



**REQUEST FOR QUOTE
FOR
CONTRACT NO.: EQ-1738
PURCHASE OF CORROSION CONTROL BLASTERS
FOR THE JACKSONVILLE PORT AUTHORITY**

**ELECTRONIC SUBMISSION OF REQUEST FOR QUOTATION
via E-Builder**

Return responses no later than

MONDAY, AUGUST 17, 2020, by 2:00 PM (EST)

to

**Jacksonville Port Authority
Attn: Sandra Platt, Sr. Contract Specialist
2831 Talleyrand Avenue
Jacksonville, FL 32206**

Phone Number: (904) 357-3017

Fax Number: (904) 357-3077

REQUEST FOR QUOTATIONS

RFQ No.: EQ-1738

PURCHASE OF CORROSION CONTROL BLASTERS

TALLEYRAND MARINE TERMINAL/BLOUNT ISLAND MARINE TERMINAL

Quotations will be received by JAXPORT until **2:00 PM (EST), local time, Monday, August 17, 2020**, at which time the quotations will be opened via "GoToMeeting" at <https://global.gotomeeting.com/join/608111701>, ACCESS CODE **608-111-701**, for the **PURCHASE OF CORROSION CONTROL BLASTERS**.

Alternatively, the entire quote package must be submitted in **PDF format only** through E-Builder Electronic Quote Submission, in sufficient time to ensure receipt prior to the time specified in the "Request for Quotation."

Quotes must be submitted prior to 2:00 PM (EST), August 17, 2020. The submit button will deactivate exactly at 2:00 PM and you will not be permitted to submit your quote regardless of where you are in the process. Please plan accordingly.

The PDF file name(s) should read "**EQ-1738.**" "How to Submit Your Quote Response in E-Builder" is provided as "Attachment No. 1." Additional instructions on how to navigate in E-Builder, click the below link to access the "**Bidders Portal Instructional Training Video**":

<https://resources.e-builder.net/bidding/e-builder-bidders-portal-instructional-training-video>

It is the sole responsibility of the Bidder to have its quote submitted to JAXPORT as specified herein before the aforementioned date and time. For the purpose of the ITB, a Bid is considered delivered when confirmation of delivery is provided by E-Builder. Bidders must ensure that its electronic submission in E-Builder can be assessed and viewed at the time of the Bid Opening. JAXPORT will consider any file that cannot be immediately accessed and viewed at the time of the Bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. Bidders will not be permitted to unencrypt files, remove password protections, or resubmit documents after Quote Opening to make a file viewable if those documents are required with Quote. All expenses for submitting Quotes to JAXPORT are to be borne by the Bidder and will not be borne, charged to or reimbursed by JAXPORT in any manner or under any circumstance.

Questions: Related to this solicitation are due by **9:00 AM (EST) on Monday, August 10, 2020.**

questions by e-mail only to sandra.platt@jaxport.com

IT IS MANDATORY THAT THE BIDDER SHALL ACKNOWLEDGE THE INCLUSION OF ALL ADDENDA ON THE QUOTE FORM. ACKNOWLEDGEMENT SHALL BE MADE BY INITIALS AND DATE. FAILURE TO ACKNOWLEDGE ALL ADDENDA SHALL RESULT IN REJECTION OF THE QUOTE.

PLEASE VISIT [HTTP://WWW.JAXPORT.COM/PROCUREMENT/ACTIVE-SOLICITATIONS](http://www.jaxport.com/procurement/active-solicitations) OR CALL THE PROCUREMENT DEPARTMENT AT (904) 357-3017, PRIOR TO THE BID OPENING TO DETERMINE IF ANY ADDENDA HAVE BEEN RELEASED ON THIS CONTRACT.



