SPECIFICATIONS FOR
PRINTING OF ELECTION BALLOTS

COUNTY OF DAUPHIN
HARRISBURG, PENNSYLVANIA

DAUPHIN COUNTY COMMISSIONERS
JEFF HASTE
MIKE PRIES
GEORGE P. HARTWICK III

CHIEF CLERK/CHIEF OF STAFF
CHAD SAYLOR

CONTROLLER
TIMOTHY L. DEFOOR

DIRECTOR OF PURCHASING
RANDY BARATUCCI

OPENING DATE: SEPTEMBER 9, 2020

BIDDER:
NAME:
ADDRESS:
PHONE NUMBER:

www.dauphincounty.org
LEGAL ADVERTISEMENT

SEALED BIDS and PROPOSALS will be received by the County Controller for Dauphin County in Room 106, Court House, Harrisburg, Pennsylvania until SEPTEMBER 9, 2020 and opened on that date for: PRINTING OF ELECTION BALLOTS

Detailed specifications may be obtained in the Purchasing Office, at the Dauphin County Administration Building, 2 S. 2nd Street, Harrisburg, Pennsylvania, (717) 780-6337.

Each bid must be enclosed in a sealed envelope, clearly marked on the outside “BID FOR PRINTING OF ELECTION BALLOTS” and delivered to the office of the Controller, in the Court House, prior to 2:00 P.M. on the day set forth above and must contain the required certified check or bid bond in the amount of 10% (ten percent) of the contract.

The right is reserved to accept or reject any or all bids or parts thereof, and to award the contract as is determined to serve the County’s best interest.

All contractors must ensure the employees, candidates for employment and applicants for employment are not discriminated against because of their race, color, creed, religion, sex, age or national origin.

BY ORDER OF THE DAUPHIN COUNTY BOARD OF COMMISSIONERS

Jeff Haste, Chairman
Mike Pries
George P. Hartwick III

Randy Baratucci, Director of Purchasing

Dates to be published: August 28 & September 4, 2020

(PLEASE PROVIDE PROOF OF PUBLICATION WITH INVOICE)
GENERAL INSTRUCTIONS TO ALL BIDDERS DEALING WITH DAUPHIN COUNTY

1. All bidders must be prepared to present suitable evidence of their financial standing and to furnish a list of similar work recently completed.

2. The specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness, before the opening of bids. Should any written inquiries be received by the Commissioners, these inquiries will be answered in the form of bulletins and issued to all bidders. These bulletins shall then be considered as a part of these specifications.

3. A Proposal Form-Signature Page is provided in these specifications. In submitting proposals, all pages must be completely filled out in ink or typewritten and the whole signed by the bidder.

4. Each bid must be enclosed in a sealed envelope and clearly marked on the outside of the envelope, “BID ON …” and delivered to the Office of the County Controller, Room 106, Court House, Harrisburg, Pennsylvania.

5. No proposals may be withdrawn later than 2:00 P.M. on the day of an opening of bids. The proposals will be opened and read publicly.

6. The Commissioners of Dauphin County reserve the right to reject any or all bids or parts thereof, as deemed to be in the best interest of the County.

7. The specifications are intended to cover furnishings of all materials and performance of all work that may be required for complete performance of the contract, and the bidder will be required to do all things that may be necessary to fully complete the work within the context of these specifications. Where plans accompany certain sections of the specifications, they shall be considered part of the specifications.

8. Should a bidder discover contradictions in the specifications, the matter shall be at once brought to the attention of the Commissioners of Dauphin County and the discrepancies corrected by written agreement before proceeding.

9. Equipment to be furnished shall be new, first class, and shall meet with the approval of the Commissioners, or their designated representatives, unless otherwise stated.

10. All equipment shall conform to the requirements of the specifications, and any equipment condemned by the Commissioners as not meeting these specifications shall at once be removed and replaced with acceptable equipment.

11. The commissioners of Dauphin County shall have the right, without invalidating the contract, to make additions to or deductions from the work covered by the specifications. These additions or deductions shall be in writing.

12. The contractor shall not transfer or sublet any portion of work covered by these specifications without written consent of the Commissioners.

13. Deliveries shall be arranged between the successful bidder and the Dauphin County Purchasing Department.

14. Bid figures shall include all charges, including delivery at the destinations called for in the specifications. NOTE: Dauphin County is tax exempt.

