ADDENDUM #1

Pursuant to the Notice of Proposal for Tax Map Maintenance Services and Geographic Information System Base Map Services, the City of Passaic is amending the Legal Ad as follows:

Legal Ad: Bid Opening

From: Tuesday, July 12, 2016 @ 11:00 A.M.

To: Tuesday, July 26, 2016 @ 11:00 A.M.

All other provisions of the proposal and Legal Ad shall remain in full force and effect.

[Signature]
Doris Dudek, R.P.P.O., Q.P.A
Director of Purchasing
NOTICE OF PROPOSAL
CITY OF PASSAIC

Sealed Proposals will be received on **Tuesday, July 12, 2016 at 11:00 A.M.** prevailing time in the Purchasing Conference Room, Second Floor, Room 203, 330 Passaic Street, Passaic, New Jersey and then publicly opened and read aloud for the following:

**TAX MAP MAINTENANCE SERVICES AND GEOGRAPHIC INFORMATION SYSTEM BASE MAP SERVICES**
CITY OF PASSAIC

Copies of the RFP are on file and open to public inspection at City Hall, 330 Passaic Street, 2nd Floor, Division of Purchasing, Passaic, New Jersey or can be downloaded from the City of Passaic website [www.cityofpassaic.com](http://www.cityofpassaic.com).

Each proposal must be enclosed in a sealed envelope, bearing the name and address of the bidder and must be addressed and delivered to the City of Passaic, Division of Purchasing, Attn: Doris Dudek, Director of Purchasing: bearing the name and address of the bidder written on the face of the envelope. Proposal must be endorsed: **Tax Map Maintenance Services and Geographic Information System Base Map Services.**

This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

The City of Passaic is only responsible for forwarding addendums or clarifications to those prospective bidders who obtained specification directly from the City of Passaic, Division of Purchasing or to those who have put the City of Passaic Division of Purchasing on notice as having received the specification.

Proposers must be registered with the Division of Revenue, State of New Jersey for a Business Registration Certificate at the time of contract award.

Bidders are required to comply with the requirement of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27.

**DORIS DUDEK, R.P.P.O, QPA**
**DIRECTOR OF PURCHASING**
The City of Passaic is seeking Request for Proposals from individuals or firms for the purpose of providing maintenance of digital tax maps and geographic information system base map services. The consultant will be required to have superior knowledge and experience in all aspects of tax map maintenance for Municipal entities.

**PHASE 1 - Municipal Requirements For Tax Map Maintenance Services**

The City of Passaic is seeking a Consultant to provide 2016-2017 tax map maintenance services. All tax mapping services must be performed under the auspices of a New Jersey Licensed Land Surveyor and in compliance with current State regulations and guidelines.

A copy of the digital tax maps will be provided to the Consultant prior to commencement of this contract.

**A. 2016-2017 Tax Map Maintenance Process**

The City of Passaic will provide filed plans, deeds and additional resource material, as requested, to facilitate the maintenance process. Major subdivisions, minor subdivisions, condominium detailing, easements and lot consolidations are examples of revision work that may be required. All work will proceed at the direction of the City of Passaic Tax Assessor, Thomas Poalillo.

The Consultant shall be responsible for applying the previous years changes to the digital tax maps, including the appropriate Key Map(s). Approximately 8800 new line items are estimated to be involved.

A revision note, revision data, Professional Land Surveyor name and license number, and the annotation to show conditions as of October 1, 2015, will need to be added to the revised tax map plate(s) in accordance with Tax Maps Regulations and Standards, latest edition, as published by the New Jersey Department of the Tax Maps Regulations and Standards, latest edition, as published by the New Jersey Department of the Treasury, Division of Taxation. All associated revision work must also comply with this publication.

**B. Project Review Meetings**

The Consultant should describe the estimated quarterly meeting time required with the City of Passaic Tax Assessor and/or City officials for project coordination purposes. Meeting minutes will be expected following any and all project review meetings.

