RFP 13/14-03
Request For Proposal

COMMISSIONING SERVICES
FOR THE
CENTER FOR STUDENT SUCCESS, PLAZA AND TITAN STORE COMPLEX

Issue Date: Monday, July 1, 2013, 2:00 p.m.
Pre-proposal meeting; Tuesday, July 16, 2013
Closing Date: Tuesday, July 23, 2013, 2:00 p.m.
All Times Are In Local Time

SUBMITTAL LOCATION
LANE COMMUNITY COLLEGE
PURCHASING SERVICES, COLLEGE FINANCE
BUILDING 3, ROOM 101
4000 EAST 30TH AVENUE
EUGENE OREGON 97405-0640

INDEX
Part I Invitation Page 2
Part II Instructions to Proposers Page 4
Part III Contract Conditions Page 7
Part IV Scope Of Work Page 8
Part V Proposal Content & Analysis Page 10
Appendix A Typical Analysis Sheet Page 11
Appendix B Proposal Form & General Information Page 12

This package consists of 13 consecutively numbered pages. This is page 1 of 13.
1) INVITATION

Lane Community College of Eugene, Oregon, is seeking proposals from qualified engineering firms to provide Commissioning services as described herein for the Center for Student Success, Plaza and Titan Store Complex on the college’s main campus.

A Pre-proposal meeting will be held at the college in building #7, room 212K from 3:00 – 4:00 pm on Tuesday, July 16, 2013. Any firm intending to make a proposal to this RFP must attend this meeting. Proposals from firms not attending this meeting will be rejected.

The work is expected to be assigned to the selected firm in September, 2013 and is expected to be completed within approximately three years of the date of assignment.

It is the intent of the college, as a result of this solicitation, to award the work to one proposer who best qualifies for the performance of the work and whose fees are reasonable, all in the sole judgment of the college.

Copies of the Request For Proposals (RFP) are on file and may be obtained free of charge at the Purchasing Services office, Building 3, Room 101, Lane Community College, 4000 East 30th Avenue, Eugene, Oregon 97405 or by emailing baldwinb@lanecc.edu.

Proposals must be received not later than Tuesday, July 23, 2013, 2:00 p.m. Proposals not received by that time will be returned unopened.

All proposals submitted shall be in sealed envelopes and plainly marked on the outside showing the name of the Proposer and the Proposal number.

Lane Community College, a community college District created within the context of Oregon Revised Statutes, is an Equal opportunity Employer. Minority and women-owned business are encouraged to participate in this solicitation.

All proposals submitted shall contain a statement as to whether the Proposer is a resident or non-resident Proposer as defined in ORS 279C.365.

The Board of Education of Lane Community College may waive any or all informalities and irregularities, may reject any Proposal not in compliance with all prescribed public procurement procedures, and may reject, for good cause, any or all Proposals upon a finding that it is in the public interest to do so.
SUBMITTAL OF PROPOSALS

Interested firms may submit responses to this invitation by completing the requested documentation and submitting it to:

Lane Community College
Purchasing Services Department
4000 East 30th Avenue
Eugene, Oregon 97405

within a sealed envelope clearly marked with the words:

Response to RFP 12/13–15 Enclosed

not later than:

Tuesday, July 23, 2013, 2:00 p.m. (local time)

Delivery is the sole responsibility of the proposer. Proposals not received by 2:00 p.m. on the due date will be returned unopened.

Contact Todd Smith for all questions about this RFP.

Todd R. Smith
Project Manager
Facilities Management & Planning
Lane Community College
4000 East 30th Avenue
Eugene, OR 97405
PH.: 541.463.5132
E: smitht@lanecc.edu

END OF PART I
PART II: INSTRUCTIONS TO PROPOSERS

1) DEFINITIONS

Hereinafter Lane Community College shall be referred to as “College” or “LCC”. Persons, firms, agencies, partnerships or companies submitting responses to this invitation shall be referred to as “Proposers” and the successful Proposer to whom the work is awarded shall be referred to as “Contractor” or “Vendor” or “Supplier”. “Proposal Documents” and “invitation” shall mean this Request for Proposals (RFP) in its entirety.