15. In cases where either an “EQUAL TO” or an “ALTERNATE” is proposed, bidder shall, when practical, include a sample with bid proposal. The final decision of whether a product is “EQUAL TO” or whether an “ALTERNATE” is acceptable will be made at the discretion of the Dauphin County Commissioners.
16. Each bidder must provide with its bid, before the time set for the opening of bids, cash, or a certified good faith check drawn upon a bank authorized to do business in this Commonwealth, in an amount required by the Commissioners but not less than 10% of the amount bid, or a bond with corporate surety in such a manner as the Commissioners shall determine, but not less than 10% of the amount bid. The forms of the bonds attached to these General Instructions as Exhibit A or B are preferred and are acceptable to the Commissioners. Exhibit A is the form to be used when a performance bond is required and Exhibit B is the form to be used when a performance bond is not required. If a bid bond is utilized, it shall be mandatory that the bid bond, *specifically identify the bid*, and *the date of the bid* (which shall be on or before the date of the bid bond), which it accompanies; additionally, it shall be mandatory that the *power of attorney* accompanying a bid bond *evidencing the authority of the person signing on behalf of the surety company to sign the bid bond shall be dated the same date as the bid bond*; further, it shall be mandatory that the bid bond itself be dated, as well as signed by the principal bidder and the surety company through its authorized representative. Failure to comply with any of the aforesaid provisions shall result in the disqualification of the bid, which bid shall not thereafter be considered.

17. A check or bid bond of the unsuccessful bidders will be returned as soon as the award is made; the check or bid bond of the successful bidder will be returned when all of the terms of the contract are completed, in a situation when a performance bond is not required, and with the posting of a proper performance bond, when that is required. In cases when a check has been issued and a partial award is made, 10% of the successful amount only will be retained and the remaining portion returned to bidder. Unless a check or bid bond is furnished, as stated, the bid will not be considered.

18. The successful bidder may be required to furnish surety bond in the amount of 100% of the contract price. The conditions shall be for the full and complete execution and performance of each and all terms contained in the contract, proposal specifications and instructions to bidders. When a surety bond is required it will be stated within the Bid Specifications.

19. Surety bond is mandatory with contracts involving the furnishing of labor and materials. Surety may be required by the Commissioners with any contract, if deemed necessary and in the best interest of the County. In cases where a surety bond is required, the 10% check or bid bond will be returned as soon as the contract is signed and the surety bond is furnished.

20. In the case of the successful bidder failing or refusing to execute a formal contract and to give surety when required, within (20) twenty days after notice of acceptance of bid, his certified check or bid bond will be declared forfeited as liquidated damages. The letter of acceptance of his proposal will be revoked and all obligations of the Commissioners in connection with the transaction will be cancelled.

21. The successful bidder may be required to execute a written contract with the Commissioners within a time specified by the Commissioners. The form of the written contract (and the terms thereof) must be acceptable to the Dauphin County Solicitor’s Office.

22. The bidder agrees to indemnify and save harmless the Commissioners and their representatives from all suits or actions of every nature and description brought against them for loss or damages to real or tangible personal property and/or bodily injury negligently or willfully caused by the bidder or on account of the use of patented or copyrighted appliances, products or processes with legal protections.

23. Payment shall be made to the successful bidder within (30) thirty days of receipt of invoice after inspection and acceptance of material and/or work by an authorized representative of the Commissioners, and approval of the invoice by the Controller. Where partial delivery is made, invoice for such part shall be made upon delivery, and payment made within (30) thirty days under the conditions described above.

24. Bidders, in all solicitations or advertisements, will not discriminate against any employee, candidate for employment or applicant for employment because of race, color, creed, sex, age or national origin.

25. In the event a bidder is in noncompliance with the nondiscrimination clauses, the contract may be cancelled, terminated or suspended in whole or in part.

26. The vendor shall abide by all applicable federal or state statutes, ordinances, laws and regulations, including, but not limited to, the Americans with Disabilities Act.
SPECIFICATIONS

BACKGROUND:
Dauphin County will be accepting bids for the production of ballots to be used at its various polling places, as well as its mailing of absentee and mail-in ballots commencing with the November 2020 General Election through the 2023 General Election. There are approximately 190,000 registered voters in Dauphin County. All elections (primary, general and special) are conducted by the Dauphin County Board of Elections in accordance with all federal and state laws and regulations. The Dauphin County Bureau of Registrations and Elections (“the Bureau”) is a County Department and is the support staff to the Board of elections.

1. The Director of the Bureau shall serve as manager of this project. Project manager shall facilitate the selected bidder’s activities, provide access to relevant individuals and data, and be responsible to review the selected bidder’s performance.

2. Project managers shall be neither directly nor indirectly responsible for performing any project activities for the selected vendor.

3. The Board of Elections may require prospective bidders to present evidence that they are fully competent and that they have the necessary facilities, equipment and financial resources to provide said accessories in a satisfactory manner and within the time specified.

