

CITY OF MISSION

"Home of the Grapefruit"

March 27, 2017

RE: **Addendum No. 1/Civil Service Promotional Examinations**
Request for Bid No.: 17-147-04-03

Dear Prospective Bidder:

The following is to be corrected/added/changed/clarified:

- a. This addendum is being provided to all bidders. Changes are marked with a vertical line on the right hand side.
- b. **QUESTION #1** – In reviewing the General Terms and Conditions, Section (16), *Liquidated Damages for Delay*, I see that liquidated damages will be \$250.00 per day for delays. I do understand that these exams are time sensitive but this seems excessive to me. When I was fire chief, we constructed several fire stations, costing millions of dollars, and the general contractor's liquidated damages for delays in completing our stations was \$250.00 per day. I would ensure that I never put myself in a situation where an exam was late (and I never have been in that situation), therefore I would like to see this stipulation eliminated or substantially reduced.
Answer: Please see revised liquidated damages amount per day.
- c. **QUESTION #2** – Also in the General Terms and Conditions, Section (39), *Insurance Requirements for Supply/Services and/or Construction*. There are several insurance requirements including commercial general liability insurance (\$500,000) or its equivalent, automobile insurance, uninsured/underinsured motorist, workers' compensation, etc. I am a one-person business. I operate from my home office. I write exams for cities throughout Texas. I have been writing these exams for three years and I have submitted bids to cities to provide services. Mission is the first city that has required any kind of insurance. On the Solicitation Index, it mentions insurance certificate as a document I will be required to submit with my bid. I would like to see these insurance requirements eliminated (or options discussed) as I believe they will make it difficult for not only me, but for other companies to submit competitive bids.
Answer: Insurance requirements have been removed in its entirety.
- d. **Question #3 SECTION III (A)** – I'm a little confused so it might be easier for me to explain how other cities select resources and post resource lists. The other cities I work with supply me with one copy of each resource they'd like included on the exam (they also tell me how many questions they'd like taken from each source). They maintain copies of each of the books either at each fire/police station and/or in a reference library that allows fire fighters and police officers to check out the books to study. The city ships me the books and I write the exam(s) taking my questions from those books. When the appeals process is completed, I ship the books back to the city. The city is also responsible for posting the resource list for the fire fighters to study from, in accordance with state statutes.
Answer: The City will not supply any resources.
- e. **Question #4 SECTION III (C)** – Please excuse me if I am reading more into this section than is really there but I do not administer the exams. In fact, I prefer to remain as anonymous as possible. Having a level of anonymity (as much as a person can have in a public domain where tax payer money is used) provides everyone with additional insurance against accusations of impropriety. I mail the exams to a city representative and a representative from Human Resources/Civil Service will administer each exam.

I provide a city with one master copy of the completed exam as well as one corresponding answer key. The answer key is just like the exam except that the correct answer and the section/page containing the question and answer is listed for reference. I can provide a sample copy of an exam/answer key if necessary. Some cities use Scantrons, some do not. I leave it for the city to decide what is best for them and handle at their end.

Answer: The City will administer and grade the exam, testing is done on-site.

- f. **Question #5 SECTION III (D)** – Again, I’m a little confused. I normally provide one master copy of the exam. The city staff will then make copies of the exam corresponding to the number of fire fighters taking an exam. I do work with one city where I provide sealed copies of the exam (for an additional fee). That city has a sign-up period for fire fighters to declare they will be taking the exam. The sign-up period ends ten days to two weeks prior to the exam date. Then, when the city knows exactly how many fire fighters will be taking the exam, they contact me with that information. I then make the appropriate number of copies and ship them to the city, where they arrive about one week prior to the exam date.

Answer: You will provide the number of exams that The City will request. That would be dependent on number of officers taking the exam.

