



Wilma Kelly  
Purchasing Manager

**City of Alexandria**  
Purchasing Department  
P.O. Box 71  
Alexandria, Louisiana  
71309-0071



Office: (318) 441-6180  
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Requests for Proposals will be received until **2:00 PM, Monday, February 16, 2026** and opened at the City of Alexandria Purchasing Department.

**City of Alexandria RFP #1962P**  
Page: 1 of 11  
Date RFP Prepared: January 9, 2026

Bid Bond Requirements: A bid bond or check for N/A% of the total amount of bid.

Performance Bond Requirements: In the event bid is accepted, a performance bond shall be required in the amount of N/A%.

**Please file quotations with the following:**  
**Joann Swain, Senior Buyer**  
**City of Alexandria - Purchasing**  
**2021 Industrial Park Road**  
**Building WH**  
**Alexandria, LA 71303**  
**Phone: 318-441-6182 Fax: 318-619-3412**

## INTRODUCTION

### **Household Hazardous Waste Transporting, Disposal and Reclamation Service**

It is the intent of the City of Alexandria to secure pricing on **Household Hazardous Waste Transporting, Disposal and Reclamation Services**. Successful proposer will be responsible for the collection, transportation, disposal and reclamation of items such as pesticides, herbicides, fertilizers, household batteries, oil base and latex base paints that are unusable, fluorescent light bulbs and any other products the City cannot handle.

The City of Alexandria schedules their *Household Hazardous Waste Collection Day* annually and the event is held at the City of Alexandria Consolidated Complex, located at 2021 Industrial Park Road, Alexandria, LA 71303.

The successful proposer shall perform the specified service, once annually, on a mutually agreed upon date within the calendar year, at the quoted prices. Contingent upon the availability of funds, and the ability of the successful proposer to honor the quoted rates, the City reserves the right to renew the existing contract for up to two (2) additional years, with one event annually for each additional year on a mutually agreed upon date within that particular calendar year.

Questions and/or clarifications concerning this RFP must be in writing and may be directed to Joann Swain, Purchasing Department, Fax 318-619-3412, or emailed to [joann.swain@cityofalex.com](mailto:joann.swain@cityofalex.com). Written questions/clarifications are to be submitted by 3:00 PM, Thursday, February 5, 2026.

**Quotations may be sent to Joann Swain, Purchasing Department either by mail to the PO Box 71, Alexandria, LA 71309-0071; or to the Purchasing Department, 2021 Industrial Park Road, Building WH, Alexandria, LA 71303; or e-mailed to [joann.swain@cityofalex.com](mailto:joann.swain@cityofalex.com), prior to the above opening date and time.**

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:**  
**Household Hazardous Waste Transporting, Disposal and Reclamation Service**

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**GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY**

1. Pursuant to LA R.S 38:2212.1. C.(1)(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
2. Pursuant to LA R.S. 38:2212 B.(1), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
3. Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
4. Each bidder shall submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.
5. Literature, brochures, and other related paperwork attached to the bid should be identified with the name of the bidder and bid item number.
6. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
7. Pursuant to LA R.S. 38:2212 F., the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index or the Producer Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid for any item of a public work, at the discretion of the City.
8. Pursuant to LA R.S. 38:2212.1. F., any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid, pursuant to the cooperative purchasing provisions of Part VII of Chapter 17 of Subtitle III of Title 39 of the Louisiana Revised Statutes of 1950, R.S. 39:1701 et seq.
9. The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)
10. All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.
11. The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:**  
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**General Conditions for Bidders - Please Read Carefully (Continued)**

12. Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.
13. ~~Bids shall be opened publicly in the City Council Chambers or Council Committee Room.~~
14. Cash discounts may be accepted, but SHALL NOT be considered in making award.
15. Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.
16. When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.
17. The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.
18. The City of Alexandria is exempt from all sales taxes. A sales tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.
19. Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.
20. Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:
  - (a) By mutual agreement and consent of either party upon thirty (30) days written notice to the other party;
  - (b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or
  - (c) By satisfactory completion of all services and obligations described in the contract.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:**  
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**General Conditions for Bidders - Please Read Carefully (Continued)**

If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.

