



# REQUEST FOR PROPOSALS

## Security Control System Maintenance and Repair

2009-5807-1524

April 19, 2009

City of Newport News

OFFICE OF THE PURCHASING DIRECTOR

2400 Washington Avenue

Newport News, VA 23607

Phone: (757) 926-8041/ Fax: (757) 926-8038

[www.nngov.com/purchasing](http://www.nngov.com/purchasing)

Sealed proposals, subject to the conditions and instructions contained herein, will be received at the above office of the Purchasing Director, 4th Floor, City Hall, 2400 Washington Avenue, Newport News, Virginia, 23607, until the time and date shown below (local prevailing time), for furnishing the items or services described in the proposal.

**Scope of Work:** Provide a five (5) year annual maintenance and repair contract for the City's Juvenile Detention Center Security Control System. The contract shall include routine preventive maintenance service as required (manufacturer specifications), repairs as needed (on call basis), and 24 hour emergency service for all system components.

**Proposal Due:** May 15, 2009 @ Close of Business (COB)

**Contract Officer:**

*Marie-Therese M. Gartner*

Marie-Therese (Mimi) M. Gartner, CPPB, Buyer, (757) 926-8040, email: [mgartner@nngov.com](mailto:mgartner@nngov.com)

**AN ORIGINAL AND FIVE (5) COPIES OF YOUR SUBMITTAL ARE REQUESTED**

In compliance with this Request for Proposals, and subject to all the conditions thereof, the undersigned offers to furnish the items or services requested and certify he has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below.

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

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

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

Telephone: \_\_\_\_\_ FAX No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(This Form Must Be Signed. Signature must be original, not photocopied)*

## Conditions and Instructions

*RFP Rev. 09-09-08*

1. All proposals must be submitted on and in accordance with this form. If more space is required to furnish a description of the commodities and/or services offered or delivery terms, the offeror may attach a letter hereto that will be made a part of the proposal. All proposals must be submitted in a sealed envelope plainly marked using RFP number, date and time.
2. It will be the responsibility of the offeror to see that his proposal is in this office by the specified time and date. Date of postmark will not be considered. Telephone, fax and verbal offers will not be accepted.
3. Prices, if requested, should be stated in units of quantity specified, less federal, state, and local taxes.
4. The offeror certifies by signing this proposal that this proposal is made without prior understanding, agreement or accord with any other person submitting a proposal for the same product or service and that this proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment as well as civil damages.
5. In event of default by the offeror, the City reserves the right to procure the commodities and/or services from other sources, and hold the offeror liable for any excess cost occasioned thereby. If, however, public necessity requires use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper reduction in price.
6. Availability of Funds: A contract shall be deemed executory only to the extent of appropriations available to each Department for the purchase of such articles or services. The City's extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
7. The offeror guarantees to save the City, its agents or employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the offeror is not the patentee, assignee, or licensee.
8. All proposals must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
9. By signing this proposal, the offeror assigns to the City of Newport News any and all rights that he may have under the antitrust laws of the United States and the Commonwealth of Virginia in any way arising from or pertaining to this offer. This provision is remedial in nature and is to be liberally construed by any court in favor of the City of Newport News.
10. Appeals Procedure: Upon request, administrative appeals information will be provided which shall be used for hearing protests of a decision to award or an award, appeals from refusals to allow withdrawal of proposals, appeals from disqualifications and determinations of non-responsibility and appeals from decisions or disputes arising during the performance of a contract.
11. **Non-Discrimination:** During the performance of this contract, the successful bidder agrees as follows:
  - a. He will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonable necessary to the normal operations of the contractor. The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
  - b. The contractor will be and state that he is an equal opportunity employer in all solicitations or advertisements for employees.

- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provisions of the foregoing paragraphs (a), (b) and (c) in every subcontract or purchase order of over ten thousand dollars so that the provisions will be binding upon each subcontractor or vendor.

