



Spokane Airport Board

(Spokane International Airport, Airport Business Park, Felts Field)

Request for Statements of Qualifications and Experience (RFSQE) for Property and Liability Insurance Brokerage Services

April 2023

GENERAL OVERVIEW

Contact Person for this RFSQE		
Questions should be directed only to:	Telephone number: 509-455-6431	
<i>Amy Anderson</i> Manager, Properties and Contracts	Email address: <i>aanderson@spokaneairports.net</i>	
Deadline for Submission of Questions		
Questions must be submitted by e-mail to the individual named above prior to: <i>1:00 PM, Local Time, Monday, April 17, 2023</i>		
Responses / Addenda Posted		
Target Date & Time for Responses and any addenda to be posted on the Airport website (https://business.spokaneairports.net/bids/) prior to: <i>2:00 PM Local Time, Friday, April 21, 2023</i>		
Proposal Instructions, Submission Place and Deadline		
Submit one (1) original and one (1) electronic copy of the written Proposal in a sealed envelope clearly marked " Proposal for Property and Liability Insurance Brokerage Services ". Deliver to: Spokane International Airport Attn: Amy Anderson 9000 W. Airport Drive, Room 204 Spokane, WA 99224	Date: <i>04/28/23</i> <i>(Friday)</i>	Time: 4:00 PM Local Time <i>Proposals delivered after this time <u>will not be accepted.</u></i>





**Spokane Airport Board
Request for Statements of Qualifications and Experience
(RFSQE)
PROPERTY AND LIABILITY INSURANCE BROKERAGE
SERVICES**

Background Information

Via this Request for Statements of Qualifications & Experience (“RFSQE”), the Spokane Airport Board (“Airport”) is seeking to establish a contract with a qualified firm (“Firm”) to provide Property and Liability Insurance Brokerage Services for the Airport for the next three (3) years and two (2) one-year options to extend, commencing approximately June 1, 2023. Services to be rendered are outlined in the next section, Scope of Services.

Spokane Airports is jointly owned by Spokane County and the City of Spokane. The city and county operate the airports under provisions of RCW 14.08, which establishes the operation of airports by more than one municipality under joint agreement. The operating entity of Spokane Airports is the Spokane Airport Board, consisting of seven appointees from the two governmental bodies. The Board annually oversees a capital and operating budget of approximately \$175 million from various funding sources.

The Board operates three facilities: Spokane International Airport, Felts Field Airport, and the Airport Business Park, as well as has a Grant of Authority to operate Foreign-Trade Zone #224.

Spokane International Airport is a 6,400 acre commercial service airport served by eight airlines and three air cargo carriers. The airport recorded 3,920,972 total passengers and 78,658 U.S. air cargo tons in 2022. It is the second largest commercial service airport in the State of Washington and categorized by the FAA as a Small Hub.

Additionally, in October, 2022, the Airport completed construction of the Rail-Truck Transload Facility, which will provide multimodal freight movement services to meet the increased demand from the area’s commercial and industrial sectors for a larger transportation and logistics network. The \$14.3 million project, located approximately three miles west of the Airport, includes three new rail tracks, two loading tracks and a



running track, which cover nearly two miles and directly connects to the Geiger Spur rail line. It also offers five turnouts and 182,560 square feet concrete circulation area for freight truck movement.

Felts Field is a 400-acre general reliever airport that recorded 69,763 aviation operations in 2022 and is home to over 200 aircraft and nine commercial tenants. The airport has a Fixed Based Operator that provides aeronautical services such as fueling, tie-down, hangar storage, and pilot supplies. The Airport has two paved runways and a turf landing strip as well as the ability to accommodate water landings on the adjacent Spokane River. The Airport owns a number of hangars which are leased to aircraft owners. The Airport also owns the aviation fuel storage and dispensing facility.

The Airport Business Park is an industrial and business park development that comprises 540 acres. Strategically located adjacent to the airport facilities and Interstate 90, it has 19 buildings and 8 tenants.

Overview

The Airport is seeking proposals for Property and Liability Insurance Brokerage Services from experienced and qualified insurance brokers desiring to provide a full range of insurance services that include, but are not limited to: insurance placement and servicing, risk exposure analysis, claims servicing, and general advice for property and liability coverage. The Airport is interested in working with an established firm with ten (10) years or more of applicable airport-industry experience.

Insurance coverages to be placed on behalf of the Airport include, but are not limited to:

- Property: property including equipment breakdown; fire and allied risks insurance; earthquake and flood; equipment and inland marine including fire areas; commercial crime; terrorism; pollution & remediation, and Worker's Compensation.
- Liability: airport owners/operators general; excess; business automobile; Directors & Officers including employment practices and fiduciary; terrorism; pollution & remediation; cyber security; and police professional/law enforcement.

Broker is expected to review and comment on types and amounts of coverages required by tenants, business professional services, construction and other aviation and non-aviation activities.

