Request for Proposal

Plumbing, Commercial Plumbing, Irrigation & Emergency Services
RFP 27-00-03

Proposal Due No Later Than 2:00 p.m. on December 10, 2026
(Proposals can be emailed, mailed or delivered in person)

Purchasing Office
900 Kenyon St. Medford OR 97501
Telephone: (541) 842-1118

REQUEST FOR PROPOSALS:

Notice is hereby given that proposals will be accepted by the Medford School District for District-Wide on-call plumbing maintenance and emergency repair services on December 10, 2026 no later than 2:00 p.m. at 900 Kenyon Street, Medford, OR 97501.

PRE-BID MEETING

There will not be a pre-bid meeting for this RFP.

PURPOSE

The Medford School District is seeking proposals from qualified, licensed, and insured plumbing contractors to provide 24-hour emergency plumbing, commercial plumbing, irrigation, excavation, and related services. The selected contractor will be expected to provide reliable emergency response as well as scheduled, preventative, and project-based services. This will be a two-year contract.

REQUIRED SERVICES

- 24/7 Emergency Response
- Commercial Plumbing
- Excavation Capabilities
- Vacuum Excavation
- Irrigation Services

PROPOSAL REQUIREMENTS

Each proposal should include the following:

- Company overview
- Qualifications and experience
- List of required services the company can provide
- Emergency response plan
- Confirmation of the 60-minute emergency response requirement
- Equipment list
- Staffing information
- Licensing and insurance documentation
- Commercial plumbing experience
- Irrigation experience
- Excavation capabilities
- Vacuum excavation capabilities
- Pricing schedule
- References
- List of subcontractors, if applicable
- Any exceptions or proposed alternatives to the requirements in this RFP

COMPLIANCE WITH REQUIREMENTS

Proposers should clearly indicate whether they can meet each mandatory requirement.

RFP DOCUMENTS may be picked up by the following methods:

Calling: 541-842-1118

E-mailing: Pam.Thoren@medford.k12.or.us
Downloading from: https://www.medford.k12.or.us/departments1/purchasing-and-distribution-center

TIME TABLE

November 25, 2026	Issue ITB
December 4, 2026	Last Questions and Protests Due, no later than 2:00 p.m.
December 7, 2026	Last Addendum 2:00 p.m.
December 10, 2026	Proposals Due, no later than 2:00 p.m.
December 14 – December 18, 2026	Evaluation Period
December 22, 2026	Notice of Intent to Award

The District reserves the right to deviate from this schedule.

DATE OF RETURN: December 10, 2026 no later than 2:00 p.m.

It is the sole responsibility of the firm to ensure that their bid is received prior to the above time. Proposals can be emailed, mailed or delivered in person.

Attn: Pam Thoren • RFP 27-00-03
Medford School District 549c
Pam.thoren@medford.k12.or.us
Purchasing Office
900 Kenyon St.
Medford, Oregon 97501

SELECTION PROCESS
This Request for Proposals ("RFP") and the selection process will be conducted pursuant to the terms of this RFP and the Oregon Attorney General's Model Rules for Consultant Selection, OAR Chapter 137, Division 48.

If awarded the Contract, the Proposer/Proposers must accept, as Contract performance obligations, the duty to actively pursue the plan as set forth in the Proposer's response.

EVALUATION CRITERIA
Please indicate in writing the following information about your firm's ability and desire to perform this work. Firms will be rated based upon the points assigned to each item as noted in parentheses at the end of each statement below.

