



Administrative Services Department

**Request for Proposals (RFP) #RFP198905
For
Armored Courier Services**

**Proposal Submittal Deadline:
Wednesday, October 14, 2026 BEFORE 3:00 pm**

**Procurement Contact:
Nanette O'Brien
Management Specialist
nanette.obrien@paloalto.gov
(650) 329-2271**

**CITY OF PALO ALTO
PURCHASING/CONTRACT ADMINISTRATION
250 HAMILTON AVENUE
PALO ALTO, CA 94301
(650) 329-2271**

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A - RFP198905-Cost Proposal Form-FINAL

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1. INTRODUCTION

The City of Palo Alto is seeking proposals from qualified firms to provide services for armored courier service for the safe same day retrieval and delivery of City revenue from various City facilities to the City's designated banking agent . The required services and performance conditions are described in the Scope of Work (or Services).

1.1. Summary

The City of Palo Alto is seeking a firm to provide armored courier service for the safe same day retrieval and delivery of City revenue from various City facilities to the City's designated banking agent for a 3-year period. The term of the agreement shall be effective on November 1, 2026 and shall expire October 31, 2029, and may be extended by the City for up to an additional two (2) 12-month periods for a maximum of 60 months.

1.2. Background

The City of Palo Alto has a workforce of approximately 1,500 regular and temporary employees distributed across 12 operating departments. These departments are Administrative Services, City Attorney, City Auditor, City Clerk, City Manager, Community Services, Fire, Human Resources, Planning, Police, Public Works, and Utilities. The City owns and operates electric, gas, water, wastewater, and storm drain utilities. The City also maintains over 30 parks, a municipal golf course, airport and supports seven Fire stations, a Community Theater, Children's Theater, Art Center, Junior Museum and Zoo and a library system.

1.3. Contact Information

Procurement Contact:

Nanette O'Brien

Management Specialist

nanette.obrien@paloalto.gov

(650) 329-2271

Department:

Administrative Services

1.4. Timeline

Release Project Date:	September 24, 2026
Question Submission Deadline:	October 7, 2026, 1:00pm

Proposal Submission Deadline:	October 14, 2026, 3:00pm
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2. PRE-PROPOSAL CONFERENCE AND CERTIFICATIONS

2.1. Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Proposer that it:

- Has carefully read and fully understand the information that was provided by the City to serve as the basis for submission of this proposal.
- Has the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- Represents that all information contained in the proposal is true and correct.
- Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
- Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

2.2. Addenda / Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be submitted to the Questions & Answers section of this project listing on OpenGov.

Correspondence shall be communicated through the City's electronic procurement system. Responses from the City will be provided through the Questions & Answers section of OpenGov for this project and available to all. Inquiries received after the deadline for questions stated in the timeline will not be accepted. All addenda shall become a part of this RFP and shall be acknowledged on the Proposer's submittal.

The City shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the City or its representatives.

2.3. Submission of Proposals

All proposals shall be submitted electronically through the City's electronic procurement system (OpenGov) at: <https://procurement.opengov.com/portal/palo-alto-ca>

Proposals shall be in a submitted status no later than 3:00 pm on Wednesday, October 14, 2026.

The e-procurement system will not accept any proposals after the specified close time.

2.4. Withdrawal or Modification of Proposals

A Proposer may withdraw or modify its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by entering the project on OpenGov and selecting to "unsubmit" the proposal. Proposal must be resubmitted after using the "unsubmit" button and making any updates or modifications to the submittal or it shall not be considered as a valid submittal. No request for modification of the proposal shall be considered after its submission and acceptance on grounds that Proposer was not fully informed to any fact or condition.

2.5. Rights of the City of Palo Alto

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- Make the selection based on its sole discretion
- Reject any and all proposals
- Issue subsequent Requests for Proposals
- Postpone opening for its own convenience
- Remedy technical errors in the Request for Proposals process
- Approve or disapprove the use of particular subconsultants
- Negotiate with any, all or none of the Proposers
- Accept other than the lowest offer
- Waive informalities and irregularities in the Proposals and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City

An agreement shall not be binding on the City unless and until it is executed by authorized representatives of the City and of the Proposer.

3. PROPOSAL CONTENT AND FORMAT

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the

City's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFP and proposal, e.g. brochures, marketing material, etc. will not be considered in the evaluation.