4. Vendor is required to strictly comply with sections of the Pennsylvania Election Code; be “certified” to be a ballot printer by ClearBallot; and be able to personally deposit finished ballots (no outsourcing) at the US Postal Service’s Crooked Hill Branch, situated along Crooked Hill Road, Susquehanna Township, Dauphin County. Prospective Bidders not presently certified by ClearBallot to print ballots must become certified PRIOR TO submitting a bid. BIDDERS MUST SUBMIT A COPY OF THE CERTIFICATE ISSUED BY CLEARBALLOT TO HAVE THEIR BID PACKAGE BE CONSIDERED. FAILURE TO INCLUDE COPY OF THE CERTIFICATE WILL DISQUALIFY THE BID.

DELIVERABLES:

1. All proofs must be approved by the Director of Elections prior to production.

2. Vendor shall process a data file submitted by the Bureau (up to daily) and print corresponding ballots subject to all necessary specifications as required for each Election. All ballots shall be printed with black Ink only.

3. Vendor shall not surcharge for processing multiple data files, as required to meet legislative deadlines for the issuance of absentee or mail-in ballots.

4. Vendor shall print outgoing and return envelopes.
5. Instruction sheets and any other required documents identified by the Director of Elections/Board of Elections shall be printed, and all documents shall be folded, inserted and delivered to USPS.

6. **Products:***

**Ballots:**
Artwork for ballots will vary for each election. With three styles of ballots (In-Person, Absentee or Mail-In), for 159 different precincts; and in the primary two (Democrat and Republican) or three (Other, if referendum) different party styles for the 159 different precincts.

Type A: 8.5x11, two-sided, black only, 80# smooth text
Type B: 8.5x11, one-sided, black only, 80# smooth text
Type C: 8.5x14, two-sided, black only, 80# smooth text
Type D: 8.5x14, one-sided, black only, 80# smooth text

**Absentee and Mail-in Ballots, which also will be mailed:**

- **Ballot** as noted above (Absentee or Mail In)
- **Outgoing Envelope:** #12, one-sided, black, no bleeds, 24#
- **Reply Envelope:** #11, two-sided, black, no bleeds, 24#
- **Privacy Envelope:** #10, one-sided, black, no bleeds, 24#
- **Ballot Instruction:** 3.625” x 8.5”, one-sided, black, no bleeds, 20# text
- **Assembly and Mailing of Finished Product:** Cost to insert ballot, reply envelope, privacy envelope and instructions into outgoing envelope and mail. “Vote by mail” packets will be mailed using permit imprint at presorted first class or first-class rate. (Postage costs not needed for bid submission.)

**Volume:**
There are approximately 190,000 registered voters in Dauphin County. The exact number changes slightly on a daily basis as new people register and others move or decease. The exact number of printed items also varies by type of election (i.e. more people vote in a Presidential Election than in non-Presidental Election years). Because the proposed contract runs through the end of 2023 and thus covers different types of elections, the following estimates of volumes of printing shall be used to score bids. However, the successful Bidder, for the price bid per piece, must be able to produce fewer or up to the total number of registered voters.
- For in person voting, during each election, 100 percent for each precinct, which would require a total of 160,000 for a primary and 190,000 for a general

- Mail-in and absentee:
  - 2020 Presidential General: 100,000
  - 2021 Municipal Primary: 20,000
  - 2021 Municipal General: 50,000
  - 2022 Gubernatorial Primary: 60,000
  - 2022 Gubernatorial General: 80,000
  - 2023 Municipal Primary: 20,000
  - 2023 Municipal General: 50,000

7. Statement of Work:
   a. Ballots for In-Person Election: Upon submission of print-ready PDFs from Election Office and accompany spreadsheet indicating quantities, the vendor will produce, shrink-wrap package in groups of 50 ballots and deliver the bulk in-person election day ballots to the Dauphin County Bulk Storage, 1271 South 28th Street, Harrisburg, PA 17111 per listed specs. For General Elections in November, Vendor will be asked to print nearly 190,000 ballots in varying quantities based on registration of each of the 159 election districts. For Primary Nominations held in either April or May, Vendor may be asked to print ballots in varying quantities for the 159 election districts based on registration of Democratic, Republican and (if necessary) “Others” totaling no more than 190,000.

   b. Over-the-Counter Materials: Vendor will layout and proof the eight PDFs required for the completion of over-the-counter issuance of mail-in and absentee ballots (Outgoing Envelope #12, Reply Envelope #11, Privacy Envelope #10 and Ballot Instructions, as noted above) in quantities of 1,000 per item. (NOTE: Printing of over-the-counter ballots is done by on-demand system in election office headquarters. However, blank ballot stock will need to be ordered in quantities of 1,000.)

