

**BID/PROPOSAL SIGN-OFF SHEET**

**BID/PROPOSAL TITLE:**

Please check off and sign for items below and submit this required sheet with your bid/proposal response; the bid/proposal may be rejected if the required documents are not included with the response.

	DONE	INITIALS
1. Bid/Proposal completed		
2. Non-Collusive certificate completed		
3. Anti-Discrimination clause completed		
4. Proof of insurance coverage in amounts required by specification signed by insurance agent enclosed		
5. Addenda (if issued) received		
List Addendum # and dates		
6. Insurance Binder completed		
7. Vendor Responsibility Form completed		
8. Agree to all Terms & Conditions as provided within the specifications		
9. W-9 Taxpayer Identification and Certification		
10. Bid Sign-Off Form completed		

By signing below the respondent is certifying that:

1. All information provided herein is true and correct to the best of their knowledge.
2. The respondent has read and understands the specifications in their entirety and that the response is made in accordance therewith, and;
3. The respondent possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to the County, and;
4. The respondent will be held responsible for any and all discrepancies, errors, etc. in the discounts or rebates which are discovered during the contract term or up to and including three (3) fiscal years following the County's annual audit.

\_\_\_\_\_  
Name/Title of Authorized Person Submitting Bid

\_\_\_\_\_  
Firm or Corporation Making Bid

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
(Remit to address (if different than above))

\_\_\_\_\_  
Signature of Authorized Person Submitting Bid