All proposals shall address the following items in the order listed below and shall be numbered in the proposal document.

3.1. Proposal Summary

This Section of the Proposal shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this Section to a total of three (3) pages including the separate sheet.

3.2. Profile on the Proposing Firm(s)

This Section of the Proposal shall include a brief description of the Proposer's firm size as well as the proposed local organization structure. Include a discussion of the Proposer firm's financial stability, capacity and resources. Include all other firms participating in the Proposal, including similar information about the firms.

Additionally, this Section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five years.

3.3. Qualifications of the Firm(s)

This Section of the Proposal shall include a brief description of the Proposer's and any sub-Proposer's qualifications and previous experience on similar or related projects. Separately complete and upload the required attachment provided as "Qualifications of Firm Relative to City's Needs", provide descriptions of pertinent project experience with other public municipalities and private sector entities, including a summary of the work performed, the total project cost, the percentage of work the firm was responsible for, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the firm's adherence to the schedule and budget for the project.

This Section of the Proposal shall include information regarding any relationships with firms and/or individuals that may submit proposals in response to the RFPs being developed.

3.4. Work Plan or Proposal

This Section of the Proposal shall present a well-conceived service plan. Include a full description of major tasks and subtasks. This section of the proposal shall establish that the Proposer understands the City's objectives and work requirements and Proposer's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services and the firm's ability to meet the City's schedule, outlining the approach that would be undertaken in providing the requested services.

3.5. Proposed Innovations

The Proposer may also suggest technical or procedural innovations that have been used successfully on other engagements and which may provide the City with better service delivery. In this Section of the Proposal discuss any ideas, innovative approaches, or specific new concepts included in the Proposal that would provide benefit to the City.

3.6. Project Staffing

This Section of the Proposal shall discuss how the Proposer would propose to staff this project. Key project team members shall be identified by name, title and specific responsibilities on the project. An organizational chart for the project team and resumes for key Proposer personnel shall be included. Key personnel will be an important factor considered by the review committee. Changes in key personnel may be cause for rejection of the proposal.

3.7. Proposal Exceptions

This Section of the Proposal shall discuss any exceptions or requested changes that Proposer has to the City's RFP conditions, requirements and sample contract. If there are no exceptions noted, it is assumed the Proposer will accept all conditions and requirements identified in the "Sample Agreement for Services." Items not excepted will not be open to later negotiation.

3.8. Proposal Costs and Rates

The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Provision of this information assists the City in determining the firm's understanding of the project, and provides staff with tools to evaluate (and, if applicable, negotiate) the cost.

This Section of the Proposal shall include the proposed costs to provide the services desired. The proposal shall also detail any other relevant cost and price information (such as any change to the fees based on any options a proposer is able to offer), plus a proposed not-to-exceed amount that would be contained in a potential agreement with the City. The hourly rates or a schedule of rates may be used for pricing the cost of additional services outlined in the Scope of Services.

Supplementary to this RFP and any submitted Proposal is the Cost Proposal Attachment provided with this RFP which must be upload electronically as part of your Proposal.

PLEASE NOTE: The City of Palo Alto does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

3.9. Evidence of Financial Stability

Proposers are required to establish to the City's satisfaction that they are financially stable and can complete the obligations of a contract resulting from this solicitation. To meet this requirement, Proposers shall submit one of the following items that must be prepared by an independent third party:

- The most recent audited financial statement
- Reviewed financial statements for the last two years
- A letter of good standing from a credible financial institution or a Certified Public Accountant that contains sufficient information for proposal evaluators to reasonably conduct an objective assessment of the Proposer's financial viability and/or the Proposer's risk of default, OR
- A Dun & Bradstreet Business Information Report or Comprehensive Report prepared or updated within the last 12 months.

NOTE: The City recognizes the confidential nature of certain financial disclosures and will treat the information as such in accordance with applicable law, referenced in the Section of this RFP entitled "Public Nature of Materials".

4. CONTRACT TYPE AND METHOD OF PAYMENT

It is anticipated that the agreement resulting from this solicitation, if awarded, will be a Not-To-Exceed Budget Per Task form of contract. A Sample Agreement of Services is provided as an Attachment to this RFP. The method of payment to the successful Proposer shall be on a Not-To-Exceed Budget Per Task with a maximum "not to exceed" fee as set by the Proposer in the proposal or as negotiated between the Proposer and the City as being the maximum cost to perform all work. This figure shall include direct costs and overhead, such as, but limited to, transportation, communications, subsistence and materials and any subcontracted items of work. Progress payments will be based on a percentage of project completed.

