

**City of Ste. Genevieve, Missouri**  
**Request for Proposals**  
**For**  
**City of Ste. Genevieve Historic Walking Tour**

City of Ste. Genevieve, MO  
Heritage Commission  
165 S. 4<sup>th</sup> Street, 63670

## **I. NOTICE OF REQUEST FOR PROPOSALS:**

### **Invitation**

Notice is hereby given that proposals will be received before 5:00 p.m. CDT on October 10, 2025 at the City of Ste. Genevieve City Hall, 165 S 4th Street, Ste. Genevieve, Missouri 63670 for the City of Ste. Genevieve Historic Walking Tour.

### **Project Description**

The City of Ste. Genevieve, Missouri is seeking written proposals from qualified firms/providers to design and develop a mobile app walking tour featuring the Ste. Genevieve National Register Historic District and other local landmarks within the Ste. Genevieve National Landmark District. The project is funded, in part, with the City of Ste. Genevieve's federal grant through the Missouri State Historic Preservation Office (MoSHPO) Certified Local Governments Fund, which is a portion of the MoSHPO's Historic Preservation Fund (HPF) allocation from the U.S. Department of the Interior. All narratives must be developed by a historian or architectural historian who meets the *Secretary of the Interior's Professional Qualifications*.

### **RFP Timeline**

Name of the Proposal:	City of Ste. Genevieve Historic Walking Tour
Date of Issuance:	September 10, 2025
Deadline for Proposal Submittal:	October 10, 2025 before 5:00 p.m. CDT
Submit Proposal to:	City of Ste. Genevieve Proposal: City of Ste. Genevieve Historic Walking Tour David Bova 165 S 4 <sup>th</sup> Street Ste. Genevieve, MO 63670
Point of Contact:	David Bova Email: <a href="mailto:dbova@stegenevieve.gov">dbova@stegenevieve.gov</a> Phone: (573) 883-5400

Respondents shall restrict all contact with the City and direct all questions regarding this RFP, including questions regarding terms and conditions and technical specifications, to the Point of Contact.

## **II. FORMAT FOR STATEMENT OF PROPOSALS:**

### **General Instructions**

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFP. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the City's needs.

Responses shall be a maximum of twenty (20) pages. The cover, table of contents, divider sheets, work examples, and Submission Form do not count as printed pages. Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete qualifications will be considered non-responsive and subject to rejection. Responses and any other information submitted by Respondents in response to this RFP shall become the property of the City.

The City will not compensate Respondents for any expenses incurred in Response preparation or for any presentation that may be made, unless agreed to in writing in advance or required by law. Respondents submit the Responses at their own risk and expense.

Responses that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by the City, at its option.

The City makes no representations of any kind that an award will be made as a result of this RFP or subsequent interview or recommendation. The City reserves the right to accept or reject any or all Responses, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP when deemed to be in the City's best interest.

Responses shall consist of answers to the questions asked in the RFP. It is not necessary to repeat the question in the Responses; however, it is essential to reference the question number with the corresponding answer.

Failure to comply with requirements contained in this RFP may result in the rejection of the Responses.

### **III. SUBMITTAL INSTRUCTIONS:**

#### **Proposal**

In order to facilitate the analysis of responses to this RFP, respondents are required to prepare their proposals in accordance with the instructions outlined in this section. Respondents whose proposals deviate from these instructions may be considered non responsive and may be disqualified at the discretion of the City of Ste. Genevieve.

Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the respondent's capabilities to satisfy the requirements of the RFP. Expensive bindings, color displays, promotional materials, etc., are not necessary or desired. Emphasis shall be concentrated on accuracy, completeness, and clarity of content.

Proposals should be submitted either electronically by email to the Point of Contact or by mail sent to the address listed in Section I. An electronic submission should be submitted as a single PDF-formatted document not to exceed 20 MB in size. All submissions, both electronic and by mail, must be received prior to the deadline for proposal submittal. The proposal should contain each of the following sections.

