



QUEENS PUBLIC LIBRARY

We speak your language.

BID #0921-2

Date: September 17, 2021

Revised 10/5/21

**Best Value Bid for
Truck Wrapping Services
for Queens Public Library**

Bids must be submitted by:

**October 20, 2021 2:00 P.M., to:
Procurement Department
Queens Public Library via DropBox**

Question Deadline:

October 8, 2021

By 4:00PM

Instructions to Bidders

All questions and requests for additional information concerning this Bid should be directed to Cristina Polychronopoulos, Purchasing Coordinator, Xavier Cerda Assistant Director of Procurement Management and William Funk, Director of Procurement Management, the authorized Library contact persons at:

Telephone #: 718-990-8684 or 718-990-0782 and 718-990-0783

E-Mail Address: [BIDcontact@queenslibrary.org](mailto: BIDcontact@queenslibrary.org)

Truck Inspection (Optional): Firms that would like to schedule an inspection of the trucks should send an email to the above **email address no later than October 1, 2021 to request and inspection**. Such scheduled inspections are available to occur Monday through Friday between 1:30pm and 3:30pm.

Bid Due Date and Time and Location:

Date: October 20, 2021

Time: 2:00PM

Location: Bid responses must be uploaded to DropBox using the link below:

DropBox link: <https://www.dropbox.com/request/4nHRKdHsMSglp5J6Bkxl>

Question Deadline:

Date: October 8, 2021 by 4:00PM

Library's Procurement Opportunities Webpage: This bid is posted on the Library's Procurement Opportunities webpage. Unless instructed otherwise, all related documents are posted on this webpage. Bidders have the responsibility of frequenting the Library's Procurement Opportunities webpage for any updates to the bid including the posting of answers to questions received, bid revisions or addendums or any other updates. The direct link to the webpage is:

<https://www.queenslibrary.org/about-us/procurement-opportunities>.

Bid Submissions: The response documents, composed of your Vendor Qualification responses, supporting documents (as required) and cost submissions, in either Microsoft Word, MS Excel or PDF format must be uploaded using the DropBox link below no later than **2:00 p.m. on October 20, 2021**. If multiple files are uploaded, each submitted document name should be a clear reference to the section and information it contains, ex: "Resumes", "Work Experience" and "Financials".

Bid responses should be uploaded to DropBox using the link below:

DropBox link: <https://www.dropbox.com/request/4nHRKdHsMSglp5J6Bkxl>

The Library will not consider any submissions that are faxed, emailed or sent as paper copies, and will not consider any submission received after the submission due date under any circumstances (**e.g., wi-fi limitations, internal web connectivity issues**).

Bids received after the Due Date and Time are late and shall not be accepted. Unless the Library issues a written addendum to this Invitation to Bid which extends the Due Date and Time for all bidders, the Due Date and Time prescribed above shall remain in effect.

The Library will not provide reimbursement for any costs or expenses incurred in connection with this bid, including the costs of preparing and submitting a response, providing any additional information or attending an interview. All material that is submitted in response to this bid will become the sole property of the Library.

Bid prices must be held for no less than 180 days from date of submission

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I. LIBRARY OVERVIEW

The Library is an independent not-for-profit corporation. It is one of the largest and most innovative libraries in the world and one of the three New York City library systems. The Library consists of a Central Library and other facilities located throughout the County of Queens in the State of New York. For a complete listing of current facilities please visit the Library's webpage: <https://www.queenslibrary.org/about-us/locations>.

The Library serves 2.4 million Queens residents, with an extensive collection of books, reference materials, periodicals, government documents, video and audiocassettes, records, compact discs, DVDs, and photographs and maps. The Library has a computerized integrated circulation and catalog system, state-of-the-art computer equipment in all community libraries, and the ability to provide information through free Internet access to the public. The Library offers a wide variety of reading, writing, and literacy programs, and functions as an integral part of the Queens community.

II. SCOPE OF WORK

The Library has decided to engage the expertise of qualified vendors to provide truck wrapping services and anticipates awarding a contract to one or more firms. The award of contract(s) shall be based on best value as determined by the Library and as further detailed in bid section V, Bid Process and Guidelines. The Successful Bidder(s) shall unwrap the existing truck wrapping and rewrap the vehicles with the Library's new logo and branding colors. The following six vehicles have been identified by the Library for truck wrapping:

Route Trucks:

1. Truck number 75- 2005 Ford Step Van - 98"Height, 96" Width, 264" Length.
2. Truck number 84- 2006 Ford Step Van - 98"Height, 96" Width, 264" Length.
3. Truck number 92- 2008 Ford Econoline Utilimaster - 98"Height, 96" Width, 264" Length.
4. Truck number 112- 2013 Ford F-550 Step Van -104"Height, 96" Width, 366" Length.
5. Truck number 113- 2013 Ford F-550 Step Van - 104"Height, 96" Width, 366" Length.