Proposers shall be prepared to accept the terms and conditions of the Agreement, including Insurance Requirements. If a Proposer desires to take exception to the Agreement, Proposer shall provide the following information in Proposal Exceptions of their submittal package. Please include the following:

- Proposer shall clearly identify each proposed change to the Agreement, including all relevant Attachments.
- Proposer shall furnish the reasons for, as well as specific recommendations, for alternative language.

The above factors will be taken into account in evaluating proposals. Proposals that take substantial exceptions to the proposed Agreement may be determined by the City, at its sole discretion, to be unacceptable and no longer considered for award.

Insurance Requirements

The selected Proposer(s), at Proposer's sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the insurance requirements outlined in this RFP and its attachments.

All policies, endorsements, certificates and/or binders shall be subject to the approval of the Risk Manager of the City of Palo Alto as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the Risk Manager. The selected Proposer agrees to provide the City with a copy of said policies, certificates and/or endorsement upon award of contract.

5. SCOPE OF WORK

5.1. Armored Courier Delivery Services

CONTRACTOR shall be expected to complete the Services within the term of this Agreement and in accordance with the Delivery Schedule below.

Proposal Submittals

- A. An explanation of firm's experience as it relates to armored courier service.
- B. Provide five (5) references (including contact name, address, and telephone number) of local (bay area) cities that have utilized the firm's courier service in the last five (5) years.
- C. A statement explaining the firm's service in the event of a City request for emergency service.
- D. A statement of the service the firm will provide in the event that a vehicle used for transportation is disabled.

- E. Provide information on the number of times the firm's vehicles were mechanically disabled and unable to service customer accounts.
- F. A signature sheet of all employees servicing the City's account.
- G. A statement of the number of times, during the past two years, that the firm failed to honor its same day delivery service obligation.
- H. Discuss provisions for storage of City revenue should delivery to the City's banking agent not take place.
- I. State provisions for reimbursement of lost interest earnings due to the firms' inability to make same day delivery and deposit to the City's banking agent.
- J. Meet the collection schedule.
- K. Policy that Gun shall remain in holster when collecting money (No drawn guns when entering City facilities).
- L. Complete and submit the cost proposal attached (Attachment A).
- M. Provide representative for direct contact (phone number) when the City has issues or concerns (i.e. failure to pick-up deposit).

CONTRACTOR shall be expected to complete the Services within the term of this Agreement and in accordance with the Delivery Schedule presented below.

COURIER SERVICE SCHEDULE

DELIVERY OF CITY REVENUE TO US BANK - OAKLAND CASH VAULT

No.	REVENUE COLLECTION LOCATION	COLLECTION SCHEDULE	SERVICE FREQUENCY
1	Revenue Collections 250 Hamilton Ave. Palo Alto, CA. 94301	1p.m. - 2p.m.	Wednesday and Friday
2	Palo Alto Municipal Airport 1925 Embarcadero Rd. Palo Alto, CA.94303	2p.m. – 4p.m.	Tuesday and Thursday
3	Lucie Stern 1305 Middlefield Rd. Palo Alto, CA. 94301	10a.m. - 12noon	Tuesday and Thursday
4	Mitchell Park Community Cntr 3700 Middlefield Road Palo Alto, CA 94303	10a.m. – 12noon	Tuesday and Thursday
5	Art Center 1313 Newell Road Palo Alto, CA 94303	10 a.m. – 1 p.m.	Tuesday & Friday
6	Police Department 250 Sherman Ave Palo Alto, CA 94306	1 p.m.. – 2 p.m.	Wednesday

Note: The collection schedule established above shall be adhered to by the vendor retained. Any changes to the schedule must first be approved by the City of Palo Alto Project Manager, Nichol Banks.