24/7 Emergency Response

- Provide 24-hour-a-day, 7-day-a-week emergency plumbing service.
- Maintain a reliable emergency contact number and dispatch process.
- Be capable of responding to emergency calls within 60 minutes of notification.
- Provide an estimated time of arrival when dispatched.
- Provide emergency response for situations including, but not limited to:
    - Major water leaks
    - Broken or damaged water lines
    - Sewer backups
    - Drain failures
    - Plumbing system failures
    - Frozen or burst pipes
    - Irrigation emergencies
    - Other conditions requiring immediate plumbing response
    -

Commercial Plumbing

The contractor must have demonstrated experience providing commercial plumbing services, including:

- Commercial plumbing repair and maintenance
- Water supply and distribution systems
- Sewer and waste systems
- Drain cleaning and stoppage removal
- Leak detection and repair
- Fixture repair and replacement
- Backflow prevention and related services
- Preventative maintenance
- Emergency repairs
- Commercial plumbing installations and modifications

Excavation Capabilities

The contractor must have access to appropriate excavation equipment and personnel to perform underground plumbing repairs.

Required capabilities should include:

- Backhoe or comparable excavation equipment
- Trenching and excavation
- Underground water-line repair and replacement
- Sewer-line excavation and repair
- Ability to safely expose underground utilities
- Restoration of excavated areas following completion of work

Vacuum Excavation

The contractor should have access to **vacuum excavation equipment**, such as hydro-excavation or comparable vacuum excavation technology. If vacuum excavation is subcontracted, the proposer must identify the subcontractor and explain the expected response time and availability.

This capability may be required for:

- Safely exposing existing underground utilities
- Excavating around sensitive infrastructure
- Utility locating and daylighting
- Working in congested underground utility areas
- Minimizing damage to existing infrastructure

Irrigation Services

The contractor must be willing and capable of providing commercial and/or large-scale irrigation plumbing services, including:

- Irrigation line repair
- Irrigation line installation
- Valve repair and replacement
- Backflow prevention equipment
- Irrigation system troubleshooting

- Underground irrigation repairs
- Emergency irrigation repairs
- Coordination with existing irrigation systems and infrastructure

RESPONSE-TIME REQUIREMENTS

Emergency response time is a critical requirement of this RFP.
The contractor must demonstrate the ability to:

- Receive emergency calls **24/7/365**.
- Dispatch qualified personnel at any time.
- Arrive on-site **within 60 minutes of receiving an emergency service call**.
- Communicate delays or circumstances that could prevent meeting the 60-minute response requirement.

Proposers should describe their staffing, dispatch procedures, service vehicles, geographic coverage, and other resources that allow them to meet this requirement.

LICENSING, INSURANCE & QUALIFICATIONS

The successful contractor must maintain all licenses, certifications, permits, and insurance required to legally perform the proposed work.

Proposals should include:

- Plumbing contractor license information
- Applicable specialty licenses or certifications
- General liability insurance
- Workers' compensation insurance
- Automobile insurance
- Any applicable bonding information
- Relevant certifications
- Years in business
- Number of qualified plumbing technicians
- Emergency-response staffing capabilities

EQUIPMENT

Proposers should provide a list of equipment available for this contract, including:

- Service vehicles
- Excavators/backhoes
- Vacuum excavation or hydro-excavation equipment
- Drain-cleaning equipment
- Sewer inspection cameras
- Locating equipment
- Pumps
- Leak-detection equipment
- Other specialized plumbing equipment

Please identify whether equipment is **company-owned, leased, or subcontracted**.

STAFFING & QUALIFICATIONS

The proposer should describe the personnel who would be assigned to this account, including:

- Number of licensed plumbers
- Number of technicians available for emergency response
- Years of experience
- Commercial plumbing experience
- Excavation experience
- Irrigation experience
- Availability of supervisors/project managers
- After-hours staffing

PRICING & BILLING

Proposals should clearly identify all applicable costs, including:

- Standard hourly rates
- Emergency/after-hours rates
- Weekend and holiday rates
- Minimum service charges
- Trip or dispatch charges
- Equipment charges
- Excavation equipment rates
- Vacuum excavation rates
- Material markups
- Overtime rates
- Subcontractor markups
- Any other fees or charges

Please clearly identify any differences between regular and emergency pricing.

REFERENCES & EXPERIENCE

Proposers should provide at least **three references** for comparable commercial plumbing work.

For each reference, provide:

- Company/organization name
- Contact person
- Contact information
- Description of services provided
- Length of relationship
- Approximate scope of work

Preference may be given to contractors with demonstrated experience handling **commercial facilities, emergency plumbing, underground utilities, excavation, and irrigation systems**.

