STATE OF WASHINGTON
SNO-ISLE LIBRARIES

REQUEST FOR PROPOSALS (RFP)
RFP NO. 2017.01.02

PROJECT TITLE: Security Guard Services for Sno-Isle Libraries – Arlington, Everett Mariner Pilot (potential), Lynnwood, Marysville, Mukilteo, Snohomish, and Sultan locations

PROPOSAL DUE DATE: February 10, 2017, 12:00PM, Pacific Daylight Time, Marysville, Washington, USA.

Proposals may be e-mailed or submitted through postal mail. Faxed proposals will not be accepted.

PROPOSER ELIGIBILITY: This procurement is open to those Proposers that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

CONTENTS OF THE REQUEST FOR PROPOSALS:

1. Introduction
2. General Information For Proposers
3. Proposal Contents
4. Related Information
5. Cost Proposals
6. Evaluation and Contract Award
7. Exhibits
   A. Certifications and Assurances
1. INTRODUCTION

1.1. PURPOSE AND BACKGROUND
Sno-Isle Libraries is initiating this Request for Proposals (RFP) to solicit proposals from firms interested in providing Security Guard services to six (6) of the libraries within Sno-Isle Regional Library System.

This RFP is issued by Sno-Isle Libraries for the purpose of obtaining information and pricing regarding Library Security Guard Services. It is the intent of Sno-Isle Libraries to review and assess the RFP responses to determine if the response from solicited suppliers can meet the needs of Sno-Isle Libraries.

Sno-Isle Libraries intends to award one contract to provide the services described in this RFP.

1.2. OBJECTIVES AND SCOPE OF WORK
Sno-Isle Libraries contract for the services of one unarmed, uniformed officer at six (6) library locations. The guard addresses disruptive behavior within the library and on library property. Other requirements include maintaining a legible, relevant events log, communicating clearly with staff and the public per library policy, reporting for work promptly, and providing general assistance as needed. Security guards must be CPR certified. Customer service skills are required. The guard at each location is provided a written document outlining expectations and procedures.

The guard is required to check in with the Person-In-Charge during each shift to receive instructions and updates. Security Supervisors are expected to make site visits regularly, including meetings with the Library Manager which are scheduled in advance. Attendance at a Prepare training class is paid by Sno-Isle Libraries for each new guard.

The work shall be performed at the following locations:

ARLINGTON LIBRARY: 135 n. Washington Ave, Arlington. Hours of work (20 hours per week for school year only. Schedule will be adjusted on early release days):
- Monday – Friday: 2:30- 6:30 p.m.

LYNNWOOD LIBRARY: 19200 44TH Ave W, Lynnwood Hours of work (72 hours per week):
- Monday– Thursday: 9:00 a.m. – 9:00 p.m.
- Friday- Sunday: 10:00 a.m.- 6:00 p.m.

MARINER PILOT LIBRARY: 520 128th ST SW, Suite A9-A10, Everett. At this time, security services are not scheduled. However, services may be requested at a future time.

MARYSVILLE LIBRARY: 6120 Grove Street, Marysville. Hours of work (30 hours per week):
- Monday – Thursday: 3:00 – 8:00 p.m.
- Friday- Saturday: 1:00- 6:00 p.m.

MUKILTEO LIBRARY: 4675 Harbour Pointe Blvd, Mukilteo. Hours of work (20 hours per week for school year only. Schedule will be adjusted on early release days):
- Monday – Friday: 2:00 – 6:00 p.m.

SNOHOMISH LIBRARY: 311 Maple Ave, Snohomish. Hours of work (50 hours per week):
- Monday – Thursday: 11:15 a.m.- 8:15 p.m.
- Friday- Saturday: 11:15 a.m. – 6:15 p.m.
- Sunday: 1:15 – 5:15 p.m.

SULTAN LIBRARY: 319 Main Street, STE 100, Sultan. Hours of work (48 hours per week):
- Monday – Tuesday: 11:00 a.m. – 7:00 p.m.
- Wednesday- Saturday: 10:00 a.m. – 6:00 p.m.