MAXIMUM SHIPMENT LIABILITY:

Except as provided above, it is understood and agreed that Contractor and its insurance company will be liable for loss of or damage to City property inclusive of reconstructive damage up to the maximum sum for each shipment as agreed upon and set forth in a schedule which sum is the agreed maximum value of any single shipment (Maximum Shipment Liability). The service and liability obligations assumed by the contractor and the rates charged by the contractor are based, in part, upon the value of the shipments

as declared herein by City for the safe delivery or return of any shipment of City's in the possession of Contractor, or in the possession of the agents or employees of Contractor pursuant to the terms of this agreement. It is therefore expressly agreed by the City that the provisions of this agreement dealing with maximum shipment liability to be accepted by the contractor from the City for delivery to consignee, or from consignee, may not be waived or amended by any agent of Contractor, but that such waiver or amendment may be made only with the written consent of an officer of Contractor. Contractor will not be liable for loss or damage to property consigned to it in excess of the Maximum Shipment Liability unless City has paid all excess liability charges to the contractor for all shipments of property with a value in excess of the Maximum Shipment Liability amount.

SHIPMENT REQUIREMENTS:

City agrees to cause all shipments to be made by means of City placing City's property in sealed packages or containers, of mutually agreed upon type of design, which clearly and distinctly indicates the name and address of the consignor as well as the name and address of the consignee. City further agrees to clearly and distinctly set forth the value of each shipment on the outside of the sealed packages or container. City agrees that Contractor, its agents, or employees, shall have the right to refuse to pick up shipments of property that are not sealed and properly marked by City as set forth above and that the Contractor assumes no liability for any damages or loss which may result as a consequence of such refusal to make a pickup. Contractor's acceptance of a shipment shall be deemed to be conclusive proof that the shipment was sealed at the time of delivery to Contractor. City further agrees that Contractor shall not be liable for any mysterious disappearance of, shortage or damage to the contents of any shipment unless the shipment was sealed at the time of delivery to Contractor and shows evidence of tampering at the time of Contractor delivers said package to the consignee and the consignee immediately notes, in writing, the evidence of tampering on the Contractor's receipt document. Contractor hereby agrees to provide consignee with reasonable time to inspect any shipment at no additional cost to the City. Absent notation on Contractor's receipt document by the consignee at the time of receipt, the burden of proof shall be on the City to show the Contractor is responsible for such loss or claim related to sealed container said to contain property the parties agree that, while the City may keep its own receipt and log book for its own internal purposes, Contractor's receipt document shall be deemed the sole controlling document with respect to all services rendered, including, without limitation, deposits delivered and received, timing, losses, shortages, overages, investigations, claims or litigation.

6. EVALUATION CRITERIA

City staff will evaluate the responsive submittals provided based on the following criteria, at a minimum. **Please Note: The Scoring Method and Points assigned to each criterion are not published on the RFP. The Scoring Methods and Points are applicable to the RFP.**

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Quality of the Proposal (Required) Quality and completeness of proposal	N/A	N/A
2.	Proposed Solution (Required) Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Proposer	N/A	N/A
3.	Experience (Required) Consultant or contractor's experience, including the experience of staff to be assigned to the project, with engagements of similar scope and complexity	N/A	N/A
4.	Cost (Required) Proposed cost to the City	N/A	N/A
5.	Financial Condition and Stability (Required) Consultant or contractor's financial condition and stability	N/A	N/A
6.	Timely Performance (Required) Consultant or contractor's ability to perform the contract within the time specified	N/A	N/A
7.	Prior Record of Performance for Government Agencies (Optional) Consultant or contractor's prior record of performance with the city or other local, county or state agency	N/A	N/A
8.	Compliance (Required) Contractor's compliance with applicable laws, regulations, policies (including city council policies), guidelines and orders governing prior or existing contracts performed by the contractor	N/A	N/A

7. ORAL INTERVIEWS

Proposers may be required to participate in an oral interview. The oral interview will be a panel comprised of members of the selection committee.

Proposers may only ask questions that are intended to clarify the questions that they are being asked to respond.

Each Proposer's time slot for oral interviews will be determined randomly. Proposers who are selected shall make every effort to attend. If representatives of the City experience difficulty on the part of any Proposer in scheduling a time for the oral interview, it may result in disqualification from further consideration.