   c. Absentee and Mail-In Ballot Program: Supplied and approved PDFs for ballots, instructions and envelopes will be maintained electronically by vendor awaiting the Election Office to submit mailing lists for requested ballots to be mailed. Upon receipt of the distribution list, vendor will produce and mail all required items within 48 hours and provide spreadsheet confirmation back to Election Office in a timely manner indicating day of receipt of lists, production of lists and mailing of lists. In General Elections, Vendor should expect upwards of 100,000 vote by mail packets; in primary nominations, Vendor should expect upwards of 50,000 vote by mail packets.

   d. Postage: Dauphin County will provide $5,000 in upfront postage to be placed in Vendor’s pre-sorted first-class bulk permit account for outgoing packets (mail-in/absentee). A ledger will be kept by vendor of all credits and will be reconciled with the checks provided by the County, and the debits will be reconciled with the US Postal Service transaction receipts for all election drops. Every attempt should be made by vendor to request a refresh of postal funds with at least 7 calendar day notice. Vendor may not mark-up costs of postage; however, postage costs are
understood to be outside consideration of vendors control and will abide by fees
set by US Postal Service.)

8. Upon selection of the successful Bidder, a written contract will be negotiated and
executed between the parties based upon the terms and conditions stated in this bid,
on representations made by the selected Bidder in its proposal and on such other terms
and conditions as is typically required by Dauphin County. Time is of the essence for
contract negotiation and execution.
BID FORM

The Bid hereinafter stated is made in accordance with the requirements of the Instructions to Bidder.

The Bid price per item must be “all inclusive” and include all costs associated with delivery. The basis for determining the lowest responsible bidder shall be determined by averaging the per piece bids for type of ballot (1) and multiplying by the estimated total number of pieces over the three year term of the contract (1,620,000) PLUS the sum of multiplying each envelope and insert per piece cost by the estimated total number of pieces over the three year term of the contract (380,000) PLUS the package assembly cost per item multiplied by the estimated total number of pieces over the three year term of the contract (380,000). This grand total shall also be used to compute the 10% bid bond or certified check.

BID

1. Ballots (must bid all types):
<table>
<thead>
<tr>
<th>Type</th>
<th>PER PIECE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 8.5x11, two-sided, black only, 80# smooth text</td>
<td>$__________</td>
</tr>
<tr>
<td>B 8.5x11, one-sided, black only, 80# smooth text</td>
<td>$__________</td>
</tr>
<tr>
<td>C 8.5x14, two-sided, black only, 80# smooth text</td>
<td>$__________</td>
</tr>
<tr>
<td>D 8.5x14, one-sided, black only, 80# smooth text</td>
<td>$__________</td>
</tr>
<tr>
<td>AVERAGE of A, B, C, D</td>
<td>= $__________</td>
</tr>
<tr>
<td>x 1,620,000</td>
<td>= $__________ = subtotal</td>
</tr>
</tbody>
</table>

2. Envelopes and Insert (must bid all types):
<table>
<thead>
<tr>
<th>Type</th>
<th>PER PIECE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outgoing Envelope: #12, one-sided, black, no bleeds, 24#</td>
<td>$__________ x 380,000 = $__________ +</td>
</tr>
<tr>
<td>Reply Envelope: #11, two-sided, black, no bleeds, 24#</td>
<td>$__________ x 380,000 = $__________ +</td>
</tr>
<tr>
<td>Privacy Envelope: #10, one-sided, black, no bleeds, 24#</td>
<td>$__________ x 380,000 = $__________ +</td>
</tr>
<tr>
<td>Ballot Instruction: 3.625” x 8.5”, one-sided, black, no bleeds, 20# text</td>
<td>$__________ x 380,000 = $__________ = subtotal</td>
</tr>
</tbody>
</table>

3. Package Assembly:
   | PER ITEM |
   |__________ x 380,000 = $__________ |
   | subtotal |

SUMMARY

Subtotal section 1 $__________ +
Subtotal section 2 $__________ +
Subtotal section 3 $__________ =
GRAND TOTAL = $__________

↑ Bond this amount

Bidder must also properly complete and sign the “Signature Page” of this package.
*** IMPORTANT NOTICE ***

FAILURE TO CONFORM WITH THIS NOTICE WILL RESULT IN REJECTION OF YOUR BID

Each bidder must provide with its bid, before the time set for the opening of bids, cash or a certified good faith check drawn upon a bank authorized to do business in this Commonwealth, or a bond with corporate surety in such a manner as the Commissioners shall require, and in an amount required by the Commissioners but not less than 10% of the amount bid. The forms of the bonds attached to these General Instructions as Exhibit A or B are preferred and are acceptable to the Commissioners. Exhibit A is the form to be used when a performance bond is required and Exhibit B is the form to be used when a performance bond is not required.