21. Contractors submitting bids for Public Works construction projects in excess of \$1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is not required by the State Contractor's Licensing Board. Failure to comply with this directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 B.(5)(a)(b)(c) (see Item #22 below).

22. All bids submitted via USPS (registered or certified), overnight courier or hand delivered, shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212 B.(5)(a)(b)(c), which states:

(c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

(aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the Secretary of State.

(bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.

(cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:**  
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**General Conditions for Bidders - Please Read Carefully (Continued)**

23. In-State preferences shall not apply to procurements involving federal funds.
24. Pursuant to LA R.S. 38:2212 O.(2)(a)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than thirty (30) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; (3) by hand; or (4) posted on the City of Alexandria's website ([www.cityofalexandria.com](http://www.cityofalexandria.com)) and posted on Central Bidding's website ([www.centralauctionhouse.com](http://www.centralauctionhouse.com)) if applicable.
25. All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the *Master Agreement*, to include all applicable federal clauses.
  - a. Any bidder that is found listed on the Federal Government's *System for Award Management* (SAM) website, at [www.sam.gov/portal/sam](http://www.sam.gov/portal/sam) , under the advanced search feature for *Excluded Parties List System* (EPLS), shall automatically be rejected for the award of this bid, by Category and/or in its entirety. This applies to any portion of the bid that is a procurement funded by FTA.
26. Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. Inquiries about the AFEAT Program should be directed to the Division of Finance. As a part of its RFP response, each Bidder *shall* submit documentation of its bona fide effort to secure subcontractors that meet the City's AFEAT goals. Each bidder *shall* also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:**  
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***Alexandria Fairness, Equality, Accessibility and Teamwork Program (AFEAT)***

Dear Vendor:

Under the City's *AFEAT* (*Alexandria Fairness, Equality, Accessibility, and Teamwork Program*), participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing; the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.
- B. Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.
- C. Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.
- D. Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.
- E. Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit [www.diversityinaction.org](http://www.diversityinaction.org). Should you have any questions or comments, please do not hesitate to contact our Finance Department at 318-449-5091 or our Purchasing Department at 318-441-6180.

As a part of its RFP response, each Bidder **shall** submit documentation of its bona fide effort to secure subcontractors that meet the City's AFEAT goals. Each bidder **shall** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

Sincerely,

City of Alexandria

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:**  
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**SPECIFICATIONS**

**SCOPE:**

The City of Alexandria will conduct annually, a Household Hazardous Waste (HHW) Collection Day at the City's Consolidated Complex located at 2021 Industrial Park Road, Alexandria, LA 71303. This will be a one day event to consist of 500 to 750 cars. The successful proposer shall conduct the HHW Collection Day on a mutually agreed upon day within this calendar year.

The City of Alexandria will have companies on site the day of the event to handle the recycling of computers, used oil, antifreeze, oil filters, and other automotive products. Proposer will be responsible for handling items such as pesticides, herbicides, fertilizers, household batteries, oil base and latex paints which are unusable, fluorescent light bulbs and any other products the City cannot handle.

The preferred method of disposal, in order of most desirable to least is:

- a. Recycling,
- b. Fuel Incineration,
- c. Incineration,
- d. Landfill

Certificates of Recycling and/or Disposal in addition to copies of the manifest will be required within thirty (30) days of the collection. Invoices will not be paid until the above mentioned items have been provided.

**CITY PROVIDED:**

The City will provide the following:

1. Volunteers - The City will have 20 to 30 volunteers on site to assist with traffic control, survey participants, and bulk latex paint.
2. Forklift.
3. Lunch for the collection staff.
4. Collection site at the City Complex that has an area covered for the collection operation.