Box Truck:

6. Truck number 105- 2010 Isuzu - 84"Height, 96" Width, 168" Length.

The Library shall provide the Successful Bidder(s) one vehicle at a time to perform services. The Successful Bidder(s) shall complete the unwrapping and wrapping of each vehicle no more than ten (10) business days. The Successful Bidder(s) shall perform all unwrapping and wrapping services at its facility. The Library shall drive and drop-off and pick up each vehicle from its Central Library located at 89-11 Merrick Boulevard, Jamaica, NY 11432, within a fifty (50) mile driving radius to the Successful Bidder's facility. If the Successful Bidder's facility is located in excess of a fifty (50) mile driving radius from the Central Library, Bidder is to detail its transportation plan of the vehicles and to include transportation costs into its bid price. The acceptance or rejection of a Bidder's transportation plan is at the sole discretion of the Library.

The Library reserves the right to update its artwork and provide specific sizes to the Successful Bidder(s). Images of the vehicles and samples of the Library's artwork for the vehicles is located here: <https://www.dropbox.com/sh/g4t3t2xlem71yp6/AAA7PQMsY3uFIhhOoF83D0xfa?dl=0>

The Successful Bidder(s) shall provide the Library with PDF proofs before commencing wrapping services. The roofs of the Library's vehicles are not wrapped. The Successful Bidder(s) shall not be required to unwrap or wrap the roof of a vehicle.

The existing wrapping on the vehicles that require unwrapping is 3M IJ180CV3 Controltac + 3M Gloss 8518 Lamination. The Library shall accept the following wrapping material from the Successful Bidder(s):

1. 3M IJ180CV3 Controltac + 3M Gloss 8518 Lamination
2. Avery MPI 1105 SuperCast with Avery DOL 1000Z laminate

General Requirements:

1. The Library reserves the right to stop work at any time at the sole discretion of the Library if the Library determines that the Successful Bidder is incapable of performing to the satisfaction of the Library.
2. The Successful Bidder shall maintain sufficient stock of supplies necessary to provide for the fast and efficient truck unwrapping and wrapping services.
3. All invoicing by the Successful Bidder shall clearly identify the vehicle that was unwrapped and wrapped, associated purchase order number, including invoicing for partial progress payments. The Successful Bidder's invoice(s) is to match the bid price. Failure by the Successful Bidder to identify appropriate purchase order number will be considered an improper invoice and may impact timeliness of payment(s).
4. The Successful Bidder shall not subcontract any part of the work under this bid without submitting a request in writing to the Library.
5. The Successful Bidder shall thoroughly examine and be familiar with all requirements. The failure or omission of any contractor to fully examine the bid shall in no way relieve The Successful Bidder from any obligations with respect to performance of the proposed contract and the contemplated work therein, for the consideration set forth by Bidder in its submission.
6. The Successful Bidder shall perform all work in accordance with Best Commercial Practices and in compliance with all applicable codes of any agency having jurisdiction over the worksite and work performed.
7. The Successful Bidder shall be responsible to perform work in such a manner to limit interference with Library public service operations, as feasible. In the event services requires interruption of public service, the Successful Bidder shall notify the designated Library contact in order to coordinate.

8. The Successful Bidder(s) shall complete the unwrapping and wrapping of each vehicle no more than ten (10) business days. The Library anticipates that the Successful Bidder(s) shall complete all unwrapping and wrapping services of the six vehicles within six (6) months. The Successful Bidder(s) agree to perform additional wrapping services of vehicles at similar dimensions for a period up to five years from contract execution date. The schedule of costs for additional services is the bid price from the Successful Bidder(s) and shall increase no more than three (3) percent each year.
9. Before proceeding with the wrapping of a vehicle, the Successful Bidder shall provide the Library with a design proof for each vehicle and the design proof shall be subject to the review and approval of the Library. At the discretion of the Library, the Successful Bidder may be required by the Library to submit multiple proofs for each vehicle until such time the Library approves an acceptable proof.