**12. This public body does not discriminate against faith-based organizations.**

13. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this subsection, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract

14. Direct contact with City Department, other than Purchasing, on the subject of this proposal is expressly forbidden except with the foreknowledge and permission of the contracting officer.
15. Assignment of Contract: A contract shall not be assignable by the Contractor in whole or in part without the written consent of the City of Newport News.
16. Applicable Law and Courts: Any purchase order/contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations. These Conditions and Instructions shall be applicable to the extent that they are non-contradictory to the proposal terms and/or instructions on the following pages. **The contractor certifies that he does not and shall not during the performance of the contract for goods or services in the Commonwealth, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986, as amended.**

**Every business must register with the Virginia State Corporation Commission before transacting business in Virginia.**

17. If City Hall is closed for business at the time scheduled for the proposal opening sealed proposal will be accepted and opened on the next business day of the City, at the originally scheduled hour.
18. If you have obtained this solicitation from our web page or from a source other than directly from the City of Newport News, it is the offeror's responsibility to check with our office prior to submitting your offer to ensure that you have a complete, up-to-date package. The Purchasing Department takes no responsibility to ensure any interested offeror has obtained any outstanding addenda

The original copy maintained at our offices, in the bid/proposal file folder, shall be considered the official copy. In the case of any inconsistency between bid/proposal documents submitted to the City, but not clearly listed on the exception page of the document as an exception by the offeror, the language of the official copy shall prevail. Furthermore, any exception or changes to the specifications made by the offeror may be cause to disqualify your bid/proposal.

19. **Contractor's License:** If any of the services promulgated under this solicitation consist of construction work, it is required under Title 54.1, Chapter 11, Code of Virginia for a contractor who performs or manages construction, removal, repair, or improvements when the total value referred to in a single contract or project is:

Seventy thousand dollars (\$70,000) or more, or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is five hundred thousand dollars (\$500,000) or more shall show evidence of being licensed as a **Class A Contractor**.

Seventy-five hundred dollars (\$7,500.00) or more, but less than seventy thousand dollars (\$70,000) or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is one hundred and fifty thousand dollars (\$150,000) or more, but less than five hundred thousand dollars (\$500,000) shall show evidence of being licensed as a **Class B Contractor**.

Over one thousand dollars (\$1,000) but no more than seventy-five hundred dollars (\$7,500) or the total value of all such construction, removal, repair, or improvements undertaken by such person within any twelve-month period is no more than one hundred and fifty thousand dollars shall show evidence of being licensed as a **Class C Contractor**.

The City shall require master certification as a condition of licensure or certification of electrical, plumbing and heating, ventilation and air conditioning contractors.

A valid business license from the City may be required. The offeror shall complete whichever of the following notations as appropriate:

"Licensed Class A Virginia Contractor No. \_\_\_\_\_."

"Licensed Class B Virginia Contractor No. \_\_\_\_\_."

"Licensed Class C Virginia Contractor No. \_\_\_\_\_."

20. Payment Terms:

- a) Payment terms shall be "**2%-20, Net 30 days**" unless otherwise stated by the offeror on this submittal form. Alternate terms may be offered by offeror for prompt payment of bills.
- b) Payment terms shall be considered in determining the low bidder/offeror.
- c) Discount period shall be computed from the date of proper receipt of the vendor's correct invoice, or from the date of acceptable receipt of the goods/services, whichever is latest.
- d) The payment terms stated herein shall appear on the vendor's invoice. Failure to comply with this requirement shall result in the invoice being returned to the vendor for correction.
- e) Late payment charges shall not exceed the allowable rate specified by the Commonwealth of Virginia Prompt Payment Act. (1% per month)

**21. Insurance:** The contractor shall maintain adequate liability insurance, which shall protect and save harmless the City of Newport News, Virginia, and its officials from all suits and actions of every kind and description arising from injury or damage to persons and property in the prosecution of said work or in failure to properly safeguard same, and from all claims arising under the workmen's compensation laws. The contractor shall furnish proof of said insurance prior to commencement of services. Separate forms, which name the City as additional insured and as alternate employer, must be included with the Certificate of Insurance. Forms (Insurance Endorsements) are available to download from the Purchasing website (<http://www.nngov.com/purchasing/resources/purchasingforms>). **Please make sure prior to submitting a bid that all insurance endorsements forms have been reviewed by your insurance carrier.**

The Commonwealth of Virginia requires construction contractors and subcontractors to obtain and maintain worker's compensation insurance while performing work on behalf for the City. Evidence of coverage needs to be provided prior to commencement of work.

22. Cancellation: The City may cancel the contract at its convenience, without penalty, at any time by giving thirty (30) days written notice or may cancel the contract immediately for violations of safety or rules of ethics. The City may cancel a contract thirty (30) days after the City has given a written request for a cure for vendor non-performance if

such cure has not occurred. Cancellation shall not release the vendor from legal remedies available to the City. If the contract is an extended term contract, after completion of the first contract period, either party may cancel the contract without penalty. Written notice of such termination shall be made a minimum of sixty (60) days prior to its effective date.