The Consultant will provide preliminary copies of all updated tax map plates for review and approval by the City of Passaic Tax Assessor.
C. Final Deliverables

The Consultant should describe the final deliverables to be provided to the City of Passaic upon completion of the 2016-17 maintenance services.

The Consultant should describe the anticipated timeframe for completion of the tax map maintenance project.

The Consultant should describe any additional information pertinent to the tax map maintenance project.

PHASE TWO - MINIMUM REQUIREMENTS FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) MAINTENANCE

The City of Passaic is seeking a Consultant to provide Geographic Information System (GIS) base map maintenance services. The existing GIS base map is compatible with State and local GIS data. Anticipated shapefile(s) must be ArcGIS Version 10.x compatible.

A copy of the GIS base map will be provided to the Consultant prior to commencement of the contract.

A. 2016 GIS Maintenance Process

The City of Passaic will provide filed plans, deeds and additional resource material, as requested, for use in the tax map maintenance process (Phase One). Major subdivisions, minor subdivisions, condominium detailing, easements and lot consolidations are examples of revision work that may be required.

The Consultant will be responsible for applying the previous year’s changes to the GIS base map in conjunction with the tax map maintenance work, to ensure that both maps reflect uniform 2016 conditions. Approximately 8800 new line items are estimated to be involved.

The Consultant should outline steps that will be taken to ensure the accuracy of the GIS base map foundation as well as compatibility with State and County resource data. All pertinent metadata must be included and/or updated in compliance with current FGDC guidelines outlining the content standard for digital geospatial metadata.

B. UPDATING THE GIS MAP

The existing GIS database was created from MOD IV tax assessment data for the City of Passaic. The Consultant will be responsible for updating the tabular portion of the GIS database to reflect the 2016 changes made to the base map foundation and/or acquiring new/additional tabular data as needed to reflect current conditions.

C. REVIEW AND COMMENT

The Consultant will provide a draft copy of the updated GIS mapping for review by the City of Passaic. All final maps must be created in conjunction with State guidelines as well as the City of Passaic's review process.
D. FINAL PRODUCT

The Consultant should describe the final deliverables to be provided to the City of Passaic upon completion of the GIS maintenance services, as well as any additional reprographic fees that may be involved.

The Consultant should describe the anticipated timeframe for completion of the GIS project.

The Consultant should also describe any additional information pertinent to the GIS project.

The Consultant will provide reasonable quantities digital copies and hard copies of the updated shapefile upon request at the completion of the project.

PROFESSIONAL INFORMATION AND QUALIFICATIONS

Each interested firm shall submit a proposal with the following information:

1. Name of firm or individual.
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which consultants will be assigned to work with the City.
3. Description of candidate’s education, experience, qualifications, number of years with the company and a description of their experience with projects similar to those described above.
4. The company’s experience with tax map Maintenance and GIS Maintenance Projects. Provide at least three (3) references for each scope of work.
5. The company’s ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff)
6. Any other information which the interested company deems relevant.

EVALUATION OF PROPOSALS

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will render professional service.
2. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter.
3. Description of project approach and methods for complying with the described Scope of Work. The proposal should address all of the items in the scope of work, how the firm proposes to organize itself to address each item and a description of the various tasks to be undertaken for each item in the scope of work.
4. Schedule for various phases of the project.
5. Cost competitiveness.
6. Previous experience with the City of Passaic/County of Passaic or other municipal and county governments in Northern New Jersey.
SUBMISSION OF PROPOSAL

Proposals must be submitted on company letterhead clearly identifying the following:

1. Fixed fee for each project and payment schedule for various phases of the work. Include hourly rates for project personnel. Such cost must include a not to exceed amount and hourly rates for all billable hours. Contracts will be awarded based on the not to exceed amount for each project. PROVIDE SEPARATE PRICING FOR TAX MAP MAINTENANCE AND GIS MAINTENANCE.

2. The three most recent and most similar projects the firm has completed.

3. A list of any deviations from the scope of services listed above must be submitted with proposal.

4. Attachments of an explanation of all of the qualifications and experience requirements and other items as listed under Professional Information and Qualifications.