III. BIDDER QUALIFICATIONS

The following is a list of the information that must be provided in the bid. A bid that does not include all of the information requested below may be deemed non-responsive and subject to rejection. **Bids should respond to all areas listed below, in the order listed.**

Bidders shall indicate in their proposals what information, if any, is proprietary and confidential. Bidders are hereby advised that the Library is subject to the New York State Freedom of Information Law ("FOIL"). Material marked "Confidential and Proprietary" will be treated as such to the extent consistent with the obligations under FOIL, other applicable law, regulation or legal process.

1. Provide the Bidder's legal name, address, tax ID number and State of incorporation for the contracting entity submitting the submission.
2. Provide detailed information on how your firm plans on approaching the Scope of Work. Provide information regarding the distance of your facility in relation to the Library location listed in the Scope of Work.
3. Provide a brief history of the company and successful experience installing providing goods and services requested in this bid. Include any similar past or current projects in which the Bidder is involved and the proposed key staff for providing the work described in this bid, with specific references to work for public sector, not-for-profit corporations, library systems or other like-entities.
4. Provide the name, title, address, telephone, fax number and e-mail address of the individual the Library should contact with respect to your submission.
5. For each key staff position, attach a resume and/or description of their qualifications. In addition, provide a statement certifying that the proposed key staff will be available for the duration of the project.
6. To the maximum extent possible, identify the lead individual and the individual(s) who will perform the tasks outlined in the Scope of Services.

7. Identify any additional services not covered in the Scope of Services that your firm believes may be of particular value to the Library. Please describe why you believe these services to be relevant.
8. Provide a summary of your firm's experience and qualifications in meeting the standards of the Bidder Qualification requirements contained in the bid document and with executing the obligations listed in the Scope of Work. Include specific references to work for not-for-profit corporations, library systems or other like-entities. Also, include information about work performed for NYC, NYS or other governmental entities. In describing the experience, name each client and the nature of the work performed, with specific reference to (a) the services provided; (b) the term of such services and (c) the estimated contract value.
9. Provide a minimum of three (3) recent clients as references that best represent your ability to perform the tasks described in this Bid (a "Reference Client"). Provide the Reference Client's name, contact person, title, address, and telephone number. Please provide details on the work performed for each Reference Client, including, the length of any contract, contract value and explanation of how the work performed is similar to the work required by the Library, as well as any other pertinent information relevant to representing your qualifications to perform the work.
10. Provide copies of your two (2) most recent audited financial statements. If audited financial statements are not available, please explain why and identify how the Library can assess the financial condition of your firm.
11. Identify the nature of any potential conflict of interest your firm or any proposed sub-consultants might have in providing the Scope of Work under this bid with the Library.
 - (a) Discuss fully any conflicts of interest, actual or potential, which might arise in connection with your firm's involvement with the Library. If your firm believes that a conflict of interest might arise, please describe how such conflict would be resolved.
 - (b) State whether your firm represents any party that is or may be adverse to the Library.
12. Discuss any past or present civil or criminal legal investigations, litigation or regulatory action involving your firm or any of its employees that could impact your role or ability to serve as a contractor to the Library. If none, include a statement that there are no past or present civil or criminal legal investigations, or pertinent litigation and or regulatory actions that could impact your firm's ability to serve in the required capacity.

IV. CONTRACT TERM

The Successful Bidder(s) shall complete the unwrapping and wrapping of each vehicle no more than ten (10) business days. The Library anticipates that the Successful Bidder(s) shall complete all unwrapping and wrapping services of the six vehicles within six (6) months. The Successful Bidder(s) agree to perform additional wrapping services of vehicles at similar dimensions for a period up to five years from contract

execution date. The schedule of costs for additional services is the bid price from the Successful Bidder(s) and shall increase no more than three (3) percent each year.

V. BID PROCESS AND GUIDELINES

1. Firm must submit an electronic submittal of your bid through the DropBox link below. The response documents, are composed of your Vendor Qualification responses, supporting documents (as required) and cost submissions, in either Microsoft Word, MS Excel or PDF format must be uploaded using the DropBox link below no later than **2:00 p.m. on October 20, 2021**. If multiple files are uploaded, each submitted document name should be a clear reference to the section and information it contains, ex: "Resumes", "Work Experience" and "Financials".

