

REQUEST FOR QUOTE

Carmel Clay Schools - Carmel Life and Learning Center 2021 Dressing Room Remodel

Notice is hereby given that Quotes for the Project referenced herein will be received:

By: *Carmel Clay Schools*
5201 E. Main Street
Carmel, Indiana 46032

For: *Carmel Clay Schools - Carmel Life and Learning Center 2021 Dressing Room Remodel*
515 E. Main Street
Carmel, Indiana 46032

At: *Carmel Facilities & Transportation Building*
5185 E. Main Street
Carmel, Indiana 46033

Until: 2:00PM, (local time), December 2nd, 2021.

All work for the complete construction of the project will be under a prime contract with the Owner based on proposals received and on combinations awarded. The Project will be managed by The Skillman Corporation, Construction Manager for *Carmel Clay Schools*.

Construction shall be in full accordance with the Proposal Documents which are on file with the Owner and may be examined by prospective proposers at the following locations:

Office of the Construction Manager
The Skillman Corporation
3834 S. Emerson Avenue, Building A
Indianapolis, IN 46203

Office of the Owner
Carmel Clay Schools
Educational Services Center
5201 East Main Street
Carmel, Indiana 46033

Office of the Architect
Fanning/Howey Associates, Inc.
350 E. New York St. Suite 300
Indianapolis, IN 46204

www.skillmanplanroom.com
(Optional)

Contractors submitting RFP for the performance of any Work as specified in this building project should make such proposals to Carmel Clay Schools.

The Owner reserves the right to accept or reject any proposal and to waive any irregularities. All proposals may be held for a period not to exceed 30 days before awarding contracts.

A pre-quote meeting will be held in-person at the **Carmel Life & Learning Center on November 22, 2021 at 1:00pm.**

A pre-award meeting will be held via **Microsoft TEAMS on December 3rd, 2021 at 11:00am.**

SCOPE OF WORK:

1. Contractor to provide and maintain temporary construction signage 'DANGER CONSTRUCTION AREA AUTHORIZED PERSONNEL ONLY' and caution tape as necessary at all interior and exterior entrances of the Carmel Life and Learning Center throughout the duration of the project.
2. Contractor to provide and maintain dumpsters as necessary for all demolition and new work for the duration of the project.
3. Contractor to provide and maintain temporary 6' chain link fencing on temporary stands around the perimeter of the dumpster throughout the duration of the project.
4. Contractor to provide and maintain a temporary portable toilet on the exterior of Carmel Life and Learning Center for the entire duration of the project. Exact location to be determined by the direction of the Skillman Site Manager.
5. Contractor is responsible to replace or reinstall at his or her own expense any existing conditions damaged or demolished over the course of construction that is not included in the scope of work.
6. Contractor is responsible for the necessary dust mitigation measures to ensure the existing ductwork and adjacent corridor/vestibules are kept clean for the duration of the project by means of plastic and daily cleaning.
7. Contractor is responsible for providing and maintaining temporary weather protection enclosures in Offices 121A/121B/121C to demolish the existing exterior wall system complete to allow for the new aluminum windows to be installed. All existing conditions within these offices shall be protected for the duration of the demolition and new work.
8. Contractor is responsible for restoring all landscaping to its original conditions after the installation of the 3 exterior windows is completed for Offices 121A/121B/121C.
9. Contractor to provide all work as outlined in Fanning Howey Documents dated November 10, 2021 attached herein.
 - a. Cover Sheet
 - b. A1.01
 - c. A7.01
 - d. A9.01
 - e. PFP.01
 - f. M1.01
 - g. M2.01
 - h. E1.01
 - i. E4.01
 - j. Architect Specifications

SCHEDULE:

- A. Contractor shall include the necessary manpower and overtime in the base bid in order to meet the durations outlined in the Guideline Schedule dated November 11, 2021 and maintain the overall completion of each phase of the project.
 - a. Start Construction: 04/18/2022
 - b. Substantial Completion: 07/26/2022
 - c. Final Completion: 08/02/2022

PROJECT ADMINISTRATION

A. Points of Contact

- a. *Carmel Clay Schools, Todd Fenoglio*
- b. *Fanning/Howey Associates, Chuck Tyler*
- c. *The Skillman Corporation:*
 - i. *Tyler Barker, Project Manager*
 - ii. *Randy Whipple, Site Manager*
 - iii. *Brad Pawloski, Assistant Project Manager*
 - iv. *Brandi Holmes, Administrative Assistant*

B. Meetings

Each Contractor shall be required to have present at each of the following project meetings a representative acceptable to the Construction Manager. The designated representative shall have sufficient authority and knowledge to make decisions for the Contractor he is representing on matters affecting this Project.