If you are using a Bid Bond rather than Cash or Certified Check, it shall be mandatory that the Bid Bond specifically identify the bid, and the date of the bid (which shall be on or before the date of the bid bond), which it accompanies; additionally, it shall be mandatory that the power of attorney accompanying a bid bond, evidencing the authority of the person signing on behalf of the surety company to sign the bid bond, shall be dated the same date as the bid bond; further, it shall be mandatory that the bid bond itself be dated, as well as signed by the principal bidder and the surety company through its authorized representative. Failure to Comply with any of the aforesaid provisions shall result in the disqualification of the bid, which shall not thereafter be considered.
BID BOND

TO THE DAUPHIN COUNTY COMMISSIONERS: __________________________________________
as Principal and ______________________ are hereby held and firmly bound unto the Commissioners of
Dauphin County, Pennsylvania, in the sum of $____________ for the payment of which sum we hereby
jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

This Bid Bond is signed and executed this ____________ day of ______________________, ______.

The above obligation of the Principal and Surety is conditional. In the event that the Principal is deemed to be
the successful bidder, for the proposal to which this Bid Bond is attached, and subsequently enters into a
contract in writing for: ____________________________________________________________
and the bidder completes its performance of the contract with the County, to the satisfaction of the County,
then the obligation undertaken by the Principal and Surety by their execution of this Bid Bond shall be void.
In the event that the Principal fails to complete the contract in accordance with its terms and to the satisfaction
of the County, then the amount of this Bid Bond, set forth above, in cash or by check acceptable to the
County, shall be paid to the County Commissioners of Dauphin County, upon demand by them, and the
aforesaid Commissioners, shall retain the money paid as liquidated damages.

IN WITNESS WHEREOF, the Principal and Surety have caused this Bid Bond to be executed by themselves
individually, and as corporations, by their proper officers, the day and year set forth above.

Principal (SIGNATURE)

(Name of Surety to be inserted here) By: ___________________________________________________________________
Attorney-in-Fact (SIGNATURE)

EXHIBIT B
INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti-bid Rigging Act, 73 P.S. § 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.

2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.

3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.

4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.

5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.

6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.
NON-COLLUSION AFFIDAVIT

State of ____________________:

County of ____________________:

Bid Name/Date____________________

I state that I, the undersigned, am __________________ of __________________

[Title] [Name of my firm]

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

(2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

(4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

(5) ________________________________, its affiliates, [Name of my firm]

subsidaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that ______________________________ understands and [Name of my firm]

acknowledges that the above representations are material and important, and will be relied on by DAUPHIN COUNTY in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from DAUPHIN COUNTY of the true facts relating to the submission of bids for this contract.

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY

OF _____________, ___

________________________________________________________
[Name and Company Position]

________________________________________________________
[Signature]

________________________________________________________
Notary Public

My Commission Expires
SIGNATURE PAGE

In case this proposal is accepted, the undersigned is hereby bound to commence and complete all of the work included under this contract in such time and manner as designated for the various items he has contracted to supply.

In submitted this proposal, it is understood that the unrestricted right is reserved by the County to reject any and all proposals or parts thereof, or to waive any informalities or technicalities in said proposals, and it is agreed that this proposal may not be withdrawn for a period of 45 days from the date of opening.

The undersigned hereby certifies that this proposal is genuine, and not a sham or collusive, or made in the interest or on behalf of any person, firm, or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any bidder to refrain from bidding, and that the undersigned has not, in any manner, sought by collusion to secure for himself an advantage over any other bidder.

FIRM NAME: ____________________________________________

ADDRESS: ____________________________________________

SIGNATURE: __________________________________________

TITLE: ________________________________________________

**DATE**: ____________________________ *

PLEASE READ THE FOLLOWING VERY CAREFULLY!! IF YOU DO NOT COMPLY YOUR BID WILL BE REJECTED!!

*IN THE EVENT THAT A BID BOND IS UTILIZED, THIS DATE MUST EITHER PRECEDE OR COINCIDE WITH THE DATE ON WHICH THE PRINCIPAL AND THE ATTORNEY-IN-FACT SIGN AND EXECUTE THE BID BOND.*

Number of days required for delivery: _______________________

BIDS MUST BE SIGNED FOR CONSIDERATION.