Bid responses should be uploaded to DropBox using the link below:

DropBox link: <https://www.dropbox.com/request/4nHRKdHsMSglp5J6Bkxl>

The Library will not consider any submissions that are faxed, emailed or sent as paper copies, and will not consider any submission received after the submission due date under any circumstances **(e.g., wi-fi limitations, internal web connectivity issues)**.

2. Bidder to provide written responses to bid section III. Bidder Qualifications and to provide all requested forms including the bid pricing sheet. Bidders that fail to provide all of the requested information may be deemed non-responsive in the sole judgement of the Library.
3. Following the Bid opening, the Library shall issue an award, if any, to a Bidder, adhering to the Library's award cycle and approval by the Library's Board of Trustees.
4. The Library reserves the right to accept this Bid by item, section or as a whole, or in its discretion, to reject all responses. Also reserved is the right to reject, for cause, any Bid responses in whole or in part, to waive technical defects, qualifications, irregularities and *omissions* if, in its judgment, the best interests of the Library will be served.
5. The Library reserves the right to award the contract to the responsive and responsible low best value bid deemed qualified by the Library, split the award between two or more Bidders or project locations, or make no award, as will best promote the Library's interest, taking into consideration the reliability of the Bidder, quality of the services, materials, equipment or supplies to be furnished, and its conformity with the requirements of the Bid.

The Library shall evaluate the best value of each responsive bid as follows:

- a. Experience and qualifications of the firm and proposed team. (Weighted Score- 30 Points.)

- b. Firm's proposed approach to the scope of work. (Weighted Score- 30 Points.)
 - c. Competitiveness of firm's pricing. (Weighted Score- 40 Points.)
 - d. Interviews, if performed. (Weighted Score- 30 Points.)
6. Following the issuance of an award, the Library shall issue a formal contract, which shall not be binding unless and until the Library and a Bidder execute a contract.
 7. In the event a Bidder proposes to furnish substitutions for a service or product, as appropriate, this information shall be identified in writing, including full technical descriptions, catalog cuts and samples, as appropriate, with the Bid. The Library reserves the right to request a representative sample of the item(s) quoted, either prior to award, or before shipment is made. The sole determination of equality shall be made by the Library. If the sample or other technical description is not in accordance with the Bid, or is otherwise deemed not to be an equal to that specified, the Library may reject the bid, or, if award has been made, cancel the contract at the expense of the Bidder.
 8. Bidders shall thoroughly examine and be familiar with all requirements of the Bid and drawings (if any). The failure or omission of any Bidder to fully examine the Bid, any drawings and site conditions shall in no way relieve Bidder from any obligations with respect to performance of the contract and the contemplated work therein.
 9. If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in this Bid, it shall immediately notify the Library in writing to William Funk, Director of Procurement Management at [BIDcontact@queenslibrary.org](mailto: BIDcontact@queenslibrary.org) of such error and request clarification or modification to the document.
 10. Should the Library find it necessary to modify this Bid, a notice of that modification will be made by way of an addendum that will be posted to the Bid website.
 11. If a Bidder fails to notify the Library of a known error or an error that reasonably should have been known prior to the final filing date for submission, the Bidder shall assume the risk. If awarded the contract, the Bidder shall not be entitled to additional compensation or time by reason of the error or its late correction.
 12. Payment will be made by the Library only upon completion of the required work or if the Library agrees to progress billing upon presentation of correctly itemized invoices within thirty (30) days of invoice approval.
 13. The Successful Bidder is responsible for providing all supporting documentation, including AIA construction progress invoices, certified payrolls, release of liens and permit signoffs for final payment, when required.
 14. The Library's payment of any invoice shall not preclude the Library from making claim for adjustment on any item found not to have been in accordance with the general conditions and specific requirements of the contract.
 15. In the case of service contracts, payments shall be net upon approval of the monthly invoice for service, unless otherwise stated.

FORM # 1 STATEMENT OF UNDERSTANDING

By signing in the space provided below, the undersigned certifies that the respondent (i) has read and understands and accepts the scope and requirements of this project and all of the attachments; (ii) has the capacity to execute this project; (iii) agrees to accept payment in accordance with the requirements of this Bid and the standard construction services contract, and (iv) will, if its bid is accepted, enter into a standard agreement with the Queens Public Library.

I hereby certify that my firm will carry all types of insurance specified in the Bid.

The undersigned further stipulates that the information in this bid is, to the best of knowledge and belief, true and accurate.