**PRICING AND OPERATIONAL REQUIREMENTS:**

Price submitted shall be a Lump Sum price for the one day event.

Submitted price shall include but not be limited to the following:

- a. Staffing requirements - 18 to 20. All must have 24 hour OSHA Hazwoper training at a minimum and be able to provide proof of this training. Please provide resumes' of the collection staff in your proposal.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:**  
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**SPECIFICATIONS**

**PRICING AND OPERATIONAL REQUIREMENTS:** (Continued)

1. Project Manager to assist with event planning and oversight of collection operations.
2. Health and Safety Officer to oversee the health and safety of the volunteers and control workers.
3. Chemists, four (4) to segregate materials and assist with site supervision.
4. Technicians, twelve (12) to assist with the unloading of the participants cars.

b. Contractor will be responsible for setting up the collection site the afternoon before the advertised collection date. All charges for this need to be included in the "Set-Up" charge. The set-up charge also needs to include all per diem and travel costs of the collection staff.

c. Contractor must assume generator status of all collected materials and ship materials on a hazardous waste manifest to an EPA permitted TSDF that has a current RCRA Part B Permit. Please provide a list of your final recycling and disposal facilities in your proposal.

d. Contractor must provide an approved Health and safety Plan to the City and LDEQ thirty (30) days prior to the advertised collection date.

e. Contractor will provide all PPE for the volunteers and must charge for this in the "Set-Up" charge:

1. Tyvek Suits;
2. Boot Covers;
3. Safety Glasses;
4. Gloves - blue nitrile and size 9 and 10 butyl nitrile;
5. Vinyl aprons.

f. The Contractor needs to provide the following equipment. Please submit a list of equipment that is typically available for HHW collections.

1. Rubbermaid carts, fifteen (15) for the unloading of the materials from the participants vehicles.
2. Paint bulking grills, six (6) for bulking the latex paint.
3. Plastic sheeting to cover the collection area.
4. Absorbent roll to cover the latex paint bulking area of 20' X 20'.
5. Tables, ten (10) to twelve (12) for sorting collected materials.
6. Scale to weigh full containers of wastes before shipment.
7. Cones and signs to assist with the collection and traffic control.

g. All charges for transportation as well as fuel surcharges, if any.

h. Any and all charges for recycling and/or disposal.

Proposer must complete the chart found on Page 10 of 11, of these specifications, and calculate pricing based on the amount and type of waste collected at prior HHW Collection Days.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:**  
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**SPECIFICATIONS**

**INSURANCE:**

Proposer should furnish, attached to the quote, a current copy of his Certificate of Insurance indicating limits of general liability, automobile liability and worker's compensation in force at the time of the bidding. Evidence of reliable insurance to fully indemnify against long-term liabilities shall be part of the evaluation criteria for award of this bid. Certificate of Insurance shall have general aggregate liability of Four Million (\$4,000,000) Dollars and at least a per person/per occurrence of Two Million (\$2,000,000) Dollars. Also on the Certificate, the City shall be named as an "additional insured" and state the "a breach of warranty by the named insured shall not be imputed to the City of Alexandria as an additional insured." On the Certificate of Insurance under Worker's Compensation, it shall state that "This is a standard Worker's Compensation Policy", not an "Act 938 Policy." Cancellation of any Certificate of Insurance should require sixty (60) days notice to the City of Alexandria, but under no circumstances less than thirty (30) days notice. Also, the following wording must be removed before acceptance of the Certificate: "Endeavor to" or "But failure to mail such notice shall impose no obligation of liability of any kind upon the company, its agents or representatives." Certificate holder shall be the City of Alexandria, P.O. Box 71, Alexandria, LA 71309-0071, Attention: Purchasing Manager.

**REFERENCES:**

Proposer should submit a list of at least five (5) customers, preferably Louisiana customers, who have used their services to conduct their HHW Collection Day in 2020 and/or 2021.

Customer information shall include the Customer Name, Contact Person, and phone number. Customer information should also include the tons of material collected, population of the area served, number of households using the event, and the cost of your services to each customer listed.