Scope of Property and Liability Insurance Brokerage Services

Services



The successful Broker must provide, at a minimum, the following insurance brokerage services for the insurance coverages the Broker is to provide and they must possess and keep in force all licenses and permits required to perform the services listed herein, but which are not limited to, the following:

- A. Develop specifications for the insurance program and market the program for coverage when instructed to do so by the CEO, or their designee, including completion of all applications, documents and gathering data which may be requested by insurance companies.
- B. Analyze proposals received from various insurance companies and other parties, negotiate changes for the benefit of the Airport and verify the reasonableness of the price for the coverage provided. Make recommendations as to the most advantageous insurance program providing the highest level of coverage at the best possible price.
- C. Provide the staff with a summary of various insurance program options, including but not limited to: limits, coverages, retention levels, terms, conditions, payment options and self-insurance.
- D. Provide analysis and recommendations as to the most cost effective means for addressing the Airport's potential risks.
- E. As directed by CEO, or their designee, represent the Airport in all negotiations with insurers, underwriters and other parties with regard to the Airport's insurance program.
- F. When instructed to do so by the CEO, administer the placement of coverage and provide original binders, policies and endorsements in a timely manner to designated staff.
- G. Provide extensive review of binders and policies including verification of conformity to specifications. Request any necessary endorsements, changes, or revisions that may be required.
- H. H. Assure that insurance policies are placed with reputable and financially responsible insurers (based on insurance rating among other criteria), including keeping the Airport staff informed of any changes in rating of the insurers and making recommendations should ratings change during the policy term.
- I. Continually evaluate the insurance program and recommend coverage changes and improvements to provide the highest level of coverage at the least possible cost to the Airport. Oversee and coordinate all relevant services performed by insurance companies/underwriters or any service agencies.



- J. Perform administrative and clerical services relative to account management, including but not limited to, issuance of certificates of insurance, and verification of the accuracy of bills, audits and all premium adjustments.
- K. Broker shall maintain lists (Property Schedule; Insured Vehicle Schedule; Employee Driver List and Equipment Schedule) and provide to Airport staff upon request.
- L. Submit all premiums/payments to carriers and other parties. All payments/premiums will be made to the selected Broker.
- M. Assign an Account Manager for administration of the Agreement who will be responsible for communication with the Board's staff and who, along with any other team members assigned, must be available on a daily basis to the Board's staff for advice and consultation on insurance program related issues and concerns.
- N. Review any related insurance company audits for accuracy.
- O. Review various insurance publications and provide the Airport with copies of articles applicable to aviation/airport insurance issues.
- P. Provide aviation-sector insurance market trends on a regular basis.
- Q. Evaluate all properties and recommend any changes to current insured values.
- R. Review loss runs quarterly, provide copies of the loss runs to Airport staff and advise of any anticipated problems and recommended solutions.
- S. Coordinate (at a minimum) annual claims meetings with Airport staff and a representative of the underwriters.
- T. Work with Airport staff to review contracts and agreements in order to ensure minimal liability.
- U. At the direction of the CEO, act as agent with carriers and claimants to resolve claims.
- V. Consult with the CEO and General Counsel regarding the proposed Counsel the insurance company plans to use with any claim. Assist with negotiating legal representation with local counsel as appropriate.
- W. Assist Airport staff with design and implementation of a Loss Prevention Program including review of open claims and trends with respect to loss control.



- X. Account Manager to provide, on an annual basis, risk assessment of Airport property including public access points, to address any potential risk factors. Account Manager to work with Airport on findings and potential remediation, if necessary.
- Y. Account Manager to provide biannual risk management training to enhance Airport staff's awareness of potential liabilities and solutions.
- Z. Account Manager shall schedule meetings with Airport staff on a quarterly basis throughout the term of their contract. Said meetings to be held at the Airport or via video conference.

Alternate Services

The Broker may propose additional services that Broker believes may be beneficial to the Airport. The Airport reserves the right to evaluate such proposed additional services on a case by case basis and to negotiate proposed costs for any such services if it is determined they should be provided.

Coverage

The Broker must be able to demonstrate experience with and be able to competitively place both Liability and Property insurance coverage, as listed below:

<u>Coverages</u>	<u>Renewal Dates</u>
A. Liability	
1) Airport Owners / Operators General Liability	11/01/23
2) Excess Liability	11/01/23
3) Business Automobile Liability/Physical Damage	11/01/23
4) Directors & Officers including Employment Practices	11/01/23
5) Fiduciary	11/01/23
6) Crime	11/01/23
7) Cyber Liability	11/01/23
8) Stop Gap coverage	11/01/23
9) Police Professional/Law Enforcement	11/01/23
10) Operation of aircraft by Airport staff	11/01/23
11) Other coverages, as needed	
B. Property	
1) Property, including equipment breakdown, Fire and All Risk Insurance, Garagekeepers	11/01/23
2) Earthquake/Flood	11/01/23
3) Theft	11/01/23
4) Pollution & Remediation	11/01/23



5) Terrorism	11/01/23
6) Inland Marine	11/01/23
7) Other coverages, as needed	11/01/23

Note: The Scope of Services is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the provisioning services. The scope may be modified by the Airport CEO as deemed necessary. The selected firm will provide a single point of contact for the Airport.

Schedule

The following is the tentative schedule for this RFSQE process:

Date/Time (as applicable)	Description
3/30/2023	Advertisement & Post on GEG Website
4/17/2