



**26-T-4789**

**Delinquent Tax Collection Services**

Issue Date: 6/23/2026

Questions Deadline: 7/2/2026 04:00 PM (ET)

Response Deadline: 7/8/2026 04:00 PM (ET)

**Contact Information**

Contact: Lauren Polk, Purchasing Agent

Address: Purchasing

City Hall Complex

P.O. Box 8629

Warner Robins, GA 31095

Phone: (478) 302-5530

Fax: (478) 929-6940

Email: [Purchasing\\_Office@wrga.gov](mailto:Purchasing_Office@wrga.gov)

## Event Information

Number: 26-T-4789  
Title: Delinquent Tax Collection Services  
Type: RFP  
Issue Date: 6/23/2026  
Question Deadline: 7/2/2026 04:00 PM (ET)  
Response Deadline: 7/8/2026 04:00 PM (ET)  
Notes: The City of Warner Robins issues this Request for Proposals seeking proposals from qualified firms to provide delinquent tax collection services for the collection of outstanding municipal taxes, fees, and related charges. Services may include account review, notification and demand processes, skip tracing, payment collection, reporting, customer service, and compliance with all applicable federal, state, and local laws and regulations. The selected vendor will work in coordination with City staff to improve recovery of delinquent accounts while maintaining professional and courteous interactions with taxpayers. The contract resulting from this solicitation will have an initial term of one (1) year with the option to renew the contract for four (4) additional one (1) year periods.

Complete specifications, scope of work, and proposal requirements are provided in Attachment #1 (26-T-4789 Delinquent Tax Collection Services RFP).

Proposals will be accepted via the City's online procurement system, IonWave, until July 8, 2026, at 4:00 PM (ET).

Potential respondents are encouraged to submit questions for clarification or additional information relating to RFP specifications or solicitation requirements. All questions must be submitted via IonWave by July 2, 2026, at 4:00 PM (ET).

Submission of a proposal shall constitute acknowledgement and acceptance of all terms, conditions, and addenda to this solicitation. Failure to comply with any material requirement of this solicitation may result in the response being deemed non-responsive and rejected from further consideration. The City of Warner Robins reserves the right to reject any and all proposals, to waive informalities and technicalities, and to accept or reject any item or combination of items. The bid, if awarded, will be awarded to the responsible bidder whose bid will be most advantageous to the City of Warner Robins, price, availability, value, and other factors considered.

## Billing Information

Contact: City of Warner Robins  
Address: Accounts Payable  
Post Office Box 8629  
Warner Robins, GA 31095  
Phone: (478) 293-1083  
Email: WRInvoices@wrga.gov

## Bid Attachments

### 26-T-4789 Delinquent Tax Collection Services RFP.pdf

[Download](#)

26-T-4789 Delinquent Tax Collection Services RFP

### Contractor E-Verify Affidavit 13-10-91(b) (1) 2021.pdf

[Download](#)

Contractor E-Verify Affidavit 13-10-91(b) (1) 2021

### Sub-Contractors E-Verify OCGA 13-10-91(b) (3).pdf

[Download](#)

Sub-Contractor E-Verify Affidavit

### Sole Proprietor Affidavit OCGA 13-10-91(b)(5).pdf

[Download](#)

Sole Proprietor Affidavit OCGA 13-10-91(b)(5)

### Non-Collusion Affidavit of Vendor.pdf

[Download](#)

Non-Collusion Affidavit of Vendor

### Absence of Conflict of Interest OCGA 36-80-28.pdf

[Download](#)

OCGA 36-80-28 Absence of Conflict of Interest

## Bid Attributes

### 1 Business License

To remain eligible for award, bidders must possess a current and valid business license/occupational tax certificate issued by the appropriate local, state, or federal authority, as required by law. Proof of such license must be included with bid submission.

☐ I have read, understand and agree to comply.

*(Required: Check if applicable)*

### 2 General Instructions to Bidders, Terms and Conditions

**1. Purchasing Policies & Procedures:** This bid is subject to the provisions of the City of Warner Robins Purchasing Policies and Procedures and any revisions thereto which are hereby incorporated into this contract in their entirety except as amended or superseded herein.

**2. Preparation of Bids:** It is the responsibility of the bidder to review all attachments, attributes, drawings, specifications, scope of work/services and all instructions. Failure to do so will be at the bidder's risk, as the bidder will be held liable for their bid response.