Name of Firm _____ Date _____

Address _____ / Telephone _____ / FAX _____

Name of Contractor _____ Title _____

Signature of Contractor _____ e-mail _____

FORM # 2 REFERENCES

Bidder **MUST** furnish three (3) references for work/projects completed within the last three (3) years of the same general character as that specified herein. Please do not include the Queens Public Library or any Queens Public Library employee as a reference.

- 1. _____
Name of Firm e-mail Contact Telephone

- 2. _____
Name of Firm e-mail Contact Telephone

- 3. _____
Name of Firm e-mail Contact Telephone

Bidder to furnish name of bank or other financial institution to provide evidence of its financial responsibility:

- 1. _____
Name of Firm Contact Telephone

- 2. _____
Name of Firm Contact Telephone

- _____
Signature of Bidder e-mail

FORM # 3 NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this BID, Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint BID submission each party hereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this Bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by Bidder and will not knowingly be disclosed by the Bidder prior to the BID opening, directly or indirectly, to any other Bidder or to any competitor; and
3. No attempt has been made or will be made by the Bidder to induce any person, partnership or corporation to submit or not to submit a response to this Bid for the purpose of restricting competition.

Name of Firm Date

Address / Telephone / FAX

Name of Contractor Title

Signature of Contractor e-mail

FORM # 4 BID PRICING SHEET

Bidders are required to perform all services and conform to all of the requirements listed in the bid and are required to provide all the requested pricing in this bid sheet. Bidders that do not conform to these requirements shall be deemed non-responsive. Bidder to provide unit prices inclusive of overhead and profit. The Successful Bidder(s) shall complete the unwrapping and wrapping of each vehicle no more than ten (10) business days. The Library anticipates that the Successful Bidder(s) shall complete all perform all unwrapping and wrapping services of the six vehicles within six (6) months. The Successful Bidder(s) agree to perform additional wrapping services of vehicles at similar dimensions for a period up to five years from contract execution date. The schedule of costs for additional services is the bid price for the specific service, e.g. wrapping price, from the Successful Bidder(s) and shall increase no more than three (3) percent each year.

	Vehicle Description	Unwrapping Price	Wrapping Price	Total Price
1	Truck number 75- 2005 Ford Step Van - 98”Height, 96” Width, 264” Length.			
2	Truck number 84- 2006 Ford Step Van - 98”Height, 96” Width, 264” Length.			
3	Truck number 92- 2008 Ford Econoline Utilimaster - 98”Height, 96” Width, 264” Length.			
4	Truck number 112- 2013 Ford F-550 Step Van - 104”Height, 96” Width, 366” Length.			
5	Truck number 113- 2013 Ford F-550 Step Van - 104”Height, 96” Width, 366” Length.			
6	Truck number 105- 2010 Isuzu - 84”Height, 96” Width, 168” Length.			

Total Bid Price:	
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Total Bid Price in words: _____

 Name of Firm Date

 Address / /
Telephone FAX

 Name of Contractor Title

 Signature of Contractor e-mail

FORM # 5 VENDOR RESPONSIBILITY QUESTIONNAIRE

Legal Business Name:
EIN:
Address of the Principal Place of Business/Executive Office:
New York State Vendor Identification Number:
Telephone/Fax:
Email:
Website:
Authorized Contact for this Questionnaire:
Name:
Telephone/Fax:
Title:
Email:

List any other DBA, Trade Name, Other Identity, or EIN used in the last five (5) years, the state or county where filed, and the status (active or inactive) (if applicable):

I. Business Characteristics

- a. Business Entity Type: _____
- b. Was the Business Entity Formed in New York State? _____
- c. If no, indicate jurisdiction where Business Entity was formed: _____
- d. Is the Business Entity currently registered to do business in New York State with the Department of State? _____
- e. If no, explain why the Business Entity is not required to be registered in New York State.

- f. Does the Business Entity have a DUNS Number? If so, please provide: _____
- g. Is the Business Entity’s principal place of business/Executive Office in New York State? If no, does the business entity maintain an office in New York State? _____
- h. Is the Business Entity a NYS or NYC Certified Minority or Women Owned Business (M/WBE)? If so please indicate which certification and the certifying entity.

- i. Identify current Key Employees of the Business Entity. Attach additional sheets, if necessary.

II. Contract History

- a. Has the Business Entity held any contracts with the City of New York, Queens Public Library and/or New York State governmental entities in the last three (3) years? If yes, attach a list including the agency name, contract amount, contract start date, contract end date and the contract description.