2) PROPOSERS REPRESENTATION

Proposers, by the act of submitting their proposals, represent that:

a) They have read and understand the Proposal Documents and their Proposal is made in accordance therewith;

b) They have familiarized themselves with the local conditions under which the work will be done to their satisfaction;

c) Their Proposal is based upon the requirements described in the Proposal Documents without exception (unless exceptions are clearly stated in the response);

3) CONDITIONS OF SUBMITTAL

By the act of submitting a response to this invitation the Proposer certifies that the Proposer and each person signing on behalf of any Proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own or organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the college Board of Education or other college officer, employee, or person, whose salary is payable in whole or in part by Lane Community College, has a direct or indirect financial interest in the proposal, or in the services to which it relates, or in any of the profits thereof other than as fully described in the Proposer’s Transmittal Letter submitted in response to this invitation.

3) ADDENDA

a) Addenda shall be mailed or delivered to all who are known by the College to have received a complete set of Proposal Documents.

b) No addenda shall be issued later than four days prior to the date set for receipt of Proposals except an addendum, if necessary, postponing the date for receipt of Proposals or withdrawing the invitation.

c) Each Proposer shall ascertain, prior to submitting a Proposal, that the Proposer has received all Addenda issued, and receipt of each Addendum shall be acknowledged in the appropriate location on the Proposal Form.

4) COST OF RFP AND ASSOCIATED RESPONSES

This RFP does not commit the College to paying any costs incurred by any Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof. Responses to this solicitation are purely voluntary.

5) RIGHT TO CLARIFICATION AND ADDITIONAL RESEARCH

a) The College reserves the right to obtain clarification of any point in a Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in a finding that the Proposer is non-responsive and consequent rejection of the Proposal.

b) The College may obtain information from any legal source for clarification of any Proposal or for information on any Proposer including, but not limited to, the Proposer's clients, police files, insurance files and agencies, credit bureaus and professional organizations. The College need not inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.

c) The College may perform, at its sole option, investigations of the lowest responsible proposer. Information may include, but shall not necessarily be limited to credit history, recent financial statements, current litigation, bonding capacity and related history, contracting references, etcetera. All such documents, if requested by the College become part of the public records and may be disclosed accordingly. If the College finds that a bidder or proposer is unable to demonstrate financial responsibility in accordance with ORS 279B.110 in the sole judgment of the College, then that respondent will be declared a non-responsible proposer and the subject proposal shall be rejected in accordance with OAR 279B.060. Following such declaration, a new lowest responsive proposer shall be designated and investigations to assure that respondent’s financial responsibility shall be undertaken.
6) **PROPOSAL CRITERIA**

Each proposer shall submit **one written, signed, original Proposal and one electronic copy**. The electronic copy shall be in Portable Document Format (PDF) and the file shall be in the form of a CD or thumb drive. Electronic copies submitted, in whole or in part, in any other format or on any other media may be cause for determining that the proposal is non-responsive. Any variance or discrepancies in content between the printed and electronic proposals may be cause for the college determining that the proposal is non-responsive.

Proposals shall be identified on the cover sheet or front page as “Original”. Proposals shall be on 8.5” x 11” paper, with basic text information no smaller than 12-point type in portrait orientation except a schedule which may be in landscape orientation if necessary and no more than 2 pages of 11” x 17”. Documents must not exceed twelve (12) single-sided pages or six (6) double-sided including pictures, charts, graphs, tables, schedules, and text the firm deems appropriate to be part of the review of the firm’s qualifications. A separate transmittal letter, cover letter, front and back covers, tables of contents, blank/numerical dividers, and Appendix B will not be counted in the page limit. Resumes of key individuals proposed to be involved in this project are also exempted from this page limit as long as they do not contain information required as part of the scoring criteria for this RFP.

7) **REJECTION OF PROPOSALS**

The College reserves the right to reject any or all proposals received as a result of this request. Proposals may be rejected for one or more of the following reasons, including but not limited to:

a) Failure of the Proposer to adhere to one or more of the provisions established in this RFP;

b) Failure of the Proposer to submit a proposal in the format specified herein;

c) Failure of the Proposer to submit a proposal within the time requirements established herein;

d) Failure of the Proposer to adhere to ethical and professional standards before, during or following the proposal process.