Unit price for each line item shall be shown and such prices shall include packing unless otherwise specified, along with a total and grand total where applicable. In case of a discrepancy between a unit price and extended price, the unit price will be assumed correct. Each bidder shall provide all the information required by the bid form or document. An authorized agent of the company must sign bid documents.

Bids issued by the City of Warner Robins are advertised on the City's electronic bidding system IonWave. Bids can be viewed by going to <https://www.wrga.ionwave.net>.

**3. Delivery:** Each bidder should state the estimated time for delivery of goods or services. Words such as "immediate" and/or "as soon as possible", etc. will not be acceptable. The known earliest date or the minimum number of calendar days required after receipt of order (delivery A.R.O.) shall be stated (if calendar days are used, include Saturday, Sunday and holidays).

**4. Clarification of Terms:** If a prospective bidder has questions or requires further clarification regarding the meaning or interpretation of the bids, drawings, specifications or other bid documents, the prospective bidder must submit the question(s) through the City's IonWave electronic bidding system by the date and time specified in the bid notes, in order for a reply to reach all bidders before the close of the bid. Questions submitted via email, telephone, or any alternative method will not be accepted.

Any revisions or information concerning a bid will be provided to all prospective bidders as an addendum issued by the Purchasing Office.

**5. Bid Acceptance Period:** This bid shall be binding upon the bidder for ninety (90) calendar days following the bid closing date. Any bid in which the bidder shortens the acceptance period may be rejected. If specified, bid openings will be held in the Purchasing Office, City Hall Complex, 700 Watson Boulevard, Warner Robins, GA.

**6. Submission of Bids:** Bids, along with all required documents, must be submitted via Ionwave by the designated date and time stated in bid documents. Submissions received via mail, UPS, Fedex, fax, hand delivery, or any alternative method will not be accepted, unless otherwise specified in bid documents. Only when specified, shall formal sealed bids be submitted to the Purchasing Office. The City of Warner Robins is not responsible for bids that are not submitted in IonWave or received in the Purchasing Office by the due date and time. Bids received after the submission deadline will not be considered in bid evaluation.

Except as otherwise provided by law, information submitted by a bidder in the bidding process shall be subject to disclosure after the bid is awarded in accordance with the Georgia Open Records Act. Proprietary information must be identified as required by the Georgia Open Records Act. Marking an entire bid as proprietary will not be accepted.

Each bidder must keep the contents of their bid confidential after it is submitted until the bid is awarded. The City of Warner Robins will reject the bid as non-responsive if any information is released regarding the bid response prior to it being awarded.

**7. Bid Prices:** Bid price shall be in the form of a firm cost per the attached specifications. Any exceptions must be noted. The price and all unit prices shown shall be deemed to include all costs of bidder's performance of the work as set forth in the bid documents, including, but not limited to, the cost of labor, supervision, travel, services, materials, fuel, equipment, tools, scaffold, hoisting, transportation, surcharge, storage, insurance and taxes.

Each bid is received with the understanding that selection as the successful bidder by the City does not constitute a written contract between the successful bidder and the City, but shall bind the bidder on his part to furnish and deliver the articles quoted at the prices stated in accordance with the conditions of said accepted bid upon execution of a written contract with the City authorized and approved by the City Attorney and Council and signed by the Mayor. Once a contract is executed by the proper authorities for each party, the City, on its part, may order from such contractor, and except for cause beyond reasonable control, pay for, at the agreed prices, all articles specified and delivered.

The City of Warner Robins is exempt from all State Sales Tax (076-87-00652-1) and Federal Excise Tax (58-6000693).

**8. Qualification of Bidders:** The City of Warner Robins may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the work/furnish the items and the bidder shall furnish to the City all such information and data for this purpose as may be requested.

**9. Reject and Withdraw Bids:** Failure to observe any of the instructions or conditions in this bid may constitute ground of rejection of bid.

**10. Testing and Inspection:** Since tests may require several days for completion, the City of Warner Robins reserves the right to use a portion of any supplies before the results of tests are determined. The cost of inspections and tests of any item, which fails to meet specifications, shall be the responsibility of the bidder. All merchandise and services shall be subject to inspection after arrival at the destination or completion of work. In the case any items are found to be defective or otherwise not in conformity with specifications or statement of work, the City has the right to reject such items

and/or services and return them at bidder's expense.

**11. Inspection of Work Site:** Bidders shall visit the City of Warner Robins buildings included and shall be responsible for having ascertained pertinent local conditions such as location, accessibility and general character of the buildings. Claims, as a result of failure to do so, will not be considered by the City of Warner Robins.