SUBCONTRACTORS

The proposer must disclose any work that will routinely be subcontracted.

For each subcontractor, identify:

- Company name
- Services provided

- Qualifications
- Licensing, if applicable
- Insurance coverage
- Typical response time

The contractor will remain responsible for coordinating and managing subcontracted services.

SERVICE MANAGEMENT & COMMUNICATION

The successful contractor will be expected to provide clear communication throughout the service process.

This should include:

- 24/7 emergency contact information
- Dispatch confirmation
- Estimated arrival time
- Description of the problem upon arrival
- Recommended corrective action
- Cost estimate when practical
- Notification before significant additional work is performed
- Completion documentation
- Invoices with detailed descriptions of work and materials

EVALUATION PROCESS

The selection committee will score each submittal based on responses to the evaluation categories. Submittals will be rated based upon the points assigned to each item as noted in the parentheses at the end of the categories.

The RFP also requires reference information for your firm. The District will utilize this information and any other independently obtained references that can provide background on the firm. This information will not be scored separately, but results obtained from these and/or other reference checks will be utilized in evaluating and scoring in the other categories and in the final ranking.

The evaluation committee will meet and use the rankings as a beginning of their discussion. The discussion of the responses will include firm strengths and weaknesses and the individual evaluation committee member scorings. The committee reserves the option to interview finalists as ranked from the results of the evaluation committee discussion and scoring.

24/7 ER Response – 15 POINTS possible

Commercial Plumbing – 10 POINTS possible

Excavation Capabilities – 10 POINTS possible

Vacuum Excavation – 10 POINTS possible

Irrigation Services – 5 POINTS possible

Equipment – 10 POINTS possible

Staffing & Qualifications – 5 POINTS possible

Pricing & Billing - 15 POINTS possible

References and Experience - 5 POINTS possible

Subcontractors - 5 POINTS possible (more points awarded if no subcontractors are used)

Service Management and Communication - 10 POINTS possible

INSTRUCTIONS TO BIDDERS

BIDS: Bids shall be in accordance with the specifications and other contract documents on file in Purchasing Department Office, phone 541.842.1118. All bids shall be addressed to the attention of the Purchasing Manager, Medford School District 549C, 900 Kenyon St., Medford, OR 97501. Sealed proposals shall be mailed via UPS, FedEx, USPS or submitted in person to the address below.

CONTACT: Pam Thoren, Purchasing Manager – RFP 27-00-03
900 Kenyon St.
Medford, OR 97501

CANCELLATION: The Medford School District reserves the right to cancel this invitation or reject any and all bids submitted or to waive any minor formalities of this call, if in the judgment of the School Board the best interest of the District would be served. No proposer may withdraw his/her bid after the hour set for the opening thereof, unless the award of contract is delayed for a period exceeding thirty (30) days.

LATE BIDS: Bids received after the scheduled closing time will be returned to the respondent unopened.

CONTACT DURING SOLICITATION:
All questions and contact with the District regarding any information in this RFP must be addressed in writing via email to Pam.Thoren@medford.k12.or.us. No other contact regarding this solicitation during the solicitation process shall be permitted. Unauthorized contact regarding this solicitation may subject the offender's proposal to rejection. Answers to questions not stated in writing and/or answered in the form of a written Addendum shall not be binding upon the district.

EXTRA CHARGES: The bid price shall be for the complete delivery, ready for Medford School District use, and shall include all applicable charges; extra changes will not be allowed.

INSURANCE: Successful Respondent shall be required to provide the School District with a certificate of insurance verifying that the successful Respondent has all of the following insurance coverages and endorses the School District as an additional insured: professional liability insurance, commercial general liability insurance, automobile liability insurance, and worker's compensation insurance, each in an amount not less than required by the School Districts Policies.