- g. **Question #6 SECTION III (E)** – I will verify that all questions and answers were taken from the resources posted for that exam. The appeal of any question is to the local Civil Service Commission and not the test writer. I will be happy to provide guidance when possible. A validation process is generally not seen on promotional exams but is necessary (and legally required) for fire and police entrance examinations. The standard is much higher for entrance exams than for promotional exams. When I started my business, I decided that entrance exams are too expensive to produce and the process is too extensive because of the amount of time and money necessary for the validation. Therefore, I have concentrated my efforts solely on promotional exams.

Answer: The City will remove the validation.

- h. **Question #7 SECTION III (H)** – It reads *Price per exam (minimum 2 – no maximum)*. Please clarify.

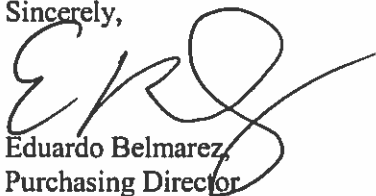
Answer: There is no maximum number of exams needed. It is unknown how many exams will be needed at any time.

- i. The bid due date has not changed. The date for receipt of bids is **Monday, April 3rd, 2016 at 2:00 p.m. CST**

NOTE: This form must be completed and submitted with your bid response. WARNING: Failure of an Offeror to acknowledge receipt of this Addendum, as described herein, may result in REJECTION OF THE OFFER.

We apologize for any inconvenience this may have caused. Authorized signature is needed. Everything else shall remain the same. If you have any questions, please contact me at (956) 580-8667.

Sincerely,



Eduardo Belmarez,
Purchasing Director

_____ Acknowledge receipt of Addendum No. 1
Authorized Signature

Printed Name

Company Name

City of Mission
Instructions to Bidder – General Terms & Conditions
Bid Name/No.: Civil Service Promotional Examinations / RFB: 17-147-04-03

Please read your specifications thoroughly and be sure that the offered complies with all requirements. Any variation from the specifications will not be allowed. If you are the successful bidder, it will be required that **“Civil Service Promotional Examinations”** be provided as specified.

- (1) Sealed bids will be received for **“Civil Service Promotional Examinations”** in accordance with the specifications attached hereto.
- (2) The item(s) under this proposal shall be new and unused. All specifications shown are minimum requirements. There is no intention to disqualify any bidder who can meet these specifications.
- (3) One (1) original and two (2) copies of RFB **must** be enclosed in a sealed envelope with vendor’s name and return address clearly typed/printed on upper left hand corner and proper notation clearly type/printed on the lower left hand corner **“Request for Bids” – “Civil Service Promotional Examinations- Bid No. 17-147-04-03”** and delivered to City of Mission Purchasing Department, 1201 East 8th Street, Mission, Texas 78572 **on or before 2:00 p.m., Monday, April 03, 2017.** No Facsimiles or late arrivals will be accepted. Any RFB received after that time will not be opened and will be returned. Overnight mail must also be properly labeled on the outside of express envelope or package in reference to RFB.

(4) Interest of Public Officials

The offeror represents and warrants that no employee, official, or member of the Council (Executive Committee) of the City is or will be peculiarly interested in or benefited directly or indirectly as a result of this contract.

(5) Covenant Against Gratuities

The offeror represents as part of its offer that neither it nor any of its employees, representatives or agents have offered or given gratuities (in the form of entertainment, gifts or otherwise) to any director, officer or employee of the City with the view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to the performing of the contract.

(6) Preparation of Bids

(a) Bidders are expected to examine the Pricing Schedule, General Terms & Conditions, all drawings, specifications, the statement of work, and all other provisions of, and attachments to, the solicitation, whether incorporated by reference or otherwise, prior to the submission of bids. Failure to do so will be at the bidder's risk.

(b) Each bidder shall furnish the information required by the solicitation. Bids shall be submitted on the bid form contained in the solicitation. Bidders shall sign and print or type their name on the bid form and each continuation sheet on which they make an entry. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent of the bidder (other than an officer or a partner of the bidder) are to be accompanied by evidence of the agent's authority (unless such evidence has been previously furnished to the City).