23. **Silence of Specifications:** The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
24. **Non-Exclusive:** The City reserves the right to utilize other suppliers for these services as the need arises, in the sole discretion of the City. The City makes no representation or guarantee as to the value of services to be provided by the offeror during the term of this contract.

### SMALL, MINORITY, WOMEN-OWNED BUSINESS OBJECTIVES

It is an important business objective of the City to promote the economic enhancement of small businesses (SBE), minority businesses (MBE), and women-owned businesses (WBE). The success of the City to track the amount of business received by SBE, MBE and WBE FIRMS (whether as a prime contractor or a subcontractor) is dependent upon the business community partnering with us in this important endeavor.

If you anticipate **sub-contracting** to any of these businesses in the performance of this contract, you are requested to individually report the total dollars for each business classification. Failure to report the dollars in the categories below may result in the application of stronger requirements being placed on bidders to assure that SBE, MBE and WBE firms receive benefits from City contracts.

**Complete the following information and return the form with your package.**

1) If you are a SBE, MBE or WBE, please check one of the following boxes:

**SBE**                **MBE**                **WBE**   

2) In the spaces below, report the anticipated dollars that you intend to subcontract to each business type if a contract is awarded to your firm. (If you do not intend to sub-contract any work to others, even if you are a S/M/WBE, put zeros in the spaces below).

Total **SBE** Dollars to be Sub-contracted \$ \_\_\_\_\_

Total **MBE** Dollars to be Sub-contracted \$ \_\_\_\_\_

Total **WBE** Dollars to be Sub-contracted \$ \_\_\_\_\_

3) If you are not a SBE, MBE, or WBE and you do not plan to utilize such firms in this contract, please state your reasons:

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**GENERAL**

The City of Newport News (“City”) is seeking proposals from qualified offerors to provide a five (5) year annual maintenance and repair contract (MARC) for the City’s Juvenile Detention Center Security Control System located at 350, 25<sup>th</sup> Street, Newport News, VA 23607.

The MARC shall include:

- **Routine** inspection(s) and **preventive maintenance** service(s) as required/recommended (manufacturer specifications)
- **Repairs** as needed (on call basis) with a 24 hour response time unless it is deemed an emergency.
- **24 hour emergency service** with a guaranteed response within four hours, day or night. *(Note: A system fault is considered an emergency if it creates a danger, hazard, or nuisance that prevents the Detention Center from performing or significantly diminishes mandated operational requirements.)*

Esitech, Inc. installed the security control system in 2004 and has been maintaining it ever since. The system consists of, but is not limited to the following components and software:

COMPONENT	QUANTITY	MODEL	MANUFACTURER
Pan/Tilt/Zoom Camera	3	S2RW23	Vicon
Fixed Camera	129	VC-355-DSP	Vicon
Duress Alarm Button	6	800T-E12M6A	Allen Bradley
Master Intercom	2	AS 100A	TOA
Remote Intercom	11	AS 100A	TOA
Drive Up Intercom	1	RS-170	TOA
Intercom Wall Station	248	RS-160 & RS-170	TOA
Man Down Alarm Receiver	45	03RM & 03RMWP	Perimeter
Man Down PPE	44	PAT/S	Perimeter
Visitation Phone Set	1	PVP-24	Atlas/Soundolier
Visitation Phone	2	CE-2A-AC	Atlas/Soundolier
Talk Thru Communicator	2	SC-100	Haven
Un-interruptible Power Supply (UPS)	1	GXT2-3000RT120	Liebert
Un-interruptible Power Supply (UPS)	3	GXT2-6000RT208	Liebert
Remote Touch screen	9	3115 T	XYCOM
Monitor 14	4	VM614-2	Vicon
Monitor 10	5	VM6093	Vicon
Vehicle Probe	1	326 Series	US Traffic Corp
Mini Computer	2		Dell
Computer and Touchscreen	2		Gateway
Computer (DVR viewing)	1		Dell
Digital Video Recorder (DVR)	8	KPR30-16	Vicon
Cabinets with Controls	9		
Software		Version 9.5	Wonderware
Software		Version 7.1	Wonderware

**SCOPE OF SERVICES**

The successful Contractor shall provide all personnel, labor, management, tools, materials, equipment, and freight necessary to provide on call repair, service support and applicable routine preventive maintenance for all components of the security control system. The Contractor shall be required to repair or replace hardware upon failure and correct software problems, corrupted files or program anomalies.