III. Integrity -- Contract Award: Within the past five (5) years, has the business entity or affiliate:

- a. Been denied a contract or had a bid rejected based upon a finding of non-responsibility by a governmental entity? _____
- b. Been suspended, cancelled or terminated for cause on any government contract? _____
- c. Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any government contract? _____
- d. Entered into a formal monitoring agreement as a condition of a contract award? _____

*** For each “yes” answer, provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

IV. Certifications/Licenses

- a. Within the past five (5) years, has the Business Entity or any Affiliate had a revocation, suspension or disbarment of any business or professional permit and/or license? _____

*** If “yes,” provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

V. Legal Proceedings: Within the past five (5) years, has the business entity or affiliate:

- a. Been the subject of a civil complaint? _____
- b. Been the subject of a judgment or conviction for conduct constituting a crime? _____
- c. Received any OSHA citation and Notification of penalty containing a violation classified as serious or willful? _____
- d. Had any New York State Labor Law violation deemed willful? _____

VI. Leadership Integrity: Within the past five (5) years, has any individual previously identified, any other Key Employees not previously identified or any individual having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation within New York State been subject to:

- a. A sanction imposed relative to any business or professional permit and/or license? _____
- b. An investigation, whether open or closed, by any governmental entity for a civil or criminal violation for any business related conduct? _____
- c. A conviction or judgment of any business related conduct constituting a crime including, but not limited to, fraud, extortion, bribery, racketeering, price fixing, bid collusion or any crime related to truthfulness? _____
- d. Misdemeanor or felony conviction for:
 - i. Any business-related activity, including, but not limited to, fraud, coercion, extortion, bribe or bribe-receiving, giving or accepting unlawful gratuities, immigration or tax fraud, racketeering, mail fraud, wire fraud, price fixing or collusive bidding; or

- ii. Any crime, whether or not business related, the underlying conduct of which related to truthfulness, including, but not limited to the filing of false documents or false sworn statements, perjury or larceny?

FORM # 6 ACKNOWLEDGEMENT OF ADDENDA

Name of Firm

TITLE OF BID: Truck Wrapping Services	Bid: 0921-2
<p>Instructions: Prospective Bidder is to fill in Trade and PIN number (above), check / complete Part I or Part II of this form (whichever is applicable) and sign and date the form. This form serves as the prospective Bidder's acknowledgement of the receipt of Attachments to this Bid which may have been issued by the Library prior to the proposal due date and time.</p>	
<p>___ Part I – Listed below are the dates of issue for each Addendum received in connection with this BID.</p> <p style="margin-left: 40px;">Addendum # 1, dated _____</p> <p style="margin-left: 40px;">Addendum # 2, dated _____</p> <p style="margin-left: 40px;">Addendum # 3, dated _____</p> <p style="margin-left: 40px;">Addendum # 4, dated _____</p> <p style="margin-left: 40px;">Addendum # 5, dated _____</p>	
<p>___ Part II – No Addendum(s) were received in connection with this BID.</p>	
<p>Prospective Bidder's Authorized Representative:</p> <p>Name: _____</p> <p>Title: _____</p> <p>Signature: _____ Date: _____</p>	

FORM # 7 QUEENS PUBLIC LIBRARY CHECKLIST

PIN NUMBER: 0921-2

BID TITLE: Truck Wrapping Services

VENDOR NAME: _____

TELEPHONE NO.: _____

EMAIL ADDRESS: _____

CHECK EACH ITEM BELOW TO ENSURE ALL REQUIRED FORMS AND DOCUMENTS ARE INCLUDED WITHIN YOUR BID SUBMISSION.

Required Forms and Submittal Requirements:

- Form #1 – Statement of Understanding**
- Form #2 – References**
- Form #3 – Non-Collusive Bidding Certification**
- Form #4 – Bid Sheet**
- Form #5 – Vendor Responsibility Questionnaire**
- Form #6 – Acknowledgment of Addenda**
- Form #7 – Queens Public Library Checklist**
- Bid Section III “Bidder Qualifications”. Bidder must include a response to all items numbered and attach to your bid. This is not a form. It is a required written response to Bid Section III “Bidder Qualifications”.**
- Upload a complete bid package to DropBox to:**
<https://www.dropbox.com/request/4nHRKdHsMSglp5J6Bkxl>

By: _____
Signature of Partner or Corporate Officer **Date**