The College may reject any proposal not in compliance with all prescribed public procurement procedures and requirements, and may reject for good cause any or all proposals upon a finding of the College that it is in the public interest to do so.

8) **MODIFICATION OR WITHDRAWAL OF PROPOSAL**

a) Prior to the time and date designated for receipt of Proposals, Proposals submitted early may be modified or withdrawn only by notice to the College Purchasing Coordinator at the proposal submittal location prior to the time designated for receipt of Proposals. Such notice shall be in writing over the signature of the Proposer or may be by telegram; if by telegram or facsimile, written confirmation over the signature of Proposer shall have been mailed and postmarked on or before the date and time set for receipt of Proposals. All such communications shall be so worded as not to reveal the dollar amounts of the original Proposal or any other material contents of the original Proposal.

b) Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with these Instructions to Proposers.

9) **PROPOSAL OWNERSHIP**

a) All proposals submitted become and remain the property of the College and, as such, are considered public information and subject to public disclosure within the context of the federal Freedom Of Information Act and Oregon Revised Statutes.

b) Unless certain pages or specific information are specifically marked "proprietary" and qualify as such within the context of the regulations stated in the preceding paragraph, the College shall make available to any person requesting information through the College's processes for disclosure of public records, any and all information submitted as a result of this solicitation without obtaining permission from any Proposer to do so.

10) **PREVAILING OPINION**

Should any doubt or difference of opinion arise between the College and a Proposer as to the services to be furnished hereunder or the interpretation of the provisions of this RFP, the decision of the College shall be final and binding upon all parties.

17) **SELECTION PROCESS**

The following steps shall be taken to analyze and rank the proposals, and to finalize an agreement for the provision of consulting services.

a) Written proposals submitted to the College in accordance with this RFP will be evaluated by a review committee consisting of college employees;

b) the college may request supplementary submittals and written or verbal clarifications from any proposer in order to ensure each Proposer a full and careful review of qualifications, capabilities and fees.
c) Interviews of candidate firms will be held at the discretion of the committee.

d) Proposers shall be ranked by the review committee based on evaluation of responses and oral interviews, with the first ranked firm being that firm which is deemed to be the most appropriate and fully able to perform the services and the second-ranked firm being the next most appropriate, etc., all in the sole judgment of the review committee.

e) Proposers will be ranked in the format of Appendix A to this RFP. Any firm's response to this RFP shall be considered de facto permission to the College to disclose Appendix A, and associated summary, when completed, to selected viewers.

f) The review committee will then submit its ranked list to the President. If approved, a recommendation will be submitted to the Board of Education, the top-ranked proposer usually being awarded the contract. If, for any reason, the top-ranked firm is unacceptable, the process will be repeated until a firm acceptable to the College is identified.

g) It is the intent of the College to award the contract on the basis of the most attractive offer considering experience, capabilities, and services to be provided (per ORS 279C.110).

18) TIMING

The following schedule meets the College's desire to have a firm selected by mid September, 2013.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue RFP</td>
<td>7/1/13</td>
</tr>
<tr>
<td>Pre-proposal meeting</td>
<td>7/16/13</td>
</tr>
<tr>
<td>Close RFP (responses due)</td>
<td>7/23/13</td>
</tr>
<tr>
<td>Evaluate proposals</td>
<td>7/24 – 7/29/13</td>
</tr>
<tr>
<td>Interviews (if required)</td>
<td>8/12 - 8/13/13</td>
</tr>
<tr>
<td>Prepare Ranked List</td>
<td>8/13/13</td>
</tr>
<tr>
<td>Negotiate Fee and Conditions of Contract</td>
<td>8/15/13</td>
</tr>
<tr>
<td>Board award of contract</td>
<td>9/11/13</td>
</tr>
<tr>
<td>Execute Purchase Order</td>
<td>9/16/13</td>
</tr>
</tbody>
</table>

END OF PART II
PART III: CONTRACT CONDITIONS

Specific Terms and Conditions for the Contract to be awarded as result of this RFP shall be negotiated after proposals have been evaluated and prior to a final award by the College.