Contract requirements shall include:

- Labor - A flat hourly rate. This rate shall be ***all inclusive*** of travel, per diem, mileage, overtime, incidentals, parts delivery, environmental fees, fuel, or other miscellaneous surcharges.
- The cost of repair parts or other additional cost(s) shall be approved by the City before the repair is done.
- The City shall be billed per maintenance/service call.
- The City shall be provided a written record of each service or maintenance performed. The record will be itemized to include:
  - General description of the service or repair performed
  - Date
  - Total time to complete the service
  - Equipment component(s)/parts (name, model and manufacturer) used to replace or repair the system
  - Warranty for the part(s), repair and/or service. (*Note: The successful contractor will resolve/handle issues pertaining to warranted parts, service and support directly with the manufacturer. The end-user department will not be referred to a third party vendor.*)
- Quality repairs - Equipment shall be repaired to a fully operational state
- 24/7 technical assistance
- 24 hour response time (for non-emergency requirements)
- After hours emergency contact assistance
- 24 hour emergency service with a guaranteed response time of four hours, day or night
- A disaster recovery plan
- Contractor shall be located within 100 miles of the Juvenile Services facility.

**QUALIFICATIONS**

Contractor technicians shall:

- Possess knowledge of video monitoring security systems required for applicable service or repair
- Have adequate knowledge of computer hardware and software to enable repairs, modifications and/or upgrades to existing equipment
- Be state certified technicians, Detention Equipment Contractor (DEC)
- Be Microsoft Certified Systems Engineers (MCSE)

*A Contractor that has been terminated for cause or defaulted on any contract in the last five years shall not be considered for this MARC.*

**PRICE**

Labor rate(s) shall remain firm through June 30, 2010. Effective July 1, 2010, labor rates may be adjusted according to the *Price Escalation/De-Escalation* terms below.

**PRICE ESCALATION/DE-ESCALATION**

The Contractor may request a labor rate adjustment not more frequently than once every contract renewal term. Adjustments shall be based upon the Consumer Price Index - Urban Wage Earners and Clerical Workers (**CPI - W**) U.S. city average, not seasonally adjusted for series Id: *Other Services* as published by the United States Bureau of Labor Statistics for the latest twelve months, for which statistics are available. The percentage change shall be applied to the (then) current labor rate(s) in effect for the City. The newly adjusted labor rate(s) shall become effective upon a mutually acceptable date and will be applied to service calls requested on or after that date. **Labor rate adjustments will not be automatic.** The contractor shall submit a written request (email, facsimile, etc...) to the City. Consumer Price Index information and detailed statistics including current percentage changes can be accessed at <http://www.bls.gov/cpi/>.

*The City reserves the right to negotiate reductions in the quoted price schedule at any time during any contract period.*

**CONTRACT PERIOD**

The City desires an annual contract, renewable for up to a total of five (5) years (initial annual contract and four renewals). Renewal(s) shall be at the sole discretion of the City and subject to annual appropriations. Issuance of a purchase order shall constitute exercise of the renewal option. Annual purchase order(s) shall include new/changed contract provisions mutually agreed upon by both parties.

*NOTE: The City operates on a fiscal year from July 1 through June 30. Purchase orders are good through the end of a current fiscal year. New purchase order(s) are issued at the beginning of each fiscal year to cover the remainder of the current contract period and/or subsequent renewal periods.*

**SUBMITTALS**

The Offeror shall submit *one* original (conspicuously marked "ORIGINAL") and *five* (5) complete copies (including any/all special attachments, certificates, etc...) of the proposal package. Include all information requested and any other information thought to be relevant to completely address the Request for Proposals (RFP) requirements. The following information, as a minimum, shall be included in the proposal package to be considered **responsive** to the RFP:

1. The **Request for Proposal document** with any addenda acknowledgements filled out and signed as required. The person that signs the RFP shall have the authority to negotiate the full scope of the offered services and provisions on behalf of the organization and shall be authorized to bind the contract to the terms and conditions of this RFP.

2. A description of your firm and **company history**.
3. **Key personnel resumes**
4. **Technicians' qualifications** – specify certifications, specialized training, etc... of systems technicians who will perform services. Attach copies of current certification(s). These may be included with the resumes in item 3 above.
5. **Costs:** Provide labor rate(s), and address replacement part cost(s). What are your payment terms?

\_\_\_\_\_ (Please see *Conditions and Instructions*, paragraph 20.)

6. **References:** Provide at least three (3) client references from similar facilities that are currently using your services. Use the reference form provided on page 11.