(c) All blanks on the bid form shall be filled in by typewriter or printed in ink with a firm fixed unit price for items bid. Unit prices shall include packing unless otherwise specified. In case of any discrepancy between a unit price and any extended or total price required by the bid form, the unit price will be presumed to be correct, subject, however, to correction to the same extent and in the same manner as any other mistake.

(d) Bids for property or services other than those specified in the Schedule will not be considered unless specifically authorized in the solicitation. Any condition, qualification, or limitation of the bid may be a basis for rejection of the bid as nonresponsive.

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(e) The bidder must state a definite time for delivery of property or for performance of services unless otherwise specified in the solicitation. All measurements shall be in the system of weights and measures in common usage in the United States, and pricing shall be in U.S. dollars.

(7) Submission of Bids

(a) Bids and modifications thereof shall be enclosed in sealed envelopes or sealed cartons and submitted to the Buyer of the City of Mission at the address specified in the solicitation. The bidder shall show the hour and date specified in the solicitation for receipt of bids, the solicitation number, and the bidder's name, address, and telephone number on the face of the envelope or carton.

(b) Telegraphic bids will not be considered unless authorized by the solicitation; however, bids may be modified or withdrawn by written or telegraphic notice, provided such notice is received prior to the hour and date specified for receipt of bids.

(c) Samples of items, when required, must be submitted within the time specified and, unless otherwise specified in the solicitation, at no expense to the City. If not destroyed by testing, samples will be returned at the bidder's request and expense, unless otherwise specified in the solicitation.

(d) Each copy of the bid shall include the legal name of the bidder and a statement whether the bidder is a sole proprietorship, a corporation, or any other legal entity. A bid for a corporation shall further give the state of incorporation and have the corporate seal affixed to it.

(8) Explanation to Bidders

Any explanation desired by a bidder regarding the meaning or interpretation of the solicitation, drawings, specifications, etc., must be requested in writing from the City's authorized representative and with sufficient time allowed for a reply to reach bidders before the submission of bids. **Any communication held with city employees, council members, or representatives other than the purchasing staff may be subject to rejection of bid.** Oral explanations or instructions given before the award of any contract, at any pre-bid conferences or otherwise, will not be binding on the City. Any information given to a bidder concerning an interpretation of the solicitation will be furnished to all bidders as an addendum to the solicitation, if such information is necessary to bidders in submitting bids on the solicitation or if the lack of such information would be prejudicial to uninformed bidders.

(9) Acknowledgment of Addendums to Invitation for Bids

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Bidders shall acknowledge receipt of any addendums to this solicitation: (1) by signing and returning the addendums; or (2) by identifying the addendums number and date in the space provided for this purpose on the bid form; or (3) by letter or telegram. The City must receive the acknowledgment by the time and at the place specified for receipt of bids.

(10) Bids must give full firm name and address of bidder, and be manually signed. Failure to do so will disqualify your bid. Person signing bid must show title or **AUTHORITY TO BIND HIS FIRM IN A CONTRACT.** *Firm name and authorized signature must appear on each page that calls for this information.*

(11) Bids **cannot** be altered or amended after opening time. No bid may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Mission.

(12) **STATE SALES TAX MUST NOT BE INCLUDED IN BID.** Contractors are not tax exempt.

(13) No substitutions or cancellations permitted without written approval of the City of Mission.

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(14) Any additions, deletions, or variations from the following specifications will not be allowed. Any parts not specifically mentioned which are necessary for the work to be complete and for use or which are normally furnished as standard equipment shall be furnished by the successful bidder and shall confirm in strength, quality, and workmanship to the accepted standard of the industry.

(15) Delivery: City of Mission, Human Resources Department.