Note: Security service schedules may be adjusted based on the needs of Sno-Isle Libraries
1.3 **MINIMUM QUALIFICATIONS**

Minimum qualifications include:

- Licensed to do business in the State of Washington pursuant to Chapter 18.170 RCW.
- Security guards must be CPR certified.
- Experience with diverse populations, teens, and children of all ages.

1.4 **PERIOD OF PERFORMANCE**

The term of any contract resulting from the RFP shall be for one (1) year terms. Such terms of the Contract shall be extended by a signed Contract addendum on each anniversary date for an additional one (1) year period, limited to four (4) consecutive times unless either party gives a minimum of sixty (60) days written notice prior to the next anniversary date of desire to not extend the Contract. The period of performance of the initial contract is tentatively scheduled to begin on April 1, 2017 and end on March 31, 2017.

2. **GENERAL INFORMATION FOR PROPOSERS**

2.1. **RFP COORDINATOR**

The RFP Coordinator is the sole point of contact at Sno-Isle Libraries for this procurement. All communication between the Proposer and Sno-Isle Libraries upon release of this RFP shall be with the RFP Coordinator, as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Karen Kramer</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail Address</td>
<td><a href="mailto:kkramer@sno-isle.org">kkramer@sno-isle.org</a></td>
</tr>
<tr>
<td>Physical/Mailing Address</td>
<td>7312 35th Ave NE Marysville, WA 98271</td>
</tr>
<tr>
<td>Phone Number</td>
<td>(360) 651-7012</td>
</tr>
</tbody>
</table>

Any other communication will be considered unofficial and non-binding on Sno-Isle Libraries. Proposers are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Proposer.

2.2. **ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Request for Proposals</td>
<td>January 2, 2017</td>
</tr>
<tr>
<td>Deadline for Questions</td>
<td>January 23, 2017</td>
</tr>
<tr>
<td>Issue addendum to RFP/ questions &amp; answers</td>
<td>January 26, 2017</td>
</tr>
<tr>
<td>Proposals due</td>
<td>February 10, 2017</td>
</tr>
<tr>
<td>Evaluate proposals</td>
<td>February 13-17, 2017</td>
</tr>
<tr>
<td>Conduct oral interviews with finalists, if required</td>
<td>February 20-23, 2017</td>
</tr>
<tr>
<td>Send notification of results by email</td>
<td>February 25, 2017</td>
</tr>
<tr>
<td>Negotiate contract</td>
<td>TBD</td>
</tr>
<tr>
<td>Contract start date</td>
<td>April 1, 2017</td>
</tr>
</tbody>
</table>

Sno-Isle Libraries reserves the right to revise the above schedule.

2.3 **QUESTIONS**

All questions regarding this RFP must be submitted to the RFP Coordinator by writing or email by 11:00 a.m. PDT on JANUARY 23, 2017. A list of all the questions and answers, if any, will be updated to the Sno-Isle Libraries website no later than 5:00 p.m. PDT on JANUARY 26, 2017 at: [http://www.sno-isle.org/project-bids/](http://www.sno-isle.org/project-bids/).
2.4 SUBMISSION OF PROPOSALS
Proposals must be received by the RFP Coordinator no later than 12:00 p.m. PDT on FEBRUARY 10, 2017.

Proposals may be submitted electronically as an attachment to an e-mail to the RFP Coordinator at kkramer@sno-ise.org. Attachments to e-mail should be in Microsoft Word format or PDF. Zipped files cannot be received by Sno-Isle Libraries and cannot be used for submission of proposals. Proposals must include a signature of the individual within the organization authorized to bind the Proposer to the offer. Sno-Isle Libraries does not assume responsibility for problems with Proposer’s e-mail. If Sno-Isle Libraries’ email is not working, appropriate allowances will be made. Faxed Proposals will not be accepted.

Proposers may also submit proposals by mail or hand delivery to:

Karen Kramer, Purchasing Specialist
7312 35th Avenue NE
Marysville, WA 98271

Sufficient time should be allowed to ensure timely receipt of the proposal. Late proposals will not be accepted and will be automatically disqualified from further consideration. Proposers assume the risk for the method of delivery. Sno-Isle Libraries assumes no responsibility for delays caused by delivery service.