From the time the proposal is first advertised to the time a contract is signed, all offerors or contents of any proposal must be kept confidential. All proposals submitted under this RFP (including all documents, schedules, reports, plans and other attachments) shall become the property of the City of Newport News and will not be returned (see *Trade Secrets/Proprietary Information* page 13).

#### **EVALUATION CRITERIA (Listed in Order of Importance)**

Each proposal will be evaluated for full compliance with the RFP instructions to the offeror and the terms and conditions set forth within the RFP document. The objective of the evaluation will be to recommend the firm who is the most responsive and fully qualified based upon the herein described needs of the City. The proposal will be evaluated on the following criteria:

- A. Down-time
- B. Availability
- C. Experience
- D. Team structure and qualifications
- E. Price
- F. Proximity to Juvenile Services facility

**\*REFERENCES**

Please provide a minimum of 3 similar maintenance and repair projects your firm has been responsible for within the past 5 years. Provide a brief description of the type of system/equipment serviced.

**NAME AND ADDRESS OF THE CONTRACTING ENTITY**

**-1-**

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**PRINCIPAL CLIENT (NAME) AND PHONE NUMBER:**

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**NAME AND ADDRESS OF THE CONTRACTING ENTITY**

**-2-**

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**PRINCIPAL CLIENT (NAME) AND PHONE NUMBER:**

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**NAME AND ADDRESS OF THE CONTRACTING ENTITY**

**-3-**

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**PRINCIPAL CLIENT (NAME) AND PHONE NUMBER:**

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*\* The City reserves the right to ask for additional information.*

## **METHOD OF SELECTION**

Proposals will be evaluated and interviews scheduled with selected firms in accordance with the “Contracting for other than professional services” method of selection outlined in the Code of Newport News, Virginia Section 2-570-2. Details can be accessed at:

<http://www.nngov.com/purchasing/resources/purchasingcode>

## **AWARD**

Award will be made in accordance with Code of Newport News, Virginia Section 2-570, Award. Award shall be made to the responsible offeror whose proposal is determined in writing to be the more advantageous to the city, taking into consideration price and the evaluation factors set forth in the request for proposals. The contract file shall contain the basis on which the award is made. The award of a contract shall be the sole discretion of the City. The award shall be based on the evaluation of all information as the City may request. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informalities in the RFP. Further, the City reserves the right to enter into a contract deemed to be in its best interest.

Upon making an award, or giving notice of intent to award, the City will place appropriate notice on the public bulletin board located outside of the Purchasing Department at City Hall. Notice of Award may also appear on the purchasing website: [www.nngov.com/purchasing](http://www.nngov.com/purchasing)

## **QUESTIONS**

Questions regarding this RFP should be directed to the Department of Purchasing, Marie-Therese (Mimi) M. Gartner by email: [mgartner@nngov.com](mailto:mgartner@nngov.com) or facsimile (757) 926-8038, *not less than five (5) business days* prior to the proposal due date. All questions must be submitted *in writing*; telephonic inquiries will not be considered.

## **DIRECT CONTACT**

**Direct contact with any City employee, including the Department Juvenile Services without the expressed permission of the Director of Purchasing or his designated representative, on the subject of this proposal, is strictly forbidden. Violation of this paragraph may result in disqualification of your proposal.**

## **DEBRIEFING**

The City Code requires that in the RFP process all information as to persons or firms making offers or the contents of any offers is kept confidential. This information can only be given out after an award or decision to award has been made.

After an award is made, or the decision to make an award is made, the file is available in the purchasing department for public review. Request a review time during normal business hours, 8 – 5, Mon-Fri.

**TRADE SECRETS / PROPRIETARY INFORMATION**

Trade Secrets or Proprietary information submitted by an, offeror, or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the, offeror or contractor must invoke the protections of this section prior to or upon submission of data or other materials to be protected and state the reasons why protection is necessary. *Price quotations in proposals submitted to the City are not “proprietary” or “confidential”.* They are considered public information. Information leading to the decision to award, including prices and other factors, shall be made public (section 2-557.2 of City Code).

Please mark one:

- No**, the submittal I have turned in does not contain any trade secrets and/or proprietary information.
- Yes**, the submittal I have turned in does contain trade secrets and/or proprietary information.

If **YES**, please list the *page numbers* **and** the *reasons* why the information is considered a trade secret and/or proprietary information. These pages shall be conspicuously labeled “PROPRIETARY INFORMATION” in **red** ink at the top and bottom center of each page. **Do Not Mark the Whole Proposal Proprietary.**

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