ADDENDA: The District shall make interpretations, corrections, or changes of the Bid Documents in writing by published Addenda. Any changes and/or addenda to this solicitation will be posted on the Medford School District (MSD) website at https://www.medford.k12.or.us/departments1/purchasing-and-distribution-center failure to acknowledge all addenda may result in declaration of your bid as non-responsive.

CERTIFICATION AS AN EEO AFFIRMATIVE ACTION EMPLOYER: Successful Respondent must abide by a policy of Equal Employment Opportunity Affirmative Action.

EQUAL OPPORTUNITY EMPLOYER: The Medford School District is committed to providing equal opportunities to State of Oregon certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities. (OAR 445-050- 0001 to 445-050-0090, State of Oregon). This contract is for public works subject to ORS 279C.800 to 279C.870 (the Oregon Prevailing Wage Rate Law).

LOCAL CONTRACTING: The School District prefers goods or services that have been manufactured or produced by a Local Business. The District desires to employ local businesses in the purchase, lease, or sale of any personal property, public improvements or services. The District wants the residents of the State of Oregon to benefit from optimizing local commerce and services, and the local employment opportunities they generate.

RESIDENT RESPONDENT: Respondents will be required to attest as to whether they are a resident or non-resident Respondent as defined in ORS 279A.120.

CONFLICT OF INTEREST: A Respondent submitting qualifications thereby certifies that no officer, agent or employee of the School District who has a pecuniary interest in this ITB has participated in the contract negotiations on the part of the School District, that the submission is made in good faith without fraud, collusion or connection of any

kind with any other Respondent of the same ITB, and that the Respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

CONFLICTS IN DOCUMENTS: In the event of a conflict or discrepancy among the Contract Documents, interpretations will be based on the following priorities:

1. Request for Proposal.
2. Addenda, with those of later date having precedence over those of earlier date.
3. Signed Change Orders.
4. Signed Agreement.

CONFIDENTIALITY: All information submitted by Respondents shall be public record and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.410 et seq.), except such portions of the submittals for which Respondent requests exception from disclosure consistent with Oregon Law. Any portion of qualifications submission that the Respondent claims constitutes a "trade secret" or is "confidential" must meet the requirements of ORS 192.501, ORS 192.502 and/or ORS 646.461 et seq. If the entire submittal is marked as constituting a "trade secret" or being "confidential," at the District's sole discretion, such a Bid may be rejected as non-responsive.

CONSERVATION: Medford School District seeks to acquire supplies and services that promote resource conservation and reduce both greenhouse gas emissions and energy consumption. Energy and water efficient products and services will be considered in all district contracts and procurements. When contracting for services or construction that will include the provision of energy-consuming products, agencies shall specify products that comply with the applicable ENERGY STAR or other recognized efficiency rating programs. These products if financially feasible, will be given preference over less efficient products. Contract holders will adhere to the new construction, renovations and purchasing requirements outlined in the MSD Conservation and Sustainability policy https://www.medford.k12.or.us/departments1/facilities-grounds/energy-conservation.

AWARD: The award of this contract will be made by the District on the basis of the bid which, in the District's sole and absolute judgment, will best serve the best interests and needs of the District. The District reserves the right to accept or reject any or all the bids, and waive as an informality any immaterial irregularities in the bids received.

APPEALS AND PROTEST OF AWARD: Adversely affected or aggrieved Bidders shall have seven (7) calendar days from the date of the Intent-to-Award Announcement within which to file a written protest. All appeals must be in writing and physically received by the Purchasing Manager no later than 10:00 a.m. on the seventh (7th) calendar day after the date of the Intent-to-Award Announcement or Bid Results are posted to the website.

APPEAL OF AWARD TO ITB 27-00-03
Medford School District - Purchasing
900 Kenyon Street
Medford OR 97501

Protests submitted after that date will not be considered. Protests must specify the grounds upon which the protest is based. OAR 137-048-0240(2).

In order to be an adversely affected or aggrieved Bidder, the Bidder must claim to be eligible for award of the Contract as the lowest responsible and responsive Bidder and that any and all lower Bidders are ineligible to receive Contract award.