- a. *(Preconstruction)*
- b. *(Progress)*
- c. *(Coordination)*
- d. *(Closeout)*

C. Administrative Responsibilities Of Contractors

- a. Contractor shall read the Specifications and Drawings for other separate Contracts for fixed equipment and the like to be incorporated or attached or built in to the Work; and familiarize himself with the requirements and responsibilities of other Contracts to enable the required coordination and supervision.
- b. Contractor shall also familiarize himself with other items to be incorporated into the Work including equipment and Work by the Owner.
- c. Contractor shall cooperate with the Construction Manager in notifying him when the Work is at a stage to require the services of other Contractors and shall notify the Construction Manager in the event that such other Contractors do not carry out their responsibilities in connection with such notification.

D. Contractors shall cooperate with and assist the Construction Manager in the preparation of construction progress and procedures, schedule of product deliveries, and their effect on the overall project progress and completion. Other Contractors shall cooperate in getting their Work and the Work of their subcontractors completed according to the schedule as prepared and maintained by the Construction Manager. Each Contractor shall immediately notify the Construction Manager of a delay in delivery of products or the scheduled date of completion that may affect the total progress of construction.

E. Contractors required to make connections to existing utilities, shall notify the Construction Manager of circumstances which would adversely affect the operation of the facility.

F. All contractors shall subscribe to PlanGrid for use on this project. Number of users is up to the contractor, however, at a minimum your site personnel will be required to use this product to facilitate communication. PlanGrid will be used for the current construction documentation to include, current set, addenda, ASI, As Built Conditions, QA/QC, and Punch List. Visit the www.PlanGrid.com to determine subscription pricing. It is

recommended that you have an office administrator to assist your field personnel. PlanGrid is a tool for the construction phase and will not be used for bidding. Visit www.skillmanplanroom.com for bid documents.

PRIME CONTRACTORS USE OF PREMISES

A. Use of the Site: Limit use of the premises to work in areas indicated. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.

1. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the Owner, the Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.

B. Use of the Existing Building: Maintain the existing building in a weathertight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building and its occupants during the construction period.

OWNERS RIGHT TO MAINTAIN OPERATIONS

- A. During the course of this Project, normal and customary functions and operations must be maintained. The Contract Documents are intended to define a strict separation between the school activities of students and staff from the activities of the construction project.
- B. The Construction Manager, Architect, and Owner will not tolerate any visible or audible actions initiated or responded to by any employees of Contractors on this Project toward any students, teachers, or staff members at the school system. Violators shall be promptly removed from the site.
- C. The Owner intends to instruct students, teachers, and staff to refrain from communications with Contractor's personnel working on this Project. All communication with Owner and staff shall be through the Construction Manager.
- D. Contractors must expend their best effort toward protection of the health, safety, and welfare of occupants on the Owner's property during the course of Work on this Project.
- E. Contractors and Subcontractors shall be subject to such rules and regulations for the conduct of the Work as the Owner may establish. Employees shall be properly and completely clothed while working. Bare torsos, legs and feet will not be allowed. Possession or consumption of alcoholic beverages or drugs, tobacco or other noxious behavior on the site is strictly prohibited. Violators shall be promptly removed from the site. Smoking is not permitted on school property or within school buildings.

OCCUPANCY REQUIREMENTS

- A. Partial Owner Occupancy: The Owner reserves the right to occupy and to place and install equipment in completed areas prior to Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.
1. The Construction Manager will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner occupancy.
 2. Party which obtained general building permit shall obtain a Certificate of Occupancy from local building officials prior to Owner occupancy.
 3. Prior to partial Owner occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been successfully completed. Upon occupancy, the Owner will operate and maintain mechanical and electrical systems serving occupied portions of the building.
 4. Upon occupancy, the Owner will assume responsibility for maintenance and custodial service for occupied portions of the building or area.