- A. Each of the six (6) sections listed below shall be labeled.
- B. Each page shall be numbered on the bottom right-hand corner.
- C. The proposal shall be organized as follows:

<b>Proposed Section</b>	<b>Title</b>
1.0	Cover Letter

2.0	Executive Summary
3.0	Company Background/Experience
4.0	Responses to Scope of Services
5.0	Additional Information
6.0	Signature Page Form

### **Submittal Requirements**

The proposals will be based on the criteria introduced in the above section and must include the following components:

- 1.0 Cover Letter: A maximum one-page letter stating the Respondent's interest in being considered for this project and capacity to undertake the project.
- 2.0 Executive Summary: A summary of the Respondent's ability to complete this project based on background and experience. An introduction to the Respondent's background, including identification of key individuals who will complete the work and their number of years active in company and field, education, and number and type of projects completed for all personnel that will be assigned to this project.
- 3.0 Company Background/Experience: A list of projects the Respondent has completed within the past five (5) years that are similar to the project requested in this RFP. Special attention should be given to projects completed for other governmental entities, particularly cities and State Historic Preservation Offices. Include company name, address, person(s) to contact, telephone number, a brief description of the project completed, and date completed for references. URL addresses or QR code links to previous projects should be included here also.
- 4.0 Responses to Scope of Services (See Section IV. Specifications of Services Requested): Narrative on project approach. Describe the schedule of events necessary to complete the project clearly defining the roles of all involved personnel and city staff involvement. Outline familiarity with the project and identify critical or unique issues specific to this project. Outline a communications process and explain unique approaches used elsewhere. Respondents should acknowledge the timeline and deadlines, the required final products, and their ability to complete these tasks on time. Respondents should include a fixed price for completion of the project, including the estimated hours and cost for each task. Also include any proposed payment schedule based on completion of milestones consistent with the project schedule.
- 5.0 Additional Information: A maximum of one-page to include any additional information that may be relevant to the proposal.
- 6.0 Signature Page Form: See Attachment B at the end of this RFP. The form shall be signed and submitted with the Proposal.

## **IV. SPECIFICATIONS OF SERVICES REQUESTED:**

### **General Statement**

The City of Ste. Genevieve will contract with a professional consultant to develop an app based historical walking tour of Ste. Genevieve. The mobile application will include approximately fifty stops of which thirty will have audio narration. The narratives will be developed by a historian or architectural historian who meets the *Secretary of the Interior's Professional Qualifications*; the theme of the narratives will be historic in nature and include preservation related information, as applicable. The app will use GPS to identify the users' location and provide them with navigation. Historic images may also be included in the app when available. A professional interpreter/narrator will complete the recorded audio narration for this app. The app will be advertised by the City of Ste. Genevieve.

### **Scope of Services – General**

The narrative consultant shall work with the City of Ste. Genevieve to develop, at a minimum, thirty narratives for “notable properties.” The City of Ste. Genevieve will develop the list to include properties that are within the city limits of the City of Ste. Genevieve, are at least 50 years old, and are considered to have historic value by the community. The narratives will include information about the historic significance of each property and include any relevant preservation information. The HPF Grants Manager or their designee will have the opportunity to review and comment on these narratives prior to distribution to the app developer.

The app will be professional in content and design. A professional interpreter or narrator will record the audio portion of this project to ensure a professional audio product. The HPF Grants Manager or their designee will have the opportunity to review and comment on the draft app layout prior to publishing and distribution. City staff will serve as the primary point of contact for this project and will be expected to ensure milestones are submitted to the HPF Grants Manager on a timely basis. All contractual deadlines with the consultants shall not conflict with milestone deadlines set in the grant agreement.

All work related to this project will either be supervised or completed by personnel who meet 36 CFR 61, Appendix A, professional qualifications.

Funding for this project is made available through a grant (**Award Number P24AF02199-009**) from the U.S. Department of the Interior/National Park Service, Historic Preservation Fund, through the Missouri Department of Natural Resources, Division of State Parks, State Historic Preservation Office. **All correspondence must include the Project Number as noted above.** Awarding of the consultant contract is contingent upon obligation of Federal Funds.

### **Scope of Services – Products**

Grant products will include:

1. A sample of the audio narration for review and approval
2. A copy of the design and layout of the app for review and approval **prior** to the app going live
3. The final app
4. No less than three photos from the app development process for future use in the statewide preservation plan and other SHPO outreach materials. Photos with people are preferred but not required. The City of Ste. Genevieve will be responsible for notifying participants that their likenesses may be used for these purposes.

### **Scope of Services – Grant Funded Publications, Books and Brochures**

All grant project funded publications, books, brochures and all public meeting notices regarding this grant project shall include the following acknowledgement:

*This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior, of the U.S. Government and Missouri Department of Natural Resources, State Historic Preservation Office. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior or the Department of Natural Resources, State Historic Preservation Office, nor does the mention of trade names or commercial products constitute endorsement or recommendation.*

## Scope of Services – Timeline

All work must be completed no later than August 31, 2026.

Timeline for RFP Process: The timeline listed below is the City's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule.