END OF PART III
PART IV: SCOPE OF WORK

1) Background:
The college intends to hire a Commissioning Agent who is independent from any of the project design team firms with which the Commissioning Agent is expected to coordinate and cooperate. The project will be designed and constructed to meet the LEED certified Silver level at a minimum. Formal certification will be required.

The project consists of three separate, inter-related parts – the remodel of the Center Building first, second and third floors, an upgrade of the Center building mechanical/control systems, the redesign of a pedestrian plaza and a new Titan Store building. The scope of work envisioned for this project is noted in a Feasibility Study which can be viewed at the following address: www.lanecc.edu/sites/default/files/bond/lccfeasibilitycenterbook06-27-12.pdf See Center Building Addition Option 6.

The project design team consists of PIVOT Architecture and Perkins + Will, architects, PAE Consulting Engineers, mechanical/electrical/plumbing, Balzhiser Hubbard Engineers, civil engineering, Cameron McCarthy, landscape architecture, Horbach-Lewin, structural engineers and a cost estimator. This project will utilize the Construction Management/General Construction method of project delivery. The college has contracted with Lease Crutcher Lewis to provide CM/GC services.

Commissioning services shall be sufficient to meet the requirements set forth in EA Prerequisite 1: Fundamental commissioning of the Building energy systems and Additional Cx credit as stated in version 2.2 of LEED NC Green Building Rating System. The Schematic Design phase started in mid-June and is scheduled to be completed by early October, 2013.

2) Design Development Phase
a) Review and comment on “Owner’s Project Requirements” document. Document to address applicable performance requirements relating to systems to be commissioned.

b) Develop a draft design development phase commissioning plan to include the following:
   i. Comments on the DD strategies.
   ii. Focused reviews of the design, drawings and specifications during DD, CD phases.
   iii. Assist and comment the development and updating of the Design Record documentation by design team members.

c) Coordinate commissioning work during design development

d) Develop a draft construction phase commissioning plan using an Owner-approved outline.

e) Develop full commissioning specifications for all commissioned equipment.

f) Coordinate a controls integration meeting where the electrical and mechanical engineers and the commissioning agent discuss integration issues between equipment, systems and disciplines.

3) Bid Phase
Review and comment on all substitution requests having to do with equipment and systems to be commissioned.

4) Construction Phase
a) Coordinate and direct the commissioning activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, frequently updated timelines and schedules, and technical expertise.

b) Coordinate the commissioning work and, with the general contractor (GC) and construction manager (CM), ensure that commissioning activities are being scheduled into the master schedule.

c) Revise, as necessary, the current draft of the construction phase commissioning plan (originally developed during design.)

d) Plan and conduct a commissioning scoping meeting.

e) Request and review additional information required to perform commissioning tasks, including O&M materials, contractor start-up and checkout procedures.

f) Before startup, gather and review the current control sequences and interlocks and work with contractors and design engineers until sufficient clarity has been obtained, in writing, to be able to write detailed testing procedures.

g) Review normal Contractor submittals applicable to systems being commissioned for compliance with commissioning needs, concurrent with the A/E reviews. Provide report with review comments to commissioning team.

h) Write and distribute prefunctional tests and checklists.

i) Develop an enhanced start-up and initial systems checkout plan with Subs.

j) Perform site visits, as necessary, to observe component and system installations. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/substitutions
relating to the commissioning process. Assist in resolving any discrepancies.

k) Witness all or part of the HVAC piping test and flushing procedure, sufficient to be confident that proper procedures were followed. Document this testing and include documentation in O&M manuals. Notify owner’s project manager of any deficiencies in results or procedures.

l) Witness all or part of any ductwork testing and cleaning procedures, sufficient to be confident that proper procedures were followed. Document this testing and include documentation in O&M manuals. Notify owner’s project manager of any deficiencies in results or procedures.

m) Approve prefunctional tests and checklist completion by reviewing prefunctional checklist reports or by direct site observation.

n) Approve systems startup by reviewing start-up reports and by selected site observation.

o) Review testing, adjusting and balancing (TAB) data.