- The following is the location for delivery:

1.) City of Mission
Human Resources Department
1201 E. 8th St.
Mission, Texas 78572

Delivery days after receipt of purchase order: * _____ days

Please identify hours of operation: _____

Please provide toll-free telephone number: _____

Please identify name of at least two (2) authorized persons to receive orders:

***Note: it is the City of Mission's intent to issue a purchase order to awarded vendor. City of Mission staff will then call in partial orders until the quantity and/or dollar amount is exhausted. Delivery will not be a one-time order.**

(16) **LIQUIDATED DAMAGES FOR DELAY:** And the CONTRACTOR agrees that time is the essence of this contract, and that for each day of delay beyond the number of working days herein agreed upon for the completion of the work herein specified and contracted for (after due allowance for such extension of time as is provided for under Extension of Time herein) above the OWNER may withhold permanently for the CONTRACTOR'S total compensation, the sum of fifty dollars per day (\$50.00/day) as stipulated damages for such delay.

(17) Evaluation and Basis for Award

(A) Item Pricing/Potential Multiple Awards

Offerors may provide pricing for any one or more line items on price schedule. Award of contract shall be made on an item-by-item basis. As such, multiple contract awards may be made.

(B) Unit and Extended Pricing

Offerors shall insert the unit price and extended amount for each line item offered on the price schedule. If a line item is offered at "No Cost," enter "No Cost" in the unit price column. Additionally, offerors shall calculate and insert the total price in the space provided on the price schedule. In the event of discrepancies in extended price, unit prices will govern. Bids subject to unlimited price increase will not be considered.

(18) Award of Contract

(A) The contract will be awarded to the lowest responsive and responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the City, price and other factors considered. A responsible bidder is one who affirmatively demonstrates to the City that the bidder has adequate financial resources and the requisite capacity, capability, and facilities to perform the contract within the delivery period or period of performance, has a satisfactory record of performance on other comparable projects, has a satisfactory record of integrity and business ethics, and is otherwise qualified and eligible to receive award under the solicitation and laws or regulations applicable to the procurement.

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- (B) The acceptability evaluation is not conducted for the purpose of determining whether one bidder's item is superior to another but only to determine that a bidder's offering is acceptable as set forth in the Request for Bids. Any bidder's offering which does not meet the acceptability requirements shall be rejected as non-responsive.
- (C) A written award (or acceptance of bid) which is mailed, telegraphed, or otherwise furnished to the successful bidder within the time for acceptance specified in the solicitation shall be deemed to result in a binding contract without further action by either party.
- (D) Any financial data submitted with any bid hereunder or any representation concerning facilities or financing will not form a part of any resulting contract; provided, however, that if the resulting contract contains a clause providing for price reduction for defective cost or pricing data, the contract price will be subject to reduction if cost or pricing data furnished hereunder is incomplete, inaccurate, or not current.
- (19) When delay can be foreseen, bidder shall give prior notice to the City of Mission. Bidder must keep City of Mission advised at all times of status of order. Default in promised delivery (without acceptable reasons) or failure to meet specifications, authorizes the City of Mission to purchase such deliver/service "Civil Service Promotional Examinations" off contract. The contractor will be liable for any increase in cost incurred due to defaulting for "Civil Service Promotional Examinations".
- a. Acceptable reasons for delayed delivery(ies) are as follows; Act of God (floods, tornadoes, hurricanes, etc.), acts of government, fire strikes, war. Actions beyond the control of the successful bidder.
- (20) Quote F.O.B. Mission, Texas. If not quoting, show guaranteed exact cost to deliver. Bid in units of quantity specified extend and show total.
- (21) The City may hold bids 60 days after bid opening without taking action. Bidders are required to hold their bids firm for same period of time.
- (22) The City of Mission reserves the right to reject any or all bids, to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the City of Mission.
- (23) Unless otherwise specified, any catalog or manufacturer's reference or brand name used in describing an item is merely descriptive, and not restrictive, and is used only to indicate type, style or quality of material desired. If a bidder quotes on an article other than the one specified, which he/she considers comparable, the name and grade of said article must be specified in the bid and sufficient specifications and descriptive data must accompany same to permit thorough evaluation. In the absence of these qualifications, he/she will be expected to furnish the article called for.
- (24) The bidder agrees to indemnify and save harmless the City, the Purchasing Agent and any assistants from all suits and actions of every nature and descriptive brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he/she shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.
- (25) **Bidder shall carefully examine the bid forms, general terms and conditions, and specifications.** Should the bidder find discrepancies in, or omissions from bid forms, general terms and conditions, specifications, or other documents, or should he/she be in doubt as to their meaning, he/she should at once notify the Purchasing Agent (Mission City Hall, (956) 580-8667) and obtain clarification by addendum prior to submitting any bid.