WORK BY OWNER

- A. The Owner intends to complete the following items of Work outside the provisions of these Contract Documents. Contractors shall not restrict or interfere with the Owner's right to the Project to accomplish this Work.
1. Equipment and furniture except as scheduled and specified.
 2. Items which may be deleted from Contracts for Work as required by the Contract Documents.
 3. Existing school maintenance work.
 4. The purchase and supplying of certain materials as noted.
 5. The Owner, under separate contract, shall provide removal of identified asbestos containing materials from the existing structure. The asbestos report is available through the Construction Manager upon request.

PERMITS, FEES, AND NOTICES

- A. The Contractor will secure the general building permit for the Owner. The Contractor shall secure and pay for other permits, governmental fees, and licenses necessary for the proper execution and completion of his Work, which are applicable at the time the bids are also received. Fees to relocate utilities on Owner's property shall be included in the bid of the Contractor doing the relocation.
1. State filing fees for plan approval are the responsibility of the Owner and will be paid by the Owner.
- B. Utility Tie-Ins: Shall be arranged with local utility company and other involved parties for minimum interruption of service.
- C. Shutdowns of existing systems shall be limited to minimum time required and scheduled with other involved parties. Provide 2 days' written notice of shutdown to Construction Manager and Owner.

- D. Inspections of installed work shall be performed by the governing authority as arranged for by the Contractor. Work shall not be covered until approved.
- E. Each Contractor shall give notices and comply with laws, ordinances, rules, regulations, and orders of public authorities bearing on the performance of his Work. If a Contractor observes that the Contract Documents are at variance therewith, he shall promptly notify the Construction Manager in writing, and necessary changes shall be adjusted by appropriate notification. If a Contractor performs Work knowing it to be contrary to such laws, ordinances, rules, and regulations, and without such notice to the Construction Manager, he shall assume full responsibility therefore and shall bear the costs attributable thereto.

LABOR AND MATERIALS

- A. Unless otherwise specifically noted, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of his Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.
- B. Each Contractor shall enforce strict discipline and good order among his employees or other persons carrying out Work of his Contract and shall not permit employment of unfit person or persons or anyone not skilled in the task assigned to them.
- C. Contractors and Subcontractors shall be subject to such rules and regulations for the conduct of the Work as the Owner may establish. Employees shall be properly and completely clothed while working. Bare torsos, legs and feet will not be allowed. Possession or consumption of alcoholic beverages or drugs, tobacco or other noxious behavior on the site is strictly prohibited. Violators shall be promptly removed from the site. Smoking is not permitted on school property or within school buildings.
- D. Contractors will conduct criminal background checks (extent of and/or service to be used will be established by the Owner) on every employee assigned to work on the Project and clear them through the National Sex Offender Registry prior to their assignment to Project. Contractors will require the same of sub-contractors.
- E. ID Badges will be issued by The Skillman Corporation upon receipt of verification from the Contractor that the employee/subcontractor employee or independent contractor has a satisfactory record to work on the Project.
- F. E-Verify Compliance: Pursuant to I.C. 22-5-1.7, Contractor shall enroll in and verify the work eligibility status of all newly hired employees of Contractor through the E-Verify Program (Program). Contractor is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists. Also, pursuant to I.C. 22-5-1.7, Contractor must execute an affidavit affirming that the Contractor does not knowingly employ an unauthorized alien and confirming Contractor's enrollment in the Program, unless the Program no longer exists, shall be filed with the Owner prior to the execution

of this contract. This contract shall not be deemed fully executed until such affidavit is delivered to the Owner.

Contractor and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that contractor or its subcontractor subsequently learns is an unauthorized alien. If Contractor violates this provision the Owner shall require Contractor to remedy the violation not later than thirty (30) days after the Owner notifies Contractor. If Contractor fails to remedy the violation within the thirty (30) day period, the Owner shall terminate the contract for breach of contract. If Owner terminates the contract, Contractor shall be liable to the Owner for actual damages in addition to any other contractual remedies. There is a rebuttable presumption that Contractor did not knowingly employ an unauthorized alien if Contractor verified the work eligibility status of the employee through the Program.