**12. Delivery Failures:** Failure of a contractor to deliver within the time specified or within reasonable time as interpreted by the Purchasing Agent, or failure to make replacement of rejected articles/services when so requested, immediately or as directed by the Purchasing Agent to purchase in the open market articles/services of comparable grade to replace the articles/services rejected or not delivered. On all such purchases, the contractor shall reimburse the City within a reasonable time specified by the Purchasing Agent for any expense incurred in excess of contract process, or the City shall have the right to deduct such amount from monies owed the default contractor. Should public necessity demand it, the City reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.

**13. City Furnished Property:** No material, labor or facilities will be furnished by the City unless so provided in the bid.

**14. F.O.B. Point:** Unless otherwise stated in the bid and any resulting contract, or unless qualified by the bidder, items shall be shipped F.O.B. Destination. The seller shall retain title for the risk of transportation, including the filing for losses or damages. The invoice covering the items is not payable until items are delivered and the contract of carriage has been completed the F.O.B. clause states otherwise, the seller assumes transportation and related charges either by payment or allowance.

**15. Indemnification:** The bidder agrees to indemnify, defend and hold harmless the City of Warner Robins and, its departments, their officers, agents, and employees from any claims, demands, damages and actions of any kind or nature whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the bidder/any services of any kind or nature provided by the bidder.

**16. Non-Collusion:** By submission of a bid, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in bid preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

**17. Force Majeure:** Neither Party shall be liable for failure or delay to perform under this Agreement if such failure or delay is due to circumstances beyond the reasonable control of the applicable Party. Such circumstances include, without limitation, acts of God; communicable diseases, epidemics, and pandemics (including without limitation the coronavirus or COVID-19); fire; flood; government acts or orders; interruption of utility services; local, regional, or state emergencies; quarantines; severe weather; war, and other causes, whether similar in kind to the foregoing or otherwise, beyond the applicable Party's reasonable control ("Force Majeure"). The Party claiming a Force Majeure must take reasonable steps to minimize the impact thereof. The Party claiming a Force Majeure must give the other Party written notice within 10 days of the Force Majeure commencing, which notice shall describe the Force Majeure and the actions taken to minimize the impact thereof. If a Force Majeure continues for more than 15 consecutive days, either Party may terminate this Agreement on written notice to the

other Party with no further liability or penalty to either Party other than liabilities or obligations accrued prior to the termination.

**18. Insurance:** The successful bidder shall obtain, maintain and furnish to the City Certificates of Insurance meeting or exceeding the coverages provided below. Such coverage shall be maintained at all times that a contract is in force. The successful bidder shall carry Workers' Compensation, in accordance with State Workers' Compensation Laws, and commercial general liability insurance in sufficient amounts to ensure adequate coverage of the work, with the following minimum amounts acceptable:

Commercial General Liability: \$1 Million Per Occurrence / \$2 Million General Aggregate  
Worker's Compensation at Statutory Requirement (only with 3+ employees)

The City of Warner Robins must be designated as a Certificate Holder with the following information listed:

City of Warner Robins  
Attn: Purchasing Office  
P.O. Box 8629  
Warner Robins, GA 31095

No contractor shall commence work of any kind under this solicitation until all insurance requirements have been complied with and until evidence of such compliance satisfactory to the City of Warner Robins as to form and content has been filed with the City.

*Insurance may not be required for contracts solely involving the purchase of goods by a government agency.*

**19. Award of Contract:** The City of Warner Robins will award to the lowest responsive and responsible bidder. Due consideration will be given to price, quality as judged by tests and previous experience, and the ability of the bidders to render required services. The City of Warner Robins reserves the right to conduct any test it may deem advisable and to make all evaluations. The City of Warner Robins also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of The City of Warner Robins to be in its best interest.

The Bidder does not have the exclusive right to fill all of the City's requirements for the goods or services awarded nor will the City be obligated to purchase the estimated annual quantity or any quantity contained in the bid document. The City reserves the right to make an award as deemed in its best interest, which may include awarding a bid to a single bidder or multiple bidders; or to award the whole bid, only part of the bid, or none of the bid to a single or multiple bidders, based on its sole discretion of its best interest. The City reserves the right to award by line item to more than one bidder. The City reserves the right to negotiate a lower price than the bid award price on any line item with the successful bidder, should the quantity required significantly exceed those on the bid. If after the award of the bid there is a decrease in the price of a product from the manufacturer, or a rebate, the successful bidder will pass that price decrease and/or rebate onto the City.