8. PUBLIC NATURE OF MATERIALS

Responses to this RFP become the exclusive property of the City of Palo Alto. At such time as the Administrative Services Department recommends to form to the City Manager or to the City Council, as applicable, all proposals received in response to this RFP becomes a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as "Confidential", "Trade Secret", or "Proprietary". The City shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential", "Trade Secret", or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential", "Trade Secret", or "Proprietary" shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of Palo Alto may not accept or approve that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential", "Trade Secret", or "Proprietary", the City shall provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

9. COLLUSION

By submitting a proposal, each Proposer represents and warrants that its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

10. DISQUALIFICATION

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms or conditions of this proposal
- Any attempt to improperly influence any member of the evaluation team
- Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the City
- Evidence of incorrect information submitted as part of the proposal
- Evidence of Proposer's inability to successfully complete the responsibilities and obligation of the proposal
- Proposer's default under any previous agreement with the City, which results in termination of the Agreement

11. NON-CONFORMING PROPOSAL

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

12. GRATUITIES

No person shall offer, give or agree to give any City employee any gratuity, discount or offer of employment in connection with the award of contract by the city. No city employee shall solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a city contract.

13. FIRMS OR PERSONS NOT ELIGIBLE TO SUBMIT A PROPOSAL

In order to avoid any conflict of interest or perception of a conflict or interest, Proposer(s) selected to provide professional services under this RFP will be subject to the following requirements:

- The Proposer(s) who works on the procurement will be precluded from submitting proposals or bids as a prime contractor or subcontractor in the ultimate procurement.
- The Proposer(s) may not have interest in any potential Proposer for the ultimate procurement.

- The Proposer may not have a conflict of interest as defined under Palo Alto Municipal Code section 2.30.600 or 2.30.610, or as defined under state law including the Political Reform Act or Government Code section 1090 et seq.
- Notwithstanding the above, Proposer(s) may submit proposals or bids as the prime contractor or subcontractor in the ultimate procurement where the Proposer(s) duties and services do not include preparing or assisting the City with any portion of the preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the City, and the Proposer(s) participation in the planning, discussions, or drawing of project plans or specifications is limited to conceptual, preliminary, or initial plans or specifications and cooperates with the City to ensure that all bidders for a subsequent contract on any subsequent phase of the project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by the Proposer(s).

14. LICENSE REQUIRED

This Section ("License required") applies to this Request for Proposals. The contractor team for this work shall possess a valid Professional License in the following category:

- The operator must hold a California Highway Patrol (CHP) armored car operator license. Each vehicle must receive CHP inspection and authorization before operating. The company license is renewed annually. (chp.ca.gov)
- Where guards carry firearms, they need the applicable BSIS firearms permit (dca.ca.gov)

15. PROPOSER QUESTIONNAIRE

15.1. Business Type*

Please indicate the type of business that your company will continue operating as.

- ☐ Individual
- ☐ Partnership
- ☐ Joint Venture
- ☐ Corporation
- ☐ Other

*Response required

15.2. Business Type Follow-Up*

If you indicated "Other" on the previous question, please explain here.

*Response required

15.3. Year of Incorporation*

Please indicate the year of incorporation (if applicable). If not incorporated, please indicate such.

*Response required

15.4. State Incorporated*

In what state was your company incorporated?

*Response required

15.5. Business In California*

When was your company authorized to do business in the State of California?

*Response required

15.6. Qualifications of Firm - Experience of Firm*

Please download the below documents, complete, and upload. For additional instructions on this form, please see the section of this RFP titled "Proposal Content and Format" and the subsection titled "Qualifications of the Firm".

- [Firm Experience.pdf](#)

*Response required

15.7. Proposal (without Cost)*

Please upload your Technical Proposal without fees/costs here. You will be uploading the fee/cost portion of your proposal separately in another step.

*Response required

15.8. Separate Cost File*

The fees/costs portion of your proposal should not be attached with the rest of your Proposal and should be attached separately here using the document provided. Please download, update and review before uploading your fee/cost information here.

- [RFP198905-Cost Proposal For...](#)

*Response required

15.9. Evidence of Financial Stability-REQUIRED SUBMITTAL *

Please upload your Evidence of Financial Stability

*Response required

15.10. Additional Information

If any of your previous answers required additional information to be submitted or provided, please upload all such information here.

15.11. Proposer Confirmation*

By confirming, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

Confirmation by the Proposer represents and warrants that he or she has the legal capacity and authority to bind the Company stated on the RFP submittal.

☐ Please confirm

*Response required