Sandra Platt, Se. Contract Specialist
 PROCUREMENT SERVICES
 2831 Talleyrand Avenue, Jacksonville, Florida
sandra.platt@jaxport.com

PURCHASING QUOTATION REQUEST - CONTRACT NO. EQ-1738

PURCHASE OF CORROSION CONTROL BLASTERS

| DATE: _____ | | | | |
|---|---|--|--------------------------|--|
| VENDOR NAME: _____ | | | | |
| VENDOR ADDRESS: _____ | | | | |
| VENDOR PHONE NO.: | | VENDOR FAX NO.: | | |
| VENDOR EMAIL ADDRESS: _____ | | | | |
| Delivery Location: Talleyrand Marine Terminal, 2064 E. 11th Street, Jacksonville, Florida 32206 | | | | |
| Pre-Quote Meeting & Site Visit: | | Date: NOT APPLICABLE | | Time: N/A |
| DEADLINE FOR QUOTATIONS: | | Date: Monday, August 17, 2020 | | Time: 2:00 PM (EST) |
| JPA PROJECT MANAGER: Brandon Blanton, JPA Asset Manager | | | | |
| BASE BID ITEMS | DESCRIPTION | ESTIMATED QUANTITY | UNIT PRICE | LUMP SUM |
| OPTION NO. 1 | Schmidt Electric Single Outlet AmphiLite Blast Machine Part # 8221-033-21W complete with 15-gallon water tank, abrasive cutoff switch and 200-foot Blast Hose Assembly, which includes the 1.25" SUPA Blast Hose, Xtreme Deadman Cable, Schmidt G2 Electric Deadman Switch, and CSI-Performance Blast Nozzle. | 1 | \$ _____ | \$ _____ include freight and/or delivery charges. |
| OPTION NO. 2 | Schmidt Electric Single Outlet AmphiLite Blast Machine Part # 8221-033-21W complete with 15-gallon water tank, abrasive cutoff switch and 200-foot Blast Hose Assembly, which includes the 1.25" SUPA Blast Hose, Xtreme Deadman Cable, Schmidt G2 Electric Deadman Switch, and CSI-Performance Blast Nozzle. | 2 | \$ _____ | \$ _____ include freight and/or delivery charges |
| ADDITIONAL REQUIREMENTS: The machine should be able to perform both wet and dry blasting, using various abrasives, at various pressures, including blow down/wash down ability, with minimal water usage. The awarded vendor should be able to provide on-site start up training at no additional costs. | | | | |
| Equal or Substitutions(s): Industry or Manufacturer's equal alternatives or substitutions <u>will not</u> be considered. | | | | |
| TOTAL AMOUNT OPTIONS 1 & 2: | | | | \$ _____ |
| BASIS OF AWARD: JAXPORT would like to procure at least one unit; however, if the discount is great enough on the purchase of a second unit we may elect to purchase two. The basis of award for this contract will be the total of Options 1 and 2. The Authority reserves the right to award this contract to the lowest, responsive, responsible bidder, and whose bid is fully conforming to the requirements of the quotation documents and contingent with funding availability. | | | | |
| PROVIDE LEAD-TIME/DELIVERY DATE _____ DAYS. | | | | |
| ACKNOWLEDGMENT OF THE _____ | | Addendum No. _____, Dated: _____ Initials: _____ | | |
| FOLLOWING ADDENDA IS HEREBY MADE: | | Addendum No. _____, Dated: _____ Initials: _____ | | |
| Liquidated Damages: N/A | | | | |
| Warranty: Standard Manufacturers' Warranty | | | | |
| Insurance Required: YES___ NO_X_, JAXPORT will take ownership upon delivery | | | | |
| Payment and Performance Bonds Required: YES___ NO_X_ | | | | |
| The JSEB Participation Goal established for this contract is _0_ %. | | | | |
| *ACKNOWLEDGEMENT OF ATTACHMENTS IS REQUIRED: | | | | |
| STANDARD ATTACHMENTS: General Conditions, Conflict of Interest Form, PEC Form, Attachment "1" (E-Builder Instructions) | | | | |
| SUBMITTED WITH QUOTE: Quote Form, Conflict of Interest Form, PEC Form | | | | |
| DELIVERY DATE: No later than September 30, 2020 | | | | |
| A QUOTE MAY ONLY BE USED FOR ONE REQUEST AND IS VALID FOR <u>90</u> CALENDAR DAYS. | | | | |
| Quote Submitted, Standard Attachments, Additional Attachments, Required Documentation and Project Delivery | | | Signature _____ | |
| Date - Acknowledged By: _____ | | | Printed Name/Title _____ | |



**CONTRACT No. EQ-1738
GENERAL CONDITIONS**

1. RESERVATIONS: The Jacksonville Port Authority, otherwise referred to as the Port, reserves the right to reject any or all bids or any part thereof and/or to waive information if such action is deemed to be in the best interest of the Jacksonville Port Authority.