Prior to performing any work, Contractor shall require each subcontractor to certify to Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the Program. Contractor shall maintain on file a certification from each subcontractor throughout the duration of this contract or project which is the subject of this contract. If Contractor determines that a subcontractor is in violation of this provision, Contractor may terminate its contract with the subcontractor for such violation. In Accordance with I.C. 5-16-13 Contractor must provide the E-Verify Case Number of every employee that works on the project. This requirement includes the contractor's subs and suppliers to the fourth (4th) tier.

- G. The Owner is requiring that all contractors' personnel and their onsite employees (trade employees) and subcontractors submit an expanded criminal history check through SafeVendor, a product of Safe Hiring Solutions. Please visit www.safevisitorsolutions.com/safevendor-app-agreement to create your account with SafeVendor. (Contractor is responsible for the cost of this background check). This should meet with the Owner's approval prior to the employee starting work on the project. All contractors' personnel and employees once cleared for work will be issued a project identification badge that must be worn at all times while on site. All contractors will be expected to provide the required name, address, picture state driver's license or picture state identification card information to The Skillman Corporation Site Manager no later than 24 hours in advance of the employee coming to work at the project site.
- H. The new Public Works Law pursuant to Indiana Code 5-16-13 Requirements for Contractors on Public Works Projects enacted by the Indiana Legislator requires, in addition to requirements already in effect, contractors to comply with the following:
 - 1. Tier 1 –General/Prime Contractors to self-perform 15% of their total Contract.

2. Qualification thru the Department of Administration or INDOT. For the bidders on State Projects and on State Projects more than \$150,000 Qualification is required prior to bidding per IC 4-13.6-4. For work on Local Unit Government Projects qualification is only required on contracts of \$300,000 or more and only on projects awarded after December 31, 2016.
3. Include Written Drug Testing Plan that covers all employees of the bidder who will perform work on the public work project and meets or exceeds the requirements set in IC 4-13-18-5 or IC 4-13-18-6 with Bid.
4. Minimum Insurance Requirements \$1M/occurrence \$2M/aggregate. However, check your bidding requirements as the Owners may have higher limit requirements.
5. Mandatory enrollment in E-Verify by all contractors down to the 4th Tier Sub Contracts and must provide the case verification number of all employees working on the project.
6. Prohibits contractors down to the 4th Tier Sub Contract from paying employees in cash.
7. Requirement to retain payroll records for 3 years
8. All contractors down to the 4th Tier Sub Contract must comply with Fair Labor Act, Indiana's Workers Compensation and Unemployment Compensation Insurance.
9. Mandatory Training Requirements based upon number of employees.

Failure to comply may result in debarment from public works projects for up to 4 years.

All contractors down to the 4th Tier Sub Contract must maintain general liability insurance in at least the following amounts: Each Occurrence Limit of \$1,000,000 and General Aggregate Limit of \$2,000,000. Other requirements and limits may apply see specification section 00 08 20 Schedule of Insurance Requirements.

REQUIRED PRICING ITEMIZATION AND ALLOWABLE MARK UP

- A. For each change over \$1,000.00, the Contractor shall furnish a detailed, written proposal itemized according to the pricing guidelines set forth below as a condition precedent to the Owner's consideration of a Change Order request. Any Subcontractor, sub-subcontractor and supplier pricing shall also be itemized according to these guidelines. All proposals shall be prepared in the categories and in the order listed below.
 - .1 Labor – All field labor shall be priced in compliance with the Schedule of Wages for this Project, excluding labor burden which is covered under clause .2 below. The payroll is to be based on straight time only and is to include number of hours and rate of pay for each classification of work. If overtime is approved, the Contractor shall list only the straight time portion in this item.