p) Oversee sufficient functional testing of the control system and approve it to be used for TAB, before TAB is executed.

q) Approve air and water systems balancing by witnessing spot testing performed by TAB subcontractor, by reviewing completed reports and by selected site observation.

r) With necessary assistance and review from installing contractors, write the functional performance test procedures for equipment and systems. This may include energy management control system trending, stand-alone data-logger monitoring or manual functional testing. Submit to CM for review, and approval if required.

s) Perform functional performance tests including review of trend logs and monitoring data to verify performance. Coordinate retesting as necessary until satisfactory performance is achieved.

t) Maintain a master deficiency and resolution log and a separate testing record. Provide to the CM written progress reports and test results with recommended actions.

u) Witness performance testing of smoke control systems by others and all other owner contracted tests or tests by manufacturer’s personnel over which the CA may not have direct control. Document and include in Commissioning Record in O&M manuals.

v) Review and document the training of the Owner’s operating personnel.

w) Compile and maintain a commissioning record and building systems book(s).

x) Review O&M manuals.

y) Provide a final commissioning report.

6) Warranty Period

a) Coordinate and supervise deferred testing and deficiency corrections and provide the final testing documentation for the Commissioning Record and O&M manuals.

b) Return to site at 10 months into the 12 month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Make suggestions for improvements. Identify areas that come under warranty or under the original construction contract. Assist staff in preparing requests for services to remedy outstanding problems.

7) Systems to be commissioned:

a) Central building automation system and interface with existing college headworks

b) All equipment of the heating, ventilating and air conditioning systems

c) Scheduled or occupancy lighting controls

d) Daylight dimming controls

e) Emergency power generators and automatic transfer switching

f) Life safety systems – fire alarm and emergency communication.

END OF PART IV
PART V: PROPOSAL CONTENT AND ANALYSIS

1) PROPOSAL ANALYSIS PROCESS

FORMULATION OF STATEMENT OF QUALIFICATIONS AND PROPOSAL OF SERVICES

Proposals submitted in response to this invitation shall be subdivided into four parts. The first part shall contain basic information about the proposer firm – as listed under A. below. The second part shall respond to the qualifications listed under B. below. The third part shall respond to criteria about this specific project – as listed under C. below and the fourth part shall respond to matters concerning fees and compensation – as listed under D. below.

A. FIRM INFORMATION:
   i. Firm brochure showing firm name, address, telephone, email and fax numbers, State and county of Residency, Federal Identification Number,
   ii. Resumes of key personnel proposed to work on this project,
   iii. List of Proposer’s recent, current and projected workload by project name, geographical location and construction dollar value.
   iv. Certification that proposer does not discriminate in employment practices and shall abide by all Oregon Revised Statutes including those relating to Workers Compensation and Liability Insurance Certification that proposer is or is not a resident of the state of Oregon.

B. QUALIFICATIONS: (35 POINTS)

   Engineering firms that are interested in submitting proposals for this project must provide evidence of meeting the qualifications listed below.

   i. Experience with Commissioning services for new and remodeled instructional buildings for institutions of higher education. Identify specific Commissioning services provided i.e. Owner’s Project Requirements, Design review, systems commissioned, etc.
     List three examples in the last ten years. Provide project name, size and construction cost of each example and name of owner’s representative.
   ii. Experience with LEED certified projects
     List three examples and identify level of certification.
   iii. Provide name, title and commissioning experience of individuals who will be assigned to this project

C. OTHER CRITERIA: (30 POINTS)

   i. Project Approach:
      • A clearly written and well organized approach for commissioning this major remodel project. Include how you plan to work with the Owner, design team and CM/GC to accomplish your commissioning goals.

D. FEE AND COMPENSATION: (35 POINTS)

Proposers shall submit a fee based on time and materials not to exceed a maximum upper limit. Include firm’s hourly rate schedule for various categories of personnel. Also include a list of typical reimbursable expenses for the project with an estimated total amount.

The college shall work with the selected firm to prepare and execute a mutually agreeable contract for services after which the college will issue a purchase order based on the contract.