RFP Advertised: September 10, 2025  
Proposals Due: October 10, 2025 at 5:00 P.M.  
Commission Review: October 20, 2025  
City Council Review: October 23, 2025

**Timeline for project:** The City and the State Historic Preservation Office have developed a timeline and milestones for work and payment schedule. **All work must be completed by August 31, 2026.**

<u>Milestone</u>	<u>Product</u>	<u>Date Due</u>
#1	Draft RFPs submitted <b>before the bid process is initiated</b>	9/2/2025
#2	Documentation of the contractors selection processes and a draft of the contract <b>prior to signature</b>	11/14/2025
#3	Signed contracts; email documenting the kick-off meeting	12/1/2025
#4	Documentation of the first public meeting (date approximate)	1/16/2026
#5	Copy of the narrative text <b>prior</b> to distribution to the app developer	4/3/2026
#6	Sample of audio narration	6/5/2026
#7	Copy of the design and layout of the app, Copy of public advertisements	7/17/2026
#8	Final app and documentation of the second public meeting	9/4/2026
#9	Completed Reimbursement Packet	9/4/2026

## V. EVALUATION PROCEDURE AND FACTORS TO BE CONSIDERED IN THE EVALUATION PROCESS:

### Qualifications of Proposers

The Proposer may be required before the award of any contract to show to the complete satisfaction of The City that it has the necessary facilities, ability, and financial resources to provide the services specified herein in a satisfactory manner. The Proposer may also be required to give a past history and references in order to satisfy The City in regard to the Proposer's qualifications. The City may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to The City all information for this purpose that

may be requested. The City reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to satisfy The City that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the Proposer's qualifications shall include:

- A. The ability, capacity, skill, financial and other necessary resources to perform the work or provide the service required;
- B. The ability of the Proposers to perform the work or provide the service promptly or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer, and;
- D. The quality of performance of previous contracts or services.

A selection committee made up of qualified City staff and commissioners of the Historic Preservation Commission shall review and evaluate all responses. The selection committee will have only the response to the solicitation to review for selection of finalists. It is therefore important that respondents emphasize specific information pertinent to the work requested.

In general, the proposals will be evaluated based on, but not limited to, the general evaluation criteria listed above, as well as background, experience, response to scope of services, costs and supporting documents as part of the submittal requirements.

After the selection process, the Selection Committee shall negotiate on behalf of the City of Ste. Genevieve, a contract based on the fees and fee structure as submitted in the proposal. The City of Ste. Genevieve reserves the right to delete elements or expand the scope of the contract based on the negotiated fees at the time of contract letting.

## **VI. GENERAL INFORMATION AND REQUIREMENTS:**

### **Public Information**

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure.

### **Type of Contract**

The final contract form shall be negotiated between and be mutually acceptable to the parties. Any contract resulting from this effort will be negotiated at the sole discretion of City of Ste. Genevieve (the "City"), and/or their agents.

### **No Lobbying**

Respondent acknowledges and accepts that from the Date of Issuance of the RFP until a final decision has been made by the City, it will not take any action, make any effort or support or engage others on its behalf to take actions or efforts with attempt to influence the decision making process for this RFP in the favor of the Respondent. This includes direct contact with the City Council, City Manager and City staff of the City of Ste. Genevieve, commissioners of the Historic Preservation Commission, and others who may be engaged in the process. Additionally, the Respondent acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFP evaluation or decision making process. Any Respondent violating any of the aforementioned conditions is subject to immediate disqualification from consideration.

### **Deadline for Submission of Interest**

The Respondent will submit Responses at the time and location described below:

Time/Date: Received by 5:00 PM CDT on Friday, October 10, 2025. RFPs received after this time and date will not be accepted.

To: City of Ste. Genevieve  
Proposal: City of Ste. Genevieve Historic Walking Tour  
David Bova  
165 S 4<sup>th</sup> Street  
Ste. Genevieve, MO 63670

Proposals should be submitted either electronically by email to the Point of Contact or by mail sent to the address listed in Section I. An electronic submission should be submitted as a single PDF-formatted document not to exceed 20 MB in size. All submissions, both electronic and by mail must be received prior to the deadline for proposal submittal. An original signature must be included on the "THE CITY OF STE. GENEVIEVE REQUEST FOR PROPOSAL SUBMISSION FORM" document (Attachment B) submitted with original document.

Late received Responses will not be considered and print submission forms will be returned to the Respondent unopened. Properly submitted Responses by the Respondents will not be returned. Hard copies of RFP materials must be enclosed in a sealed envelope (box or container) addressed as noted above; the package must clearly identify that the response is for the CITY OF STE. GENEVIEVE HISTORIC WALKING TOUR project.