5. This contract will commence after signing of the contract for a period of one (1) year.

6. Bidders must be registered with the Division of Revenue, State of New Jersey for a Business Registration Certificate at the time of contract award.
PROPOSAL SUBMITTAL REQUIREMENTS

The following is a checklist of items which must be submitted with bid proposal.

1. Affirmative Action Regulations ______
2. Certificate of Insurance ______
3. Disclosure of Investment Activities in Iran Certification ______
4. Acknowledgment of Receipt of Addenda ______
EVALUATION PROCESS AND “HIGHEST SCORED PROPOSER”

An Evaluation Committee, or their designees, will review all proposals that are received to determine the Highest Scored Proposer (“HSP”).

The City of Passaic reserves the right to determine the suitability of proposals on the basis of a proposal’s meeting the technical criteria, management criteria, cost, past experience and performance.

During the evaluation process, the Evaluation Committee may require the proposer to answer questions with regard to the proposal.

The following criteria will be used in reviewing and comparing the proposals against the other proposals submitted in determining the Highest Scored Proposer (HSP).

The weight to be assigned to each criteria appears following each criteria:

1. **Technical Criteria** 12%
   - Vendor’s proposal demonstrates a clear understanding of the scope of work and related objectives.
   - Vendor’s proposal is complete and responsive to the technical/RFP requirements.

2. **Management Criteria** 29%
   - History and experience in performing similar work.
   - Availability of personnel, facilities and equipment.
   - Qualification and experience of personnel.
   - Significant experience representing government entities of similar budget.

3. **Past Experience and Performance** 27%
   - References
   - Prior experience and familiarity with the City of Passaic, its form of government, City programs, services and community issues.
   - The geographical location of the company.

4. **Cost Criteria** 32%
   - Cost of goods/services to be provided without exceeding the budget.
   - Vendor’s financial ability to meet contractual obligations.

**Award of Contract**

The Evaluation Committee will select a winning proposal that best meets the qualifications of the specifications using a scoring sheet that will be available to the public and shall further make its recommendation to the Mayor and Council.
Pursuant to N.J.S.A. 52:32-44 each vendor submitting a bid or proposal with the City of Passaic must be registered with The Division of Revenue, State of New Jersey at the time a contract is awarded. If the Business Registration Certificate for the contractor and sub-contractor (if appropriate) is not part of the bid package but they are registered, the contractor must submit to the City of Passaic their Business Registration Certificate and a copy of their sub-contractors’ Business Registration Certificate prior to award of contract. All named sub-contractor(s) listed on the bid including out of state vendors must be registered with the Division of Revenue, State of New Jersey at the time bids or proposals are awarded.

Registration as a Business:

Businesses must complete Form NJ-REG and submit it to the Division of Revenue. The form can be filed as per the following:

A. Register online at [www.nj.gov/treasury/revenue/taxreg.htm](http://www.nj.gov/treasury/revenue/taxreg.htm). Click the “online” link and then select “Register for Tax and Employer Purposes.”

B. Call the Division at (609) 292-9292 to have a form mailed to you.

C. Write to the Division at: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.

Registration as an individual:

There is a simplified registration process for individuals doing business with any New Jersey government agency. The form (NJ-REG-A) can be downloaded from the web at [www.nj.gov/treasury/revenue/pdfforms/rega.pdf](http://www.nj.gov/treasury/revenue/pdfforms/rega.pdf). To obtain a copy by mail, call (609) 292-9292, or write to the Division at the Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252.
REQUIRED EVIDENCE
AFFIRMATIVE ACTION REGULATIONS
P.L. 1975, C. 127 (N.J.A.C. 17:27)

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from date of the letter).
   OR
   OR
3. An Affirmative Action Employee Information Report (Form AA302)
   OR
4. All successful construction contractors must submit within three days of the signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request).

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, C. 127.

The following questions must be answered by all bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?
   Yes___________  No___________
   If yes, please submit a copy of such approval.