The Jacksonville Port Authority reserves the right to cancel any contract, if in its opinion, there be a failure at any time to perform adequately the stipulations of this invitation to bid, and the general conditions and specifications which are attached and made part of this bid, or in any case of any attempt to willfully impose upon the Port materials or products or workmanship which is, in the opinion of the Port, of an unacceptable quality. Any action taken in pursuance of this latter stipulation will not effect or impair any rights or claim of the Port to damages for the breach of any covenants of the contract by the contractor. The Port also reserves the right to reject the bid of any bidder who has previously failed to perform adequately after having once been awarded a prior bid for furnishing materials similar in nature to those materials mentioned this bid.

Should the contractor fail to comply with the conditions of this contract or fail to complete the required work or furnish the required materials within the time stipulated in the contract, the Port reserves the right to purchase in the open market, or to complete the required work, at the expense of the contractor.

Should the contractor fail to furnish any item or items, or to complete the required work included in this contract, the Port reserves the right to withdraw such items or required work from the operation of this contract without incurring further liabilities on the part of the Port thereby.

SHOULD ANY BIDDER HAVE ANY QUESTIONS AS TO THE INTENT OF MEANING OF ANY PART OF THIS QUOTE PLEASE E-MAIL QUESTIONS TO SANDRA.PLATT@JAXPORT.COM BY MONDAY, AUGUST 10, 2020 9:00 AM (EST). ALL QUESTIONS WILL BE INCLUDED IN AN ADDENDA TO BE RELEASED TO ALL KNOWN CONTRACTORS.

NOTE: IT IS MANDATORY THAT THE BIDDER SHALL ACKNOWLEDGE THE INCLUSION OF ALL ADDENDA ON THE QUOTE FORM. ACKNOWLEDGEMENT SHALL BE MADE BY INITIALS AND DATE. FAILURE TO ACKNOWLEDGE ALL ADDENDA SHALL RESULT IN REJECTION OF THE QUOTE. PLEASE CALL THE PROCUREMENT DEPARTMENT AT (904) 357-3017, PRIOR TO THE BID OPENING TO DETERMINE IF ANY ADDENDA HAVE BEEN RELEASED ON THIS CONTRACT.

All items furnished must be completely new (unless specified otherwise), and free from defects. No others will be accepted under the terms and intent of this bid.

2. QUOTATIONS: No bidder will be allowed to offer more than one price on each item even though he may feel that he has two or more types or styles that will meet specifications. Bidders must determine for themselves which to offer. IF SAID BIDDER SHOULD SUBMIT MORE THAN ONE PRICE ON ANY ITEM ALL PRICES FOR THAT ITEM WILL BE REJECTED AT THE DISCRETION OF THE DIRECTOR OF ENGINEERING AND CONSTRUCTION.

3. TAXES: The Jacksonville Port Authority, Florida is exempt from the following taxes: (a) State of Florida Sales Tax by Certificate No 85-8012543323C-8.

4. CARTAGE: No charge will be allowed for cartage.

5. "OR EQUAL" INTERPRETATION: Even though a particular manufacturer's name or brand is specified, bids will be considered on other brands or on the products of other manufacturers. On all such bids the bidder will clearly indicate the product (brand and model number) on which he is bidding, and will supply a sample or sufficient data in detail to enable an intelligent comparison to be made with the particular brand or manufacture specified. All samples will be submitted in accordance with procedures outlined in the paragraph on SAMPLES. Catalog cuts and technical descriptive data will be attached to the original copy of the bid where applicable. Failure to submit the above information may be sufficient ground for rejection of bid.

6. DEVIATIONS TO SPECIFICATIONS: In addition to the requirements of paragraph five, all deviations from the specifications must be noted in detail by the bidder, in writing, at the time of the submittal of the formal bid. The absence of a written list of specification deviations at the time of submittal of the bid will hold the bidder strictly accountable to the Port to the specifications as written. Any deviation from the specifications as written not previously submitted, as required by the above, will be grounds for rejection of the material and/or equipment when delivered.