While the City intends to make an award as a result of a solicitation, issuance of such does not constitute a commitment by the City to award the bid, execute a contract, or bind the City in any way.

It is the intent of the City of Warner Robins Government to award all contracts in a manner that promotes fair, equitable treatment of all contractors and sub-contractors without regard to race, color, creed, national origin, gender, age, or disability.

**20. Assignment of Contract:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the City of Warner Robins.

**21. Contract Documents:** The contract entered into by the parties shall consist of this bid, the signed bid submitted by the contractor, the City of Warner Robins Bid Form, Scope of Work, Special Conditions, Specifications & General Terms & Conditions including all modifications thereof, all of which shall be referred to collectively as the Contract Documents.

**22. Contract Period:** Contracts awarded as a result of sealed bids shall extend from the date of execution for a designated period set by the City. Contracts may be renewable, at the option of the City, and upon written agreement by the vendor.

**23. Cancellation of Contracts:** The City of Warner Robins reserves the right to cancel and terminate any resulting contract, part or in whole, without penalty, upon 30 days' written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

**24. Changes:** By written notice to the bidder, The City of Warner Robins may from time to time make changes, within the general scope of the contract, in the goods or services to be provided by the bidder. The bidder shall promptly comply with the notice and shall make all subsequent goods or services conform to the notice. If any such change causes an increase or decrease in the bidder's cost of performance or the time required for performance, an equitable adjustment in the contract price and/or the time allowed for performance of the contract shall be negotiated and the contract modified accordingly by written supplemental agreement. Any claim by the bidder for adjustment under this clause must be asserted by written notice to the City of Warner Robins within 30 days from the date of receipt by the bidder of the change notice.

**25. Exceptions:** Submission of a bid certifies that all specifications, requirements, terms and conditions outlined in the solicitation have been reviewed and accepted. Any exceptions to bid specifications must be clearly identified and described in detail with bid submission. Exceptions must reference the specific section(s) of the solicitation to which the bidder is taking exception and must include proposed alternative language. If no exceptions are expressly identified, it will be assumed that the bidder's offer is in compliance with all aspects of the solicitation.

**26. Conflict of Interest, Etc.:** By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

- (a) No circumstances exist which cause a Conflict of Interest in performing the services required by this bid, and
- (b) That no employee of the City, nor any member thereof, nor any public agency or official affected by this bid, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this bid. By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:
- (c) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (d) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
- (e) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a bid for the purpose of restricting competition. For any breach or violation of this provision, the City of Warner Robins shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise, recover, the full amount of such fee, commission, percentage, gift, payment or consideration. The successful responding firm shall require each of its sub-consultant(s) to sign a statement certifying to and agreeing to comply with the terms of the Sub-sections above.

**27. Default:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the City of Warner Robins, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies, which the City of Warner Robins may have.

**28. Substitutions:** Bidders offering and quoting on substitutions or who are deviating from the attached specifications shall list such deviations on a separate sheet to be submitted with their bid. The absence of such a substitution list shall indicate that the bidder has taken no exception to the specifications contained herein.

**29. Debarment Status:** By submitting their bids, all bidders certify that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia.

**30. Ineligible Bidders:** The City of Warner Robins may choose not to accept the bid of a bidder who is in default on the payment of taxes, licenses, or other monies due to the City of Warner Robins. Failure to respond three (3) consecutive times for any given commodity/service may result in removal from the supplier list under that commodity/service.

**31. Alterations of Documents:** Alterations of City of Warner Robins documents are strictly prohibited and will result in automatic disqualification of the firm's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the firm may make notes to those areas, but may not materially alter any document language.

**32. Termination for Convenience:** The successful Bidder will be required to enter into a contract containing a provision for termination of the contract for the City's convenience. The following is a sample of the provision:

The City, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the City shall be liable only for goods or services delivered or accepted. The City Notice of Termination may provide the contractor thirty (30) days prior notice before it becomes effective. However, at the City's sole option a termination of convenience may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole.

**33. Applicable Law and Courts:** Any contract resulting from this bid shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. The contractor shall comply with applicable federal, state and local laws and regulations.

**34. Non-Discrimination:** The City of Warner Robins in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d--42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant an advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

**35. Compliance with Laws:** The contractor, its sub-contractor(s), assignees and successors, in the performance of contracted work, shall comply with all applicable federal, state, and local laws, rules and regulations. Including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, gender, religion, age, or disability in connection with



any bid submitted to the City of Warner Robins or the performance of any contract resulting therefrom.

