation.
  - f. The company has to provide proof of all required insurance coverage.
  - g. A list of exceptions and deviations (if any) is attached.
  - h. A proof of eligibility to operate in El Paso County and the State of Colorado is attached.
  - i. There have been no claims, litigation, or other issues filed or pending against our company in the past 5 years except as listed below.
  - j. The company is aware of Colorado's Immigration / illegal alien laws pertaining to public contracts. Addendum A (Colorado Statutes 8-17.5 – 102) is signed and attached.

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Authorized Signature

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Date