2.5 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE
Proposals submitted in response to this RFP shall become the property of Sno-Isle Libraries. All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Executive Director, or designee, and the apparent successful Proposer. Thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

2.6 REVISIONS TO THE RFP
Changes to this RFP will be made only by formal written addendum issued by the RFP Coordinator. Sno-Isle Libraries reserves the right to request clarification on any proposal or to ask respondents to supply any additional material deemed necessary to assist in the evaluation of the proposal. Sno-Isle Libraries reserves the right to change the RFP schedule, issue amendments to the RFP, and to cancel or reissue the RFP. Any revisions to the RFP will be uploaded to the Sno-Isle Libraries’ website at: http://www.sno-ise.org/project-bids/.

2.7 ACCEPTANCE PERIOD
Proposals must provide 60 days for acceptance by Sno-Isle Libraries from the due date.

2.8 RESPONSIVENESS
All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Proposer is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. Sno-Isle Libraries also reserves the right at its sole discretion to waive minor administrative irregularities.

2.9 MOST FAVORABLE TERMS
Sno-Isle Libraries reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Proposer can propose. There will be no best and final offer procedure. Sno-Isle Libraries does reserve the right to contact a Proposer for clarification of its proposal.

The successful proposer should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or the Proposer’s entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to Sno-Isle Libraries.

2.10 CONTRACT AND GENERAL TERMS & CONDITIONS
The successful proposer will be expected to enter into a contract and is required to include a copy of its standard services agreement with their proposal. The Proposer may submit exceptions as allowed in the Certifications and Assurances form, Exhibit A to this solicitation. All exceptions to the contract terms and conditions must be
submitted as an attachment to Exhibit A, Certifications and Assurances form. Sno-Isle Libraries will review requested exceptions and accept or reject the same at its sole discretion.

2.11 COSTS TO PROPOSE
Sno-Isle Libraries will not be liable for any costs incurred by the Proposer in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.12 NO OBLIGATION TO CONTRACT
This RFP does not obligate Sno-Isle Libraries to contract for services specified herein.

2.13 REJECTION OF PROPOSALS
Sno-Isle Libraries reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.14 INSURANCE COVERAGE
The Contractor is to furnish Sno-Isle Libraries with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to Sno-Isle Libraries within fifteen (15) days of the contract effective date.

**Liability Insurance**

1. Commercial General Liability Insurance: Contractor shall maintain commercial general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than $1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the “each occurrence” limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the “each occurrence” limit. CGL insurance shall be written on ISO occurrence from CG 00 01 (or a substitute form providing equivalent coverage). All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insureds (cross liability) condition.

Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

2. Business Auto Policy: As applicable, the Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit not less than $1,000,000 per accident. Such insurance shall cover liability arising out of “Any Auto.” Business auto coverage shall be written on ISO form CA 00 01, 1990 or later edition, or substitute liability form providing equivalent coverage.

**Employers Liability (“Stop Gap”) Insurance**: In addition, the Contractor shall buy employers liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than $1,000,000 each accident for bodily injury by accident or $1,000,000 each employee for bodily injury by disease.

**Additional Provisions**

Above insurance policy shall include the following provisions:

1. **Additional Insured.** Sno-Isle Libraries, its elected and appointed officials, agents and employees shall be named as an additional insured on all general liability, excess, umbrella and property insurance policies. All insurance provided in compliance with this contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by the state.

2. **Cancellation.** Sno-Isle Libraries shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications. Insurers subject to 48.18 RCW (Admitted and Regulation by the Insurance Commissioner): The insurer shall give the state 45 days advance
notice of cancellation or non-renewal. If cancellation is due to non-payment of premium, the state shall be given 10 days advance notice of cancellation. Insurers subject to 48.15 RCW (Surplus lines): The state shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the state shall be given 10 days advance notice of cancellation.

3. **Identification.** Policy must reference the state’s contract number and the agency name.