(26) BILLING AND PAYMENT INSTRUCTIONS:

Invoices must include:

- a. Name and address of successful vendor
- b. Name and address of receiving department or official
- c. Purchase Order Number (if any)
- d. Notation - **“Civil Service Promotional Examinations”**
- e. Descriptive information as to the items or services delivered, including product code, item number, quantity etc.

The City of Mission will execute payment by mail within thirty (30) working days after each scheduled examination has been completed and found to meet scope of service for **“Civil Service Promotional Examinations”** as indicated below. No other method of payment will be considered.

- (27) The geographical location(s) of bidder’s facilities referenced **“Civil Service Promotional Examinations”** given due consideration in determining the lowest responsible bidder. All items will be evaluated and awarded individually or in any combination thereof.
- (28) Bidders are advised that any part of the specifications that are not met within the time of completion/delivery regardless of how major or minor it might be shall be grounds for none acceptance of delivery and forfeiture of bid bond.
- (29) The City of Mission reserves the right to waive or take exception to any part of the specifications when in the best interest of the City of Mission.
- (30) Bidders must comply with all applicable federal, state and local laws, rules, regulations and ordinances and statutes relating to purchasing in the State of Texas in addition to the requirements of this form.
- (31) Bidders are advised that they must be in compliance with the below mentioned law:

CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person’s affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Mission not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

For more information or to obtain Questionnaire CIQ go to the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS “C” MISDEMEANOR.

- (36) Termination of Contract: The City of Mission reserves the right to terminate the contract if, in the opinion of the City of Mission, the successful vendor’s and/or contractors’ performance is not acceptable, if the City is being repeatedly overcharged, improperly charged, no funds available, or if the City wishes, without cause, to discontinue this contract. Termination will be in written form allowing a 30-day notice.
- (37) Milestone Schedule

The Contractor must submit a brief schedule within 7 calendar days from Notice of Award showing how he intends to organize and perform the work for this contract.

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(38) Disclosure of Interested Parties

Contractor is to comply with Government Code Section 2252.908 enacted by H.B. 1295, which prohibits a government entity or state agency from entering into certain contracts with a business entity unless the business entity submits a disclosure of interested parties. For more information go to the Texas Ethics Commission web page at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

**City Of Mission
Specifications**

Bid Name/No.: "Civil Service Promotional Examinations" / 17-147-04-03

- I. Scope of Work:** The City of Mission is accepting bids for Civil Service Promotional Examinations
- II. Scope of Service:** The following specifications describes Civil Service Promotional Examinations and requirements to comply with the service. Service will be coordinated with the Human Resources Department for proper scheduling.
- III. Specifications:**
 - A. Resource List must be made available and exams based on sources we select – up to five (5) sources. Exams based on chapters/matter we select (if not entire source). City must be allowed to select a source not listed on the current resource list.
 - B. Test Format – 100 questions.
 - C. Grading on-site. Answer scantron/template mailed with exams.
 - D. City will only be responsible for exams used and must be able to return unused exams at no charge.
 - E. Responding to Appeals – Appeals validated by testing agency.
 - F. Test Order timeline requirements – minimum of 60 days notice.
 - G. Receive/Security of Exams – must be sent via FedEx next day to be received no later than 2 days prior to exam date.
 - H. Price per Exam (minimum 2 – no maximum)
 - I. Must be able to accept Purchase Order as method of payment.
 - J. Include contact information.
 - K. Testing for Police will be corporal, sergeant, lieutenant
 - L. Testing for Fire will be engineer, lieutenant, captain, deputy chief