- .2 Labor burden – All established payroll taxes, assessments and fringe benefits on the labor under clause 1 above. This may include, but is not limited to, FICA, Federal and State Unemployment, Health and Welfare, Pension Funds, Worker's Compensation and Apprentice Fund. Each of the fringes shall be listed as a separate line item.
- .3 Equipment rentals – All charges for non-owned heavy or specialized equipment at up to 100% of the documented rental cost. No rental charges will be allowed for hand tools, minor equipment, scaffolds, etc. Downtime due to repairs, maintenance and weather delays will not be allowed.
- .4 Owned equipment – All charges for owned, heavy or specialized equipment at up to 100% of the cost listed by the Associated Equipment Dealers Blue Book. No recovery will be allowed for hand tools, minor equipment, scaffolds, etc. Downtime due to repairs, maintenance and weather delays will not be allowed.
- .5 Trucking – A reasonable delivery charge or per mile trucking charge for delivery of required materials or equipment. Charges for use of a pickup truck will not be allowed.
- .6 Overhead – Includes telephone, telephone charges, facsimile, telegrams, postage, photos, photocopying, hand tools, scaffolds (one level high), tool breakage, tool repairs, tool replacement, tool blades, and bits, home office estimating, clerical and account support, home office labor, travel and parking expenses.
- .7 Materials – All materials purchased by the Contractor and incorporated into the changed Work, showing costs, quantities, or Unit Prices of all items, as appropriate. Reimbursement for material costs shall only be allowed in the amount of the Contractor's actual cost including any and all discounts, rebates and related credits.

B. The following items are allowable with no overhead and profit:

- .1 The cost of extending the Bond and the cost of extending commercial general liability, builder's risk and specialty coverage insurance.
- .2 The premium portion only for approved overtime (labor and labor burden). The straight time portion is included in clauses .1 and .2 above.
- .3 Fees for permits, licenses, inspections, tests, etc.

C. Costs which shall not be reimbursed for changed Work include the following:

- .1 Employee Retirement and Profit-Sharing Plans, regardless of how defined or described.
- .2 Voluntary Employee Deductions.

- D. The cost of the Contractors' overhead and profit on Change Orders shall be:
- .1 For extra Work completed by the Contractor with his own labor, 10 percent shall be added to Items .1, .2, .3, .4, .5, and .7 of Subparagraph 1.09 as an allowance for overhead and profit.
 - .2 For extra Work completed by Subcontractors of the Contractor, 5 percent shall be added to Items .1, .2, .3, .4, .5, and .7 of Subparagraph 1.09 as an allowance for overhead and profit.

CUTTING AND PATCHING

- A. Do not cut and patch structural work in a manner that would result in a reduction of load-carrying capacity or of load-deflection ratio.
- B. Before cutting and patching the following categories of work, obtain the Architect/Engineer's approval to proceed with cutting and patching as described in the procedural proposal for cutting and patching:
1. Structural steel.
 2. Miscellaneous structural metals, including lintels, equipment supports, stair systems and similar categories of work.
 3. Structural concrete.
 4. Foundation construction.
 5. Timber and primary wood framing.
 6. Bearing and retaining walls.
 7. Structural decking.
 8. Piping, ductwork, vessels and equipment.
 9. Structural systems of special construction, as specified by Division-13 Sections.
- C. Operational and Safety Limitations: Do not cut and patch operational elements or safety related components in a manner that would result in a reduction of their capacity to perform in the manner intended, including energy performance, or that would result in increased maintenance, or decreased operational life or decreased safety.
- D. Visual Requirements: Do not cut and patch work exposed on the building's exterior or in its occupied spaces, in a manner that would, in the Architect/Engineer's opinion result in lessening the building's aesthetic qualities. Do not cut and patch work in a manner that would result in substantial visual evidence of cut and patch work. Remove and replace work judged by the Architect/Engineer to be cut and patched in a visually unsatisfactory manner at no additional cost to the Owner.

VERIFICATIONS OF EXISTING DIMENSIONS

- A. When verification of existing dimensions is required, the Contractor requiring said verification for the construction or fabrication of his material shall be the Contractor responsible for the procurement of the field information.

PROJECT SECURITY

- A. Each Prime Contractor shall take all reasonable precautions to prevent injury, damage or loss to people and property in, on and adjacent to the project. This shall include not only their own work or property but that of other contractors and the Owner.
- B. If deemed necessary by The Construction Manager a project wide security program may be developed for the purpose of preventing damage or loss at the project site or property adjacent thereto. Once accepted by the Owner, contractors shall comply.
- C. Each Prime Contractor shall provide all temporary 6' chain link fencing on temporary stands as required around all exterior work activities.