An actual Bidder who is adversely affected or aggrieved by the award of the Contract to another Bidder may protest award, in writing, within the timeline established. The written protest shall state the grounds upon which the protest is based. No protest of award shall be considered after the deadline. Protests must specify the grounds for the appeal including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for appeal. No protest against award shall be considered because of the content of solicitation terms and conditions, contract terms and conditions or Specifications after the deadline established for submitting protests of solicitation terms and conditions, contract.

GENERAL CONDITIONS

We adhere to the MSD General Conditions for all of our construction projects.
Any modifications to the General Conditions are listed under MODIFICATIONS.

MODIFICATIONS TO THE MSD GENERAL CONDITIONS: These modifications to the General Conditions are a part of and are incorporated in the Contract Documents and modify, delete, add, and replace provisions of the General Conditions. Provisions not altered remain in effect. All terms defined elsewhere in the Contract Documents shall have the same meaning in these Modifications to the General Conditions.

CONTRACTOR'S LIABILITY INSURANCE: The following new subparagraph is replacing paragraph 2 and 3 in the State of Oregon General Conditions Section G.3.4.1:

General Liability insurance is required by the District with a combined single limit, or the equivalent, of not less than **$2,000,000** each occurrence, **$4,000,000 for multiple claimants**, for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that the State of Oregon, Medford School District (Agency) and their divisions, officers and employees are Additional Insureds but only with respect to the Contractor's services to be provided under this Contract;

Automobile Liability insurance is required by the District with a combined single limit, or the equivalent, of not less than the Oregon Financial Responsibility Law (ORS 806.060), **2,000,000** each accident or **$4,000,000** for multiple claims, for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.

Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from the Contractor or its insurer(s) to Medford School District (Agency).

Certificates of insurance. As evidence of the insurance coverages required by this contract, the Contractor shall furnish acceptable insurance certificates to Medford School District (Agency) prior to its issuance of a letter of Intent. The certificate will specify all of the parties who are Additional Insureds. Insuring companies or entities are subject to State acceptance. If requested complete copies of insurance policies, trust agreements, etc. shall be provided to the State. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.

DEFINITIONS

The following definitions shall apply to the various titles used in these Documents:

Owner:	Medford School District 549C 900 Kenyon St. Medford, OR 97501
Site:	District-Wide

Bid: A competitive offer, which is binding on the offerer, in which price, delivery (or project completion), and conformance to specification and the requirements of the Invitation to bid, will be the predominant award criteria.

Bidder: An individual, firm, or corporation, who submits a Bid in response to a contracting agency's request.

Contract Documents: These bid Documents form the contract. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Document shall not be construed to create a contractual relation of any kind (1) between the Engineer and Contractor, (2) between the Owner and a Subcontractor, (3) between the Owner and Engineer, or (4) between any person or entities other than the Owner and contractor.

The Work: The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Contract.

The Project: The Project is the total construction of which the Work performed under the Contract Documents may be whole or a part and which may include construction by the Owner or by separate contractors.

The Drawings: The Drawings are graphic and pictorial portions of the Contract Documents showing the design, location, and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.

The Specifications: The Specifications are that portions of the Contract Documents consisting of the written requirements for materials, equipment systems, standards, and workmanship for the Work, and performance of related services.

The Project Manual: The Project Manual is a volume assembled for the Work which may include bidding requirements, sample forms, Conditions of the Contract, Drawings, and Specifications.

Request for Information (RFI): Contractor report form for a request for information to clarify any errors, inconsistencies or omissions discovered in the Contract Documents.

Shop Drawings: Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work

Product Data: Product Data are illustrations, stand schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

Sub-system Contractors: The successful Bidder will be awarded the Contract/Contracts. Subcontractors will be responsible to this Contractor.