2. Do you have a Certificate of Employee Information Report Approval?
   Yes___________  No___________
   If yes, please submit a copy of such certificate.

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L. 1975, C127 and agrees to furnish the required documentation pursuant to the law.

Company________________________  Signature_____________________
Title:___________________________

Note: A Contractor’s bid must be rejected as non-responsive if a contractor fails to comply with the requirements of P.L. 1975, c. 127, within the time frame.
**INSURANCE & INDEMNIFICATION**

**General**  At all times during the Term of the Agreement, the Company, at its sole cost and expense, shall keep and maintain insurance against any loss or damage in an amount, and under such terms, as set forth below.

**Insurance**  Company shall obtain and maintain, at a minimum, the insurance coverage set forth below. Such insurance shall be obtained from insurance companies authorized to do business in the State of New Jersey and having an A.M. Best’s rating of at least “A-” or better or the equivalent thereof. Deductible amounts or self insured retention amount payable under or with respect to such insurance coverage shall be the sole responsibility of the Company.

**Required Coverages:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Minimum Coverage</th>
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<tbody>
<tr>
<td>1. Workers’ Compensation Insurance</td>
<td>Statutory, as required by the State of New Jersey, including Employer’s Liability limits of $1,000,000 and including “Other States endorsement.”</td>
</tr>
<tr>
<td>2. Commercial General Liability, Bodily Injury and Property Damage, including Contractual liability and Products and Completed Operations</td>
<td>Insurance with combined single limits of 1,000,000/$2,000,000 per project/per location</td>
</tr>
<tr>
<td>3. All Risk Property Coverage/Builder’s Risk – if applicable</td>
<td>Vendor/contractor shall agree to insure any owned, leased or Borrowed property. The City Passaic will have no liability with regard to non-owned property.</td>
</tr>
<tr>
<td>4. Commercial Automobile Liability</td>
<td>$1,000,000 per accident for Bodily Injury with coverage Provided for (1) owned autos (2) hired autos and (3) other Non-owned vehicles</td>
</tr>
<tr>
<td>5. Commercial Excess Liability</td>
<td>$5,000,000 or an amount Sufficient to equal $5,000,000 With the primary general liability and automobile liability limits</td>
</tr>
<tr>
<td>6. Professional liability</td>
<td>$1,000,000 each claim/annual Aggregate</td>
</tr>
</tbody>
</table>
**Deductibles**  
No policy shall have a deductible amount greater than $100,000 per occurrence.

**Form and Content**  
All policies, binders or interim insurance contracts with respect to insurance maintained by the Company hereunder shall:

1. Designate the City of Passaic, its officers, agents and employees (except in the case of Workers’ Compensation Insurance) as an additional insured:

2. Provide that there shall be no recourse against the City for payment of premiums or commissions or (if such policies provide for payment thereof) additional premiums or assessments;

3. Provide that such insurance shall be primary insurance without any Right of contribution from any other insurance carried by the City of Passaic or to the Company to the extent that such other insurance provides The City of Passaic or the Company with contingent and/or excess Liability insurance with respect to its respective interest and such insurance shall expressly provide that all provisions thereof (except the limits of liability, which shall be applicable to all insured as a group and Liability for premiums) shall operate in the same manner as if there were a separate policy covering each insured.

4. Provide that the City of Passaic shall be furnished with at least thirty (30) days prior written notice of any material change, cancellation, expiration or non-renewal of coverage and that unilateral change, cancellation, expiration or non-renewal shall be effective absent such notice; and

5. Waive any right of subrogation of the insurers there under against the City of Passaic.

Prior to, but no later than the event date, the Company shall provide to the City, a certificate of Insurance that evidence compliance with the requirements of this Section.
STATE OF NEW JERSEY - DIVISION OF PURCHASE AND PROPERTY DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Bidder/Proposer: ________________________________

PART 1: CERTIFICATION
BIDDERS/PROPOSERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of the Treasury’s Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at http://www.state.nj.us/treasury/purchase/pdf/chapter25list.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder’s proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder’s parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury’s list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 (“Chapter 25 List”). I further certify that I am the person listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department’s Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS, PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE “ADD AN ADDITIONAL ACTIVITIES ENTRY” BUTTON.