COORDINATION OF WORK

- A. Each Contractor is responsible to coordinate his Work with the Work of other trades and other Contractors and requirements of the school system. The Contractor must make space allowances for Work of other Contractors; provide necessary openings where indicated or implied by the Drawings and Specifications. Each Contractor is responsible to protect his own Work.

PAYMENT TERMS

- A. Applications for Payment shall be made no later than the 1st day of the month through the Construction Manager to the Owner. Payments to the Contractor will not be made until final approval by the Owner. Applications made by the 1st of the month, if approved, will be paid approximately 45 days later. The Contractor shall submit to the Construction Manager, an itemized Application for Payment, supported by such data, such invoices, substantiating the Contractor's right to payment as the Owner, Architect, or Construction Manager may require. The form of Application for Payment shall be AIA Document G732 - 2009 - Application and Certification for Payment, support by AIA Document G703 - Continuation Sheet. Continuation Sheet (G703) shall be prepared the same as the Schedule of Values submitted by the Contractor and as approved.
 - a. Contractors shall prepare a pencil copy of the Application for Payment to the Construction Manager at the site ten (10) days prior to date for submission of Application of Payment. After review by the Construction Manager and Architect a corrected copy will be returned to the Contractor within five (5) working days.
- B. Final Payment Application: Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment include the following:
 - i. Completion of Project closeout requirements.
 - ii. Completion of items specified for completion after Substantial Completion.
 - iii. Ensure that unsettled claims will be settled.
 - iv. Ensure that incomplete Work is not accepted and will be completed without undue delay.
 - v. Transmittal of required Project construction records to the Owner.
 - vi. Certified property survey.
 - vii. Proof that taxes, fees, and similar obligations were paid.
 - viii. Removal of temporary facilities and services.

- ix. Removal of surplus materials, rubbish, and similar elements.
 - x. Change of door locks to Owner's access.
- C. Release of Retainage: Documents to be submitted with the final Pay Application requesting release of retainage to include:
- 1. AIA G732 - 2009 – Application and Certification for Payment
 - 2. AIA G703 – Continuation Sheet
 - 3. Final Waiver of Lien
 - 4. AIA G706 – Contractor's Affidavit of Payment of Debts and Claims
 - 5. AIA G706a – Contractor's Affidavit of Release of Liens
 - 6. AIA G707 – Consent of Surety to Final Payment
 - 7. "No Asbestos" Letter
 - 8. Approved Certificate of Substantial Completion

PROJECT DOCUMENTATION

- A. *(Product Information – Submittals)*
- B. *(RFI)*
- C. *(Changes to the Work)*
- D. *(Closeout)*
 - a. *(Punch list sign off)*
 - b. *(Record Drawings)*
 - c. *(O&M)*
 - d. *(Owner Training)*
 - e. *(Extra Stock)*
 - f. *(Warranty)*

CERTIFICATE OF INSURANCE:

- A. Provide Certificate of Insurance naming Carmel Clay Schools, Fanning/Howey Associates, Inc. and The Skillman Corporation as Additional Insured's. See attached, Exhibit A

Carmel Clay Schools
Todd Fenoglio, Director of Facilities & Transportation

**PROPOSAL FORM
TSC PROJECT #220100.14**

CARMEL LIFE AND LEARNING CENTER 2021 DRESSING ROOM REMODEL

Base Proposal:

\$ _____

Addenda Received (No. & Date):

The undersigned agrees to perform the services set forth in this proposal. The undersigned also covenants that he/she is fully empowered to execute and deliver this proposal on behalf of the proposer and that, if accepted by **Carmel Clay Schools**; this proposal shall represent a lawful and binding obligation of the Proposer.

Firm Name _____

Prices Firm Through _____

Address _____

Payment Terms _____

City, State and Zip _____

Delivery Date _____

Phone # _____

Fax# _____

Email Address _____

By: _____
(Representative Signature)

(Representative Typewritten Name)