City Of Mission
Vendor Acknowledgment Form - Non-Collusive Bidding Certification
Bid Name/No.: "Civil Service Promotional Examinations"/ 17-147-04-03

I/We have read instructions to bidder and specifications. My/Our bid conforms to all bid specifications, conditions, and instructions as outlined by *CITY OF MISSION*.

Signing the Acknowledgment Form confirms that our company will enter into a binding contract with CITY OF MISSION for item(s) awarded to our company. I/We have read instructions to bidder and specifications.

The undersigned Bidder, by signing and executing this bid, certifies and represents to the CITY OF MISSION that Bidder has not been offered, conferred or agreed to confer any pecuniary benefit, as defined by §1.07(a)(6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment or advantage relating to this bid; the Bidder also certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this bid; the Bidder certifies and represents that Bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent of employee of the CITY OF MISSION concerning this bid on the basis of any consideration not authorized by law; the Bidder also certifies and represents that Bidder has not received any information not available to other bidders so as to give the undersigned a preferential advantage with respect to this bid; the Bidder further certifies and represents that Bidder has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Bidder will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value to any officer, trustee, agent or member of the CITY OF MISSION in return for the person having exercised the person's official discretion, power or duty with respect to this bid; the Bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or member of CITY OF MISSION in connection with information regarding this bid, the submission of this bid, the award of this bid or the performance, delivery or sale pursuant to this bid.

Date: _____
Company Name: _____
Signature: _____
Title: _____

Note: This form, along with the Execution of Offer, must be filled in and submitted with the sealed bid.

City Of Mission
Pricing Schedule

Bid Name/No.: "Civil Service Promotional Examinations"/ 17-147-04-03

For any questions directly regarding the "Civil Service Promotional Examinations- Bid No. 17-147-04-03", please call or email:

Crissy Cantu, Buyer: ccantu@missiontexas.us
 Telephone: (956) 580-8667

NUMBER	Estimated QTY	Item Description	Price per Each	Total Price
1	100	Civil Service Promotional Examinations	\$	

ALL PROJECTS WILL BE EVALUATED AND AWARDED INDIVIDUALLY OR IN ANY COMBINATION THEREOF.

Company Name: _____
Owner or President Name: _____
Company Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Fax Number: _____
Email: _____
Federal ID or SS# Number: _____

***Company Authorized Representative's Signature**

Date

Company Representative's Name (Please Print)

Company Representative's Title

Renewal Terms: The City of Mission shall reserve the option to renew this contract for an additional two (2) consecutive, one (1) year periods at the end of the one year base service period. A bidder may offer a fixed maximum percentage of escalation for each of the one year options. The term of this contract shall be for one (1) year base from contract award date. The amount of escalation will be taken into consideration in evaluation of the bid. State maximum percentage of escalation applicable to all price line items as follows:

** _____ % 1st year renewal total option term

** _____ % 2nd year renewal total option term

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**CITY OF MISSION
ADDENDA CHECKLIST**

BID NAME/NO: Civil Service Promotional Examinations / 17-147-04-03

Bid of: _____
(Bidder Company Name)

To: City of Mission

Ref.: "Civil Service Promotional Examinations":17-147-04-03

Ladies and Gentlemen:

The undersigned Bidder hereby acknowledges receipt of the following Addenda to the captioned RFB (initial if applicable).

No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____ No. 5 _____

Respectfully submitted,

Bidder: _____

By: _____

(Authorized Signature for Bidder)

Name: _____

Title: _____

Date: _____