### **Evaluation of Qualifications**

The evaluation of the Responses shall be based on the requirements described in this RFP. All properly submitted Responses will be reviewed, evaluated, and ranked by the City, with input from the Committee as noted above. The City will contact those Proposers with the top ranked proposals that best meet the City's needs. The number of selected proposals will be determined by the selection committee. Each of these could be required to meet with the selection committee at a time to be specified. The City reserves the right to contact only one company at this stage and to immediately proceed with contract negotiations if appropriate. The proposals will be reviewed in depth with the selection committee at that time. The City will contact the Proposer that best meets the City's needs and attempt to negotiate an agreement that is acceptable to both parties. An anticipated decision is scheduled to occur by October 17, 2025.

### **City's Reservation of Rights**

The City may evaluate the Responses based on the anticipated completion of all or any portion of the Project. The City reserves the right to reject any and all Responses and re-solicit for new Responses, or to reject any and all proposals and temporarily or permanently abandon the Project. The City makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

### **Acceptance of Evaluation Methodology**

By submitting its Responses to this RFP, Respondent accepts the evaluation process and acknowledges and accepts that the determination of the "most qualified" firm will require subjective judgments by the City.

### **No Reimbursement for Costs**

The Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFP shall be at the sole risk and responsibility of the Respondent.



**Eligible Respondents**

Only individual firms or lawfully formed business organizations may apply (this does not preclude a Respondent from using consultants). The City will contract only with the individual firm or formal organization that submits its Responses. All work related to this project will either be supervised or completed by personnel who meet the *Secretary of the Interior's Professional Qualifications*.

**Reference Checks**

Respondent acknowledges and accepts that through the RFP evaluation process reference checks and background investigations may be conducted as a part of the due-diligence process.

**Disposition of Proposals**

All submitted proposals become the property of The City.

**Nonconforming Terms and Conditions**

A proposal that includes terms and conditions that do not conform to the terms and conditions in the RFP is subject to rejection as non-responsive. The City reserves the right to permit the Proposer to withdraw nonconforming terms and conditions from its proposal prior to a determination by The City of non-responsiveness based on the submission of nonconforming terms and conditions.

**Debarment**

By submitting a proposal, the Proposer certifies that it is not currently debarred with submitting proposals for contracts issued by any political subdivision or agency of the State of Missouri or the Federal government and that is not a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Missouri or the Federal government.

## ATTACHMENT A:

### SCOPE, PURPOSE AND DESCRIPTION OF GRANT ACTIVITIES

City of Ste. Genevieve  
Historic Walking Tour  
Project No. P24AF02199-009

Starting Date: August 1, 2025

Ending Date: September 4, 2026

#### I. SCOPE AND PURPOSE:

The City of Ste. Genevieve will contract with a professional consultant to develop an app based historical walking tour of Ste. Genevieve. The mobile application will include approximately fifty stops of which thirty will have audio narration. The narratives will be developed by a historian or architectural historian who meets the *Secretary of the Interior's Professional Qualifications*; the theme of the narratives will be historic in nature and include preservation related information, as applicable. The app will use GPS to identify the users' location and provide them with navigation. Historic images may also be included in the app when available. A professional interpreter/narrator will complete the recorded audio narration for this app. The app will be advertised by the City of Ste. Genevieve.

#### II. ACTIVITIES AND FUNCTIONS:

##### A. Consultant Selection Process

###### 1. Narrative Consultant

The City of Ste. Genevieve will hire one or more historians or architectural historians who meet the *Secretary of the Interior's Professional Qualifications* as listed in Attachment A, Exhibit 1 to develop narratives for notable properties. The Request for Proposal (RFP) sent to consultants shall include a copy of Attachment A (Scope, Purpose and Description of Grant Activities, the Milestone Schedule, and Exhibit 1, the Secretary of the Interior's Professional Qualifications) sans budgetary information. Pursuant to 2 CFR 200.331, the sub-recipient shall require the language of the certification and terms applicable to financial assistance awards to be included in sub-award documents at all tiers, and sub-recipients shall certify and disclose accordingly.

##### B. Walking Tour App

The narrative consultant shall work with the City of Ste. Genevieve to develop, at a minimum, thirty narratives for "notable properties." The City of Ste. Genevieve will develop the list to include properties that are within the city limits of the City of Ste. Genevieve, are at least 50 years old, and are considered to have historic value by the community. The narratives will include information about the historic significance of each property and include any relevant preservation information. The HPF Grants Manager or their designee will have the opportunity to review and comment on these narratives prior to distribution to the app developer.