4. **Insurance Carrier Rating.** All insurance and bonds should be issued by companies admitted to do business within the state of Washington and have a rating of A-. Class VII or better in the most recently published edition of Best’s Reports. Any exception shall be reviewed and approved by the Risk Manager for the state of Washington, before the contract is accepted or work may begin. If an insurer is not admitted, all insurance policies and procedures for issuing the insurance policies must comply with Chapter 48.15 RCW and 284-15 WAC.

5. **Excess Coverage.** By requiring insurance herein, the state does not represent that coverage and limits will be adequate to protect Contractor, and such coverage and limits shall not limit Contractor’s liability under the indemnities and reimbursements granted to the state in this contract.

**3. PROPOSAL CONTENTS**

Proposals must be written in English and submitted on eight and one-half by eleven inch (8 ½” x 11”) paper with tabs separating the major sections of the proposal. The four major sections of the proposal are to be submitted in the order noted below:

1. **Letter of Submittal, including signed Certifications and Assurances (Exhibit A)**
2. **Technical Proposal**
3. **Management Proposal**
4. **Cost Proposal**

**3.1. LETTER OF SUBMITTAL (MANDATORY)**

The Letter of Submittal and the attached Certifications and Assurances form (Exhibit A to this RFP) must be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Proposer and any proposed subcontractors:

1. Name, address, principal place of business, telephone number and e-mail address of legal entity or individual with whom contract would be written.
2. Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Proposer does not have a UBI number, the Proposer must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
3. Location of the facility from which the Proposer would operate.

**3.2. TECHNICAL PROPOSAL (SCORED)**

The Technical Proposal must contain a comprehensive description of services including the following elements:

A. **Project Approach/Methodology** – Include a complete description of the Proposer’s proposed approach and methodology for the project. This section should convey Proposer’s understanding of the proposed project.

B. **Quality of Work Plan** - Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the Proposer’s knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of Sno-Isle Libraries staff. The Proposer may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.

C. **Project Schedule** - Include a project schedule indicating when the elements of the work will be completed. Project schedule must ensure that any deliverables requested are met.
D. **Outcomes and Performance Measurement** – Describe the impacts/outcomes the Proposers propose to achieve as a result of the delivery of these services including how these outcomes would be monitored and measured.

E. **Risks** - The Proposer must identify potential risks that are considered significant to the success of the project. Include how the Proposer would propose to effectively monitor and manage these risks, including reporting of risks to Sno-Isle Libraries’ contract manager.

F. **Project Deliverables** – Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the requirements set forth in Section 1.2, Objectives and Scope of Work.

G. Include a copy of your standard service agreement.

3.3. **MANAGEMENT PROPOSAL (SCORED)**

A. **Project Team Structure** - Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Include who within the firm will have prime responsibility and final authority for the work.

B. **Key Staff Qualifications/Experience** - Identify staff, including subcontractors, who will be assigned indicating the responsibilities and qualifications of such personnel and include the amount of time each will be assigned to the project. Provide resumes’ for the named staff, which include information on the individual’s particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. The Proposer must commit that staff identified in its proposal will perform the assigned work. Any staff substitution must have the prior approval of Sno-Isle Libraries.

C. **Experience as a Project Team** - Indicate all relevant experience that indicates the qualifications of the Proposer, and any subcontractors, for the performance of the potential contract. Include a list of contracts the Proposer has had during the last five years that relate to the Proposer’s ability to perform the services needed under this RFP. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and e-mail addresses.

D. **References** - List names, addresses, telephone numbers and e-mail addresses of three (3) business references for the Proposer and briefly describe the type of service provided. Do not include current Sno-Isle Libraries staff as references. By submitting a proposal in response to this RFP, the Proposer and team members grant permission to Sno-Isle Libraries to contact these references and others, who from Sno-Isle Libraries’ perspective, may have pertinent information. Sno-Isle Libraries may or may not, at our discretion, contact references. Sno-Isle Libraries may evaluate references at its discretion.