END OF PART V
Appendix A  RFP 13/14-03

Commissioning Services for the Center for Student Success, Plaza and new Titan Store Complex

Typical Analysis Sheet

| NAME OF PROPOSER_______________________________________ ANALYZED BY_____________________ DATE____________ |

1) **Responsiveness**  (Comment on each item)

   - Cover Letter
   - Proposal Forms
   - Attachments

   If proposal is non-responsive state reason and proceed no further with analysis.

2) **Responsibleness**  (comment on Proposer's truthfulness, validity of claims, and Proposer's ability to perform the work.)

   If proposal is not responsible state reason and proceed no further with analysis.

3) **Rating Categories**

   Each proposal shall be evaluated on a point system with 100 points being the maximum possible. The importance of each item is expressed as the total number of points allowed for the item. The decision of the committee shall be final.

   Those firms considered to be the most qualified shall be asked to attend an interview with the selection committee. All aspects of the proposal and the work, including fees, shall be discussed during the interview process.

   a) **Qualifications**  35 points
   
   b) **Other Criteria**  30 points
   
   c) **Fee Proposal**  35 points

   Total Proposal Score

4) **Comments on Proposal and References**
Appendix B  RFP 13/14-03  (Page 1 of 2)

Commissioning Services for the  
Center for Student Success, Plaza and new Titan Store Complex

Proposal Form & General Information

The Proposer makes the following statements and representations as part of the proposal:

LOCAL OFFICES
(To be used For All Legal And Contractual Correspondence)

<table>
<thead>
<tr>
<th>PROPOSER NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROPOSER ADDRESS:</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>EMAIL</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TELEPHONE:</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>FAX NUMBER:</td>
</tr>
</tbody>
</table>

CORPORATE INFORMATION

1) Federal ID Number (or Social Security Number if not a Corporation)   

2) How long has the Proposer been in business? Under which names?  

3) Proposer is a subsidiary of, or is wholly owned by: 

ADDENDA ACKNOWLEDGEMENT

The Proposer hereby acknowledges receipt of the following Addenda related to the subject solicitation documents (circle all received):

/ NONE / 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10 /
Appendix C  RFP 13/14-03  (Page 2 of 2)

Commissioning Services for the
Center for Student Success, Plaza and New Titan Store Complex

Proposal Form & General Information

The undersigned hereby submits this Proposal to furnish all material and labor as indicated and agrees to be bound by the following documents: Request for Proposals, Instructions and Supplementary Instructions to Proposers, General and Supplementary Conditions, Specifications, Proposal Form, Proposer’s Response, Mutually agreed clarifications, Appropriately Priced Change Orders, Exceptions which are acceptable to the college and all other Proposer’s submittals.

CERTIFICATIONS

Non-Collusion

The undersigned Proposer hereby certifies that it, its officers, partners, owners, Providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, potential Proposer, firm or person, in connection with this solicitation, to submit a collusive or sham Proposal, to refrain from Proposing, to manipulate or ascertain the price(s) of other Proposers or potential Proposers, or to secure through any unlawful act an advantage over other Proposers or the college.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the Proposer without consultation with other Proposers or potential Proposers or foreknowledge of the prices to be submitted in response to this solicitation by other Proposers or potential Proposers on the part of the Proposer, its officers, partners, owners, Providers, representatives, employees or parties in interest, including the affiant.

Conflict Of Interest

The undersigned Proposer and each person signing on behalf of the Proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own or organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the Lane Community College Board of Education or college officer, employee, or person, whose salary is payable in whole or in part by Lane Community College, has a direct or indirect financial interest in the award of this Proposal, or in the services to which this Proposal relates, or in any of the profits, real or potential, thereof.

SIGNATURE BLOCK

Company Name: ........................................................................................................................................

Signer’s Mailing Address: .........................................................................................................................

Signer’s City/State/Zip: .................................................................................................................................

Signer’s Telephone Number: .......................................................................................................................

Signer’s Facsimile Number: ...........................................................................................................................

Signer’s Name (Printed): .............................................................................................................................

Signer’s Title: ..............................................................................................................................................

Signature:.................................................................................................................................................... Date: ............

NOTE: Submit Proposal Form and Necessary Attachments Only.