<table>
<thead>
<tr>
<th>Person or Entity</th>
<th>Relationship to Bidder/Proposer</th>
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<tbody>
<tr>
<td>Description of Activities</td>
<td></td>
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<tr>
<td>Duration of Engagement</td>
<td>Anticipated Cessation</td>
</tr>
<tr>
<td>Date of Engagement</td>
<td>Contract Phone</td>
</tr>
<tr>
<td>Bidder/Proposer Contact Name</td>
<td>Number</td>
</tr>
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</table>

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the City of Passaic is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the City to notify the City in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the City of Passaic and that the City at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): ________________________________ Signature: ________________________________

Title: ________________________________ Date: ________________________________
The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 (“Chapter 25”):

<table>
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<tr>
<th>No.</th>
<th>Entity Name</th>
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<tbody>
<tr>
<td>1.</td>
<td>Amona</td>
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<td>2.</td>
<td>Bank Saderat PLC</td>
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<td>3.</td>
<td>Bank Sepah</td>
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<td>4.</td>
<td>Bank Markazi Iran (Central Bank of Iran)</td>
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<td>5.</td>
<td>Bank Meliat</td>
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<td>6.</td>
<td>Bank Melli Iran</td>
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<td>7.</td>
<td>Bank Tejarat</td>
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<td>8.</td>
<td>Belaz</td>
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<td>9.</td>
<td>Belneftkhim (Belarusneft)</td>
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<td>11.</td>
<td>China National Offshore Oil Corporation (CNOOC)</td>
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<td>12.</td>
<td>China National Petroleum Corporation (CNPC)</td>
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<tr>
<td>13.</td>
<td>China National United Oil Corporation (ChinaOil)</td>
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<tr>
<td>14.</td>
<td>China Petroleum &amp; Chemical Corporation (Sinopec)</td>
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<td>15.</td>
<td>China Precision Machinery Import-Export Corp.</td>
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<td>16.</td>
<td>Grimley Smith Associates</td>
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<td>17.</td>
<td>Indian Oil Corporation</td>
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<td>18.</td>
<td>Industria Nafta (INA)</td>
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<td>19.</td>
<td>Kingdream PLC</td>
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<td>20.</td>
<td>Liquified Natural Gas Limited</td>
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<td>21.</td>
<td>Maire Tecnimonti SpA</td>
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<td>22.</td>
<td>Naftiran Intratrade Company (NICO)</td>
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<td>23.</td>
<td>National Iranian Tanker Company (NITC)</td>
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<td>24.</td>
<td>Oil and Natural Gas Corporation (ONGC)</td>
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<td>25.</td>
<td>Oil India Limited</td>
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<td>26.</td>
<td>Panyu Chu Kong Steel Pipe Company, Ltd.</td>
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<td>27.</td>
<td>Persia International Bank</td>
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<td>28.</td>
<td>PetroChina Company, Ltd.</td>
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<td>29.</td>
<td>Petroleos de Venezuela (PDVSA Petróleo, SA)</td>
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<td>30.</td>
<td>Sameh Afzar Tajak Company (SATCO)</td>
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<td>31.</td>
<td>Schwing America Inc.</td>
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<tr>
<td>32.</td>
<td>Shandong FIN CNC Machine Company, Ltd.</td>
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<td>33.</td>
<td>Sinohydro</td>
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<td>34.</td>
<td>SK Energy</td>
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<td>35.</td>
<td>SKS Ventures</td>
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<td>36.</td>
<td>Som Petroil AS</td>
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<td>37.</td>
<td>Sonangol</td>
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<td>38.</td>
<td>Zhuhai Zhenrong Company</td>
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CITY OF PASSAIC

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following addenda:

<table>
<thead>
<tr>
<th>Addendum Number</th>
<th>Dated</th>
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Acknowledged for:__________________________

By:_____________________________________

Name:___________________________________

Title:___________________________________