The app will be professional in content and design. A professional interpreter or narrator will record the audio portion of this project to ensure a professional audio product. The HPF Grants Manager or their designee will have the opportunity to review and comment on the draft app layout prior to publishing and distribution. City

staff will serve as the primary point of contact for this project and will be expected to ensure milestones are submitted to the HPF Grants Manager on a timely basis. All contractual deadlines with the consultants shall not conflict with milestone deadlines set in the grant agreement.

The walking tour app shall produce the following products which shall be submitted to the HPF Grants Manager or their designee for review approval:

1. A sample of the audio narration for review and approval
2. A copy of the design and layout of the app for review and approval **prior** to the app going live
3. The final app
4. No less than three photos from the app development process for future use in the statewide preservation plan and other SHPO outreach materials. Photos with people are preferred but not required. The City of Ste. Genevieve will be responsible for notifying participants that their likenesses may be used for these purposes.

#### C. Public Involvement

The grant recipient will conduct at minimum of two public meetings in Ste. Genevieve to inform the owners of the properties within the app development area and the interested public about the goals and scope of this project. The first meeting will be held as near the beginning of the project as practicable and the second meeting will be conducted at the conclusion of the project, to summarize the project and answer question about the app. Meetings should be primarily informative in nature but may also be used to solicit information from knowledgeable members of the public.

A link to this app will be available on the City of Ste. Genevieve's website and shared on their social media accounts. Any printed advertisement or promotional material will be provided to the HPF Grant Manager or their designee in advance of publication or distribution.

The public involvement shall produce the following products which shall be submitted to the HPF Grants Manager or their designee for review approval:

1. A draft of the advertisements produced to inform the public of this app.
2. A copy of the public meeting notices, the agendas, and the sign-in sheets or records of attendance.

### III. SPECIAL CONDITIONS:

- A. As a recipient of a federal subaward, the City of Ste. Genevieve is subject to the requirements of 2 CFR 200.1 "Subaward", 200.101 "Applicability", and 200.332 "Requirements for pass-through entities."
- B. The procedures and requirements contained herein are subject to applicable laws and regulations, and any changes made to these laws and regulations, subsequent to the execution of this agreement. In the event that these procedures and requirements conflict with applicable federal laws, regulations and policies, the following order of precedence will prevail:

1. Federal law
2. Code of Federal Regulations
3. Terms and conditions of grant award
4. Historic Preservation Fund Grant Manual

The provisions included herein shall also be applied by the State to subgrantees and contractors performing work under this program.

- C. It is agreed that if the project should fall one (1) month behind the milestones, the Missouri Department of Natural Resources has the right unilaterally to terminate or reduce the dollar amount of this agreement. In addition, if the Department determines that full termination is warranted, the Department shall be sole authority in determining the amount of compensation owed.
- D. All work requiring expertise in history, archaeology, architectural history, architecture, or historic architecture will either be supervised or completed by personnel who meet the *Secretary of the Interior's Professional Qualifications* as listed in Exhibit 1.
- E. The City of Ste. Genevieve Historic Preservation Commission will have an opportunity to review and comment on milestone products before they are submitted to the HPF Grant Manager or their designee if they so choose. Any Commission comments will be submitted with the corresponding milestone to the HPF Grant Manager or their designee

**THE CITY OF STE. GENEVIEVE**  
**REQUEST FOR PROPOSAL SUBMISSION FORM**

**RFP #**

Company \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE. THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATIONS MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT THE CITY'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT.

By signature hereon, Respondent acknowledges and agrees that (1) this RFP Submission Form is a solicitation for Interest and is not a contract or an offer to contract; (2) the submission of Responses by Respondent in response to this RFP will not create a contract between the City and Respondent; (3) Neither the City or the Committee, or any of their representatives, have made a representation or warranty, written or oral, that one or more contracts with the City will be awarded under this RFP; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFP.

By signature hereon, Respondent offers and agrees to furnish to the City all of the products and/or services more particularly described in its Responses, and to comply with all terms, conditions and requirements set forth in the RFP documents and contained herein.

By signature hereon, Respondent affirms that they have not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor

or service to a public servant, elected officials, leadership or staff of the City or partner organizations in connection with the submitted Responses.

By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Developer represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, or the Federal antitrust laws, nor communicated directly or indirectly the Responses made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent represents and warrants that:

Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP;

Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP;

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFP is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of the Response.

By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFP.

By signature hereon, Respondent affirms that it has not violated any of the noted No-Lobbying provisions or specification contained in this RFP.

By signature hereon, Respondent agrees to defend, indemnify, and hold harmless the City and the Committee, all of their officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the execution or performance of any agreements or other contractual arrangements which may result from the submission of these Responses.

Submitted and certified this \_\_\_\_ day of \_\_\_\_\_.

BY:

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

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

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