**36. Confidentiality:** Contractor acknowledges that it may receive confidential information of the City and that it will protect the confidentiality of any such confidential information and will require any of its subcontractors, contractors, and/or staff to likewise protect such confidential information. The Contractor agrees that confidential information it receives or such reports, information, opinions, or conclusions that Contractor creates under this Agreement shall not be made available to, or discussed with, any individual or organization, including the news media, without prior written approval of the City. Contractor shall exercise reasonable precautions to prevent the unauthorized disclosure and use of City information whether specifically deemed confidential or not.

Contractor acknowledges that the City's disclosure of documentation is governed by Georgia's Open Records Act, and Contractor further acknowledges that, if Contractor submits records containing trade secret information and if Contractor wishes to keep such records confidential, Contractor must submit and attach to such records an affidavit affirmatively declaring that specific information in the records constitutes trade secrets pursuant to Article 27 of Chapter 1 of Title 10, and the Parties shall follow the requirements of O.C.G.A. § 50-18-72(a)(34) related thereto.

**37. Georgia E-Verify Law:** In accordance with the Georgia Security and Immigration Compliance Act, as amended, any bidder that enters into a contract for the physical performance of services shall register and participate in the federal work authorization program, E-Verify. All subcontractors and sub-subcontractors, as such terms are defined in O.C.G.A. § 13-10-90, shall also be required to comply with E-Verify requirements. Offerors and their subcontractors and sub-subcontractors will be required to execute an affidavit verifying their compliance with O.C.G.A. § 13-10-91.

The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contracts (contracts with a government agency) for the physical performance of services<sup>3</sup> over \$2,499.99 in value to enroll in E-Verify, regardless of the number of employees. A bidder or sub-contractor may be exempt from this requirement if the contractor or sub-contractor has no employees and does not hire nor intend to hire employees for the purpose of completing any part of the public contract.

*E-Verify is not required for contracts solely involving the purchase of goods by a government agency.*

**38. Preference of Local Suppliers:** The City of Warner Robins supports the use of local vendors when practical and cost effective. All factors being equal, the City reserves the right to award to local vendors within a 5% threshold. A local vendor is defined as being within the corporate limits of Warner Robins.

**39. Gratuities and Kick Backs:** The bidders acknowledge the provisions set forth in the Warner Robins City Code as follows:

It shall be unethical for any person to offer, give, or agree to give any city employee or former city employee (or for any city employee or former city employee to solicit, demand, accept, or agree to accept from another person) a gratuity or an offer of employment in connection with any decision, approval, recommendation, or preparation of any part of the program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, or any other ruling determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation of proposal therefore. Gifts, Gratuities, Other Valuable Consideration Prohibited: No city employee shall accept a gift, gratuity, loan, lodging, travel, or other valuable consideration, which exceeds the maximum allowable aggregate value of one hundred dollars (\$100.00) per occurrence. This prohibition applies to any organization, business concern, fellow employee, or any other individual or group with whom the city employee has an official relationship in the normal conduct of his/her regularly assigned duties.

**40. Invoicing and Payment:** Valid and properly prepared invoices must be sent to the listed billing address after all goods and/or services have been supplied. At a minimum, invoices shall include the following information:

- (a) invoice number
- (b) supplier name and address
- (c) buyer name and address
- (d) item description and line number
- (e) item quantity, unit price, and extended price for each item
- (f) discount, if applicable
- (g) date of order and shipping date
- (h) back order amount, if any, and shipping date

The City of Warner Robins agrees to pay supplier for all undisputed amounts within thirty (30) days of receipt of a valid and properly prepared invoice.

**41. Supplier Debrief:** The supplier debrief process is available, upon request, to any supplier who submitted an unsuccessful response to a competitive solicitation. A written request for a debrief must be submitted to the Purchasing Office within thirty (30) days of bid award. The general scope of the supplier debrief may include an overview of the solicitation process, the selection criteria, the unsuccessful supplier's evaluation results and the strengths and weakness of the unsuccessful supplier's response.

**42. Special Terms and Conditions:** Should these General Terms and Conditions be in conflict with any attached Special Terms and Conditions, the Special Terms and Conditions will control.

☐ I have read, understand and agree to comply.

*(Required: Check if applicable)*

**Supplier Information**

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

Contact Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Supplier Notes**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By submitting your response, you certify that you are authorized to represent and bind your company.

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*