7. DATA REQUIRED TO BE SUBMITTED WITH REFERENCE TO BID:

manufacturer, model, or brand in the absence of any statement to the contrary by the bidder, the bid will be interpreted as for the exact brand, model, or a manufacturer specified, together with all accessories, qualities, tolerances, compositions, etc. enumerated in the detailed specifications.

b. If no particular brand, model or make is specified, and if no data is required to be submitted with this bid, the successful contractor, after award and before manufacturer or shipment: may be required to submit working drawings or detailed descriptive data sufficient to enable the Port to judge if each requirement of the specifications is being complied with.

8. SAMPLES: The samples submitted by bidders on items which they have received an award may be retained by the Port until the delivery of contracted items is completed and accepted. Bidders whose samples are retained may remove them after delivery is accepted.

Samples on which bidders are unsuccessful must be removed as soon as possible after an award has been made on the item or items for which the samples have been submitted. The Port will not be responsible for such samples if not removed by the bidder within 30 days after the award has been made. The Port reserves the right to consume any or all samples for testing purposes.

Bidders will make all arrangements for delivery of samples to place designated as well as the removal of samples. Cost of delivery and removal of samples will be borne by the bidder.

All sample packages will be marked "Sample for the Engineering Department" and each sample will bear the name of the bidder, item number, bid number and will be clearly tagged or marked in a substantial manner. Failure of the bidder to clearly identify samples as indicated may be considered sufficient reason for rejection of bid.

9. INSURANCE: See attached "REQUIRED LIMITS OF INSURANCE". Proof of Insurance will be required prior to notice to proceed.

10. GUARANTEE: The contractor will unconditionally guarantee the materials and workmanship on all equipment furnished by him for a period of one year from date of acceptance of the items delivered and installed, unless otherwise specified herein. If, within the guarantee period, any defects or signs of deterioration are noted, which, in the opinion of the Port are due to faulty design and installation workmanship, or materials, upon ratification, the contractor, at his expense, will repair or adjust the equipment or parts to correct the condition, or he will replace the part or entire unit to the complete satisfaction of the Port. Repairs, replacements or adjustments will be made only at such times as will be designated by the Port as least detrimental to the operation of Port business.

11. COLLUSION: THE BIDDER, BY AFFIXING HIS SIGNATURE TO THIS PROPOSAL AGREES TO THE FOLLOWING: "BIDDER CERTIFIES THAT THIS BID IS MADE WITHOUT ANY PREVIOUS UNDERSTANDING, AGREEMENT OR CONNECTION WITH ANY PERSON, FIRM, OR CORPORATION MAKING A BID FOR THE SAME ITEMS; AND IS IN ALL RESPECTS FAIR, WITHOUT OUTSIDE CONTROL, COLLUSION, FRAUD OR OTHERWISE ILLEGAL ACTION."

12. ERRORS IN BIDS: Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and he cannot secure relief on the plea of error. Neither law nor regulations make allowance for errors either of omission or commission on the part of bidders. In case of error in extension of prices in the bid, the unit price will govern.

13. NONDISCRIMINATION PROVISIONS: In compliance with Section 4 of Ordinance 69-630-653, the bidder will, upon affixing his signature to the proposal form, and/or the acceptance of a service purchase order, purchase order, sight draft, field order, certifies that his firm meets and agrees to the following provisions, which will become a part of this contract.

a. The contractor represents that he has adopted and will maintain a policy of nondiscrimination as defined by ordinance of the Jacksonville Port Authority throughout the term of this contract.

b. The contractor agrees that on written request, he will permit the reasonable access to his employment, employment advertisement, application forms, and other pertinent data and records by the Executive Director of the Jacksonville Port Authority for the purpose of investigation to ascertain compliance with the nondiscrimination provisions of this contract, provided however, that the contractor will not be required to produce for inspection any records covering periods of time more than one year prior to the date of this contract.

c. The contractor agrees that if any of the obligations of this contract are to be performed by a subcontractor, then the provisions of a and b of this section will be incorporated into and become a part of the subcontract.

CONFLICT OF INTEREST CERTIFICATE

Bidder must execute either Section I or Sections II and III, hereunder, as required by Chapter 112 of the Florida Statutes. Failure to execute either Section I or Section II and Section III may result in the rejection of this bid/proposal.