BIDDING PROCEDURE

EXAMINATION OF SITE AND CONTRACT DOCUMENTS: Bidders shall carefully examine the documents. Submit Proposals with the understanding that prior to submission of Bid, Bidder has become acquainted with the requirements of the Contract Documents, the Site, and has obtained all information essential for completion of the work on or before the date specified. The Bidder shall not, at any time after the submission of Bid, set up any claims whatsoever based upon insufficient data or incorrectly assumed conditions. Nor shall Bidder claim any misunderstanding in regard to the nature, conditions, or character of Work to be done under the contract, and shall assume all risks resulting from any changes in conditions which may occur during the progress of the Work. Contractors will not be given extra payments for conditions which can be determined by examining the Site and Contract Documents.

INTERPRETATION OF DOCUMENTS: The Owner will not be responsible for oral clarification. Submit in writing to the Owner, all questions regarding the Contract Documents. Replies in the form of Addenda will be issued to all Bidders of Record and will become a part of the Contract.

CORRECT SIGNATURES: If the Bidder is an individual trading under their own or a fictitious name, the Bid shall be signed by the Authorized Individual of the Contractor, and the exact mailing address and telephone number shall be given. If someone other than the Authorized Individual signs the Bid, then a notarized Certificate of Authority signed by the Authorized Individual of the Contractor shall accompany the Bid.

If the Bidder is a firm or partnership trading under an individual or fictitious name, the Bid shall be signed by one or more partners with the exact names and mailing addresses of the firm or partnership members included. If someone other than a partner signs the Bid, then a notarized Certificate of Authority signed by all the partners shall accompany the Bid. If the Bidder is a corporation, the Bid proposal shall be signed by the President or Vice-President, or by an individual with a notarized Certificate of Authority shall accompany the Bid. Names, titles, telephone numbers, and business addresses of the president, secretary, and treasurer shall appear on the Certificate or Authority.

The corporate Bidder shall include the name of the state under which it is incorporated.

No agreement will be made with a Bidder who is a foreign corporation, or who is operating under a fictitious or assumed name, unless such Bidder has complied or agrees to comply with the proper qualifications and registration under the laws of the State of Oregon, and such compliance or agreement to comply has been communicated to the Engineer at the time of the Bid opening.

BID ASSURANCE: The Bidder is to agree not to withdraw their Bid for a period of 30 days after the scheduled closing time.

The Bidder shall be liable to the Owner for the full amount of the Bid security as representing the damage to the Owner on account of the default of the Bidder in any particular hereof. The Bid Bond shall be satisfactory to the Owner and executed by a licensed bonding company doing business in the State of Oregon.

BACKGROUND CHECKS: Background checks are mandatory for all employees and contractors working on the sites. It is the responsibility of the contractor to alert the School District of any changes to the list of employees including sub-contractors.

ADVANCED PAYMENTS & DEPOSITS: Medford School District 549c will not provide advanced payments/deposits for goods or services.

PROPOSAL FORM

MEDFORD SCHOOL DISTRICT 549C

(MUST BE RETURNED WITH PROPOSAL)

RFP 27-00-03 Plumbing, Commercial Plumbing, Irrigation & Emergency Services

The following Bid Form shall be part of Contract Work

Bid Closing December 10, 2026 at 2:00 p.m.

The Undersigned, having visited the Site of the proposed construction and having become familiarized with the conditions affecting the cost of the Work and all requirements of the Contract Documents, hereby proposes and agrees to provide any and all labor, materials, equipment, transportation, and services, and perform all work. The Undersigned also agrees to perform all Work in strict accordance with the Plans and Specifications included in the Contract Documents and any Addenda issued prior to Bid closing date.

The Undersigned further agrees not to withdraw the Bid for a period of thirty (30) days after the scheduled closing time. If awarded the Contract, the Undersigned further agrees to be bound by the Agreement with the Owner.

Bidder's Name _____

Bidder's Address _____

Federal Tax I.D. # _____

Responders must hold current State Licensing applicable to any work they may be performing.