**AWARD:**

Award of contract shall be made to the most qualified proposer determined by the City of Alexandria to have the best quote based not solely upon price, but a combination of price, experience, service and other considerations pertinent to the acceptability of the contract.

END OF SPECIFICATIONS

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:**  
**Household Hazardous Waste Transporting, Disposal and Reclamation Service**

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**CITY OF ALEXANDRIA LA HHW, TRANSPORTATION, DISPOSAL AND RECLAMATION SERVICE**

**PRICE PAGE RFP#1727P**

ACTIVITY OR WASTE	Quantity	Disposal	Per Pound	Total	Minimums
Set-Up Charge	1			\$ -	
Transportation Charge (Each)				\$ -	
Onsite Labor Charge	1			\$ -	
Container Charge				\$ -	
Fluorescent Light Tubes	260	Recycle		\$ -	
Compact Fluorescent Bulbs	60	Recycle		\$ -	
Mercury	6	Recycle		\$ -	
Aerosols	900	Recycle		\$ -	
Corrosive Liquids, Acid	357	Treatment		\$ -	
Corrosive Liquids, Base	350	Treatment		\$ -	
Flammable Liquid, Bulked	1600	Fuel Blend		\$ -	
Flammable Solid, Adhesives	1200	Fuel Blend		\$ -	
Lithium Batteries	45	Recycle		\$ -	
Nickel Cadmium Batteries	50	Recycle		\$ -	
Oxidizer Liquids & Solids	150	Treatment		\$ -	
Reactive Labpacks(Amines, 4.3, and 5.2)	20	Incineration		\$ -	
Non-Reactive Labpacks	15	Incineration		\$ -	
Pesticides Liquids	1200	Incineration		\$ -	
Pesticides Solids	800	Incineration		\$ -	
Latex Paint, in cans in roll off	12,950	Recycle		\$ -	
Latex Paint, in cans in Cubic Yard Box	0	Recycle		\$ -	
Alkaline Batteries	400	Recycle		\$ -	
Sharps	100	Incineration		\$ -	
Oil Base Paint	2000	Fuel Blend		\$ -	
Motor Oil	3000	Recycle		\$ -	
Oil Filters	120	Recycle		\$ -	
TVs and Assorted Electronics	3180	Recycle		\$ -	
Propane Cylinders (small)	60	Recycle		\$ -	
Propane Cylinders (BBQ)	20	Recycle		\$ -	
Helium Cylinders	12	Recycle		\$ -	
Fire Extinguishers	29	Recycle		\$ -	
<b>GRAND TOTAL</b>				<b>\$ -</b>	

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:**  
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**PRICE PAGE (Continued)**

Price quote for Household Hazardous Waste Transportation, Disposal and Reclamation Services, as per these specifications:

**Price Quotation: \$\_\_\_\_\_ /Lump Sum**

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**Checklist:**

1. Documentation of breakdown of pricing by completing pricing chart on Page 10 of 11.
2. Documentation of variation of cost per pound for disposal if it varies by container size on separate sheet.
3. List of five (5) customers, preferably in Louisiana, who used your company for HHW Collection Days in 2020 and/or 2021. (See *References*, Page 9 of 11)
4. Number of personnel who will work the event. Statement of number and qualifications.
5. Certificate of Insurance (see Page 9 of 11).

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**Company Information:**

Company Name:\_\_\_\_\_

Address:\_\_\_\_\_

City/State/Zip:\_\_\_\_\_

Telephone #: (\_\_\_\_\_)\_\_\_\_\_ Fax #: (\_\_\_\_\_)\_\_\_\_\_

Authorized Printed Name and Title:\_\_\_\_\_

Authorized Signature:\_\_\_\_\_

Email Address:\_\_\_\_\_

(Per LA R.S. 38:2212(A)(c)(i) - See General Conditions Item #22, Page 4 of these bid specifications.)