3.4 **RELATED INFORMATION (MANDATORY)**

If the Proposer has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Proposer’s non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the Proposer’s position on the matter. Sno-Isle Libraries will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Proposer in the past five years, so indicate.
4 COST PROPOSAL (MANDATORY)

The evaluation process is designed to award this procurement not necessarily to the Proposer of least cost, but rather to the Proposer whose proposal best meets the requirements of this RFP. However, in the event of those proposers whose points are similar, the cost proposal may be considered in making a final determination. The cost proposal should consider the following information:

A. Identification of Costs - Services described in this RFP shall be compensated on an hourly rate. Please identify any additional fees for night hours, weekend hours, special events, or schedule changes. Proposer should incorporate profit and overhead into the hourly rates, which also must include, without limitation, all uniform parts, supplies, equipment, telephone, travel, mileage, and other charges.

Rate increases will not be accepted in the first year of initial contract. After the first year, the contractor may submit for an increase based on the current CPI. Any increase in rate must be documented with written notice at least ninety (90) days prior to the expiration of the contract. Changes in cost shall occur no more frequently than on an annual basis.

Costs for subcontractors are to be broken out separately.

5 EVALUATION AND CONTRACT AWARD

5.1 EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team(s), to be designated by Sno-Isle Libraries, which will determine the ranking of the proposals.

Sno-Isle Libraries, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation.

The RFP Coordinator may contact the Proposer for clarification of any portion of the Proposer’s proposal.

5.2 EVALUATION WEIGHTING AND SCORING

The following weighting will be assigned to the proposal for evaluation purposes:

<table>
<thead>
<tr>
<th>Technical Proposal</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Approach/ Methodology</td>
<td>30</td>
</tr>
<tr>
<td>Quality of Work Plan</td>
<td>30</td>
</tr>
<tr>
<td>Project Schedule</td>
<td>10</td>
</tr>
<tr>
<td>Outcomes and Performance Measurement</td>
<td>10</td>
</tr>
<tr>
<td>Risks</td>
<td>10</td>
</tr>
<tr>
<td>Project Deliverables</td>
<td>10</td>
</tr>
<tr>
<td>Total Points</td>
<td>100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Management Proposal</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Team Structure</td>
<td>30</td>
</tr>
<tr>
<td>Key Staff Qualifications/ Experience</td>
<td>30</td>
</tr>
<tr>
<td>Experience as a Project Team</td>
<td>20</td>
</tr>
<tr>
<td>References</td>
<td>20</td>
</tr>
<tr>
<td>Total Points</td>
<td>100</td>
</tr>
<tr>
<td>Total Maximum Points</td>
<td>200</td>
</tr>
</tbody>
</table>

Sno-Isle Libraries reserves the right to award the contract to the Proposer whose proposal is deemed to be in the best interest of Sno-Isle Libraries.

5.3 ORAL PRESENTATIONS MAY BE REQUIRED

After evaluating the written proposals, Sno-Isle Libraries may elect to schedule oral presentations of the finalists. Should oral presentations become necessary, Sno-Isle Libraries will contact the top-scoring firm(s) from the
written evaluation to schedule a date, time and location. Commitments made by the Proposer at the oral interview, if any, will be considered binding.

5.4 NOTIFICATION TO PROPOSERS

Sno-Isle Libraries will notify the Apparent Successful Proposer of its selection upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail.

5.5 DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Any Proposer who has submitted a proposal and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator no later than 1:00 p.m. PDT within three (3) business days after the Unsuccessful Proposer Notification is e-mailed to the Proposer.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the firm’s proposal;
- Critique of the proposal based on the evaluation;
- Review of proposer’s final score in comparison with other final scores without identifying the other firms.

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.
EXHIBIT A

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.

2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.

3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by Sno-Isle Libraries without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.

4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.

5. I/we understand that Sno-Isle Libraries will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of Sno-Isle Libraries, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.

6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.

7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.

8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

9. I/we grant Sno-Isle Libraries the right to contact references and other, who may have pertinent information regarding the ability of the Proposer and the lead staff person to perform the services contemplated by this RFP.

10. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.

11. We are not submitting proposed Contract exceptions. If Contract exceptions are being submitted, I/we have attached them to this form.

On behalf of the Proposer submitting this proposal, my name below attests to the accuracy of the above statement.

________________________________________
Signature of Proposer

Title ___________________________ Date __________

RFP 2017-01.02: Security Servi