City of Medford Business License # _____

State of Oregon CCB # _____ Expiration Date _____

Telephone _____

If Firm Is Corporation, State in Which Incorporated _____

Signature of Bidder

Signing Officer _____

Office Held_____ Date _____

If a Partnership, Members of Firm _____

Corporate Seal

EXHIBIT B
Must Be Returned With Bid
CERTIFICATE OF COMPLIANCE WITH TAX LAWS

CONTRACTOR DATA AND CERTIFICATION

Name (tax filing): _____

Address: _____

Citizenship, if applicable:

Non-resident alien ____ yes ____ no

Business Designation (check one):

_____ Corporation _____Partnership

_____Sole Proprietorship _____ Governmental/Non-Profit

Federal Tax ID#_____ -_____ - _____OR SSN_____ - _____- _____

Above payment information must be provided prior to contract approval. This information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number submitted. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject contractor to 31 percent backup withholding.

Certification: I, under penalties of perjury, do hereby certify that (a) the number shown on this form is my correct taxpayer ID (or I am waiting for the number to be issued to me) and (b) I am not subject to backup withholding because (i) I am exempt from backup withholding or (ii) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified me that I am no longer subject to backup withholding.

I, the undersigned also (a) agree to perform the work required by Exhibit A in accordance with the terms and conditions (listed on the front and back side hereof and made part of this contract by reference); (b) certify under penalty of perjury that I/my business am not/is in violation of any Oregon tax laws; and (c) certify I am an independent contractor as defined in ORS 670.600.

I, the undersigned, being first duly sworn, hereby certify under penalty of perjury that I am authorized to act on behalf of _____ [insert Proposer's name] and to the best of my knowledge, _____[insert Proposer's name] is not in violation of any Oregon Tax Laws. For purposes of this Certificate, "Oregon Tax Laws" are those laws and programs listed in ORS 305.380(4), namely ORS Chapters 118, 314, 316, 317, 318, 320, 321 and 323 and Sections 10 to 20, Chapter 533, Oregon Laws 1981, as amended by Chapter 16, Oregon Laws 1982 (first special session); the elderly rental assistance program under ORS 310.630 to 310.706; and any local tax laws administered by the Oregon Department of Revenue under ORS 305.620. I will continue to comply with the tax laws of this state, or a political subdivision of this state, during the term of the public contract, and provide that my failure to comply with the tax laws, of this state or a political subdivision of this state, before I have executed the public contract or during the term of the public contract is a default for which the contracting agency may terminate the public contract, and seek damage and other relief available, under the terms of the public contract or under applicable law.

Contractor's Authorized Agent:

_____
Signature/Title

_____
Print Name Date

Contractor: _____

Contact Person: _____

Address: _____

Address: _____

Phone: _____

Email Address: _____

SIGNATURE PAGE
(MUST BE RETURNED WITH BID)

SIGNATURE OF FIRM'S DULY AUTHORIZED REPRESENTATIVE FOR THIS PROPOSAL MUST BE SIGNED IN INK BY AN AUTHORIZED REPRESENTATIVE OF THE FIRM; ANY ALTERATIONS OR ERASURES TO THIS PROPOSAL MUST BE INITIALED IN INK BY THE UNDERSIGNED AUTHORIZED REPRESENTATIVE.

The undersigned agrees and certifies that he or she:

1. Has read and understands all bid instructions, specifications, and terms and conditions contained herein;

2. Is an authorized representative of the bidder, that the information provided in this bid is true and accurate, and that providing incorrect or incomplete information may be cause of bid rejection or contract termination;

3. Is bound by and will comply with all requirements, specifications, and terms and conditions contained herein; and

4. Will furnish the designated item(s) and/or service(s) in accordance with the contract if awarded to bidder;

5. Bidder will provide its federal tax identification number or social security number with proposal submission.

Authorized Signature: _____

Title: _____

Company Name: _____

Date: _____

Oregon CCB#_____

FEIN ID# or SSN# (required):_____

ADDENDA RECEIPT

Acknowledge receipt of all addenda. This proposal includes all work indicated and specified in the following Addenda which were received during the time of bidding.

Addendum No._____ Date: _____ Addendum No._____ Date: _____

Addendum No._____ Date: _____ Addendum No._____ Date: _____

Return Pages 13-15 with your proposal.