SECTION I

I hereby certify that no public officer or employee of the Jacksonville Port Authority has a material financial interest or any business entity of which the officer, director or employee of the officer's, director's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer, director or employee or the official's, director's or employee's spouse or child, or any combination of them, has a material interest in this contract.

"Material Interest" means direct or indirect ownership of more than 10 percent of the total assets or capital stock of any business entity.

| | | |
|----------------------------------|-------------------|-----------------------|
| _____ | _____ | |
| Signature | Company Name | |
| _____ | _____ | |
| Name of Official (type or print) | Business Address, | City, State, Zip Code |

SECTION II

I hereby certify that the following named public official(s) and/or JAXPORT employee(s) having material financial interest(s) (in excess of 10%) in this company have each filed Section III (Public Official Disclosure) with the Jacksonville Port Authority, Office of the Chief Executive Officer, 2831 Talleyrand Avenue, Jacksonville, Florida 32206 prior to the time of bid opening.

| Name | Title or Position | Date of PUBLIC OFFICIAL DISCLOSURE Filing |
|------|-------------------|---|
| | | |
| | | |

| | | |
|----------------------------------|-------------------|-----------------------|
| _____ | _____ | |
| Signature | Company Name | |
| _____ | _____ | |
| Name of Official (type or print) | Business Address, | City, State, Zip Code |

SECTION III (PUBLIC OFFICIAL DISCLOSURE)

The Jacksonville Port Authority requires that a public official who has a financial interest in a bid or contract, make a disclosure at the time that the bid or contract is submitted, or at the time that the public official acquires a financial interest in the bid or contract. Please provide disclosure with bid, if applicable.

Public Official: _____

Position Held: _____

Position or Relationship with Bidder: _____

Date: _____

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____ **JAXPORT** _____
by _____
(print individual's name and title)
for _____
(print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies.)**

____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent of July 1, 1989.

____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the final order)**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(signature)

(date)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

_____ who, after first being sworn by me, affixed
(name of individual signing)

his/her signature in the space provided above on this _____ day of _____, 20____

NOTARY PUBLIC

My commission expires:

How to Submit Your Bid Response in E-Builder




After reviewing the bid package invitation, use the Response Form tab to submit your bid response.

To submit your bid

1. [Access](#) the bid package.
2. Click the **Response Form** tab.
3. On the **Step 1: Bid Form** tab, enter your pricing on the bid form line items.


Ensure that you provide pricing at the level of detail required by the bid manager. Some line items may be lump sum, and others may require quantities and unit prices.

- If there are areas that do not pertain to your trade, enter a zero (0) value in that line.
- The Summary box at the top of the page maintains a running total of your entries for reference.

4. Click  (Save). Ensure that your work is saved periodically.
5. *Optional:* To export the bid items to a spreadsheet that you can customize or that you can share with your team, click  (Download). After updating the spreadsheet, click  (Upload) to re-import it.
6. On the **STEP 2: Response Documents** tab, click **Attach Documents**, and upload any supporting document needed to support your bid.
7. On the **STEP 3: Additional Required Info** tab, complete any additional questions or qualification statements that have been established by the bid manager. If any addenda have been issued, you are required to acknowledge receipt of the addenda on this page before submitting your bid.
8. Review the entire Response Form and click **Submit**.
9. When prompted, enter your e-Builder portal password and click **Submit Bid**.

The date and time that you submitted your bid is stamped on your Response Form. You will also receive an email confirmation.

Additional Notes

- After the bid due date/time has passed, the Submit button will be disabled. In some circumstances, the bid manager may allow late submissions and the button will continue to be enabled.
- If the bid manager adds or changes a bid item, or publishes an addenda, your bid will be set back to a Draft status. You will receive an email notification and will be required to reconfirm your bid and resubmit.
- When you need to step away from entering the quote, click  (Save). It is recommended that you save every 15 minutes. This will ensure that your changes are saved.
- If there are areas that do not pertain to your trade, enter a zero (0) value in that line item.
- If you have your qualifications in Word® or another program, copy and paste them into the qualifications.
- It is required that you acknowledge all the addenda, even if they do not pertain to your trade.
- It is recommended that you submit your quote at least 15 minutes before the due time so that you can rectify any errors. To submit the quote, you must complete all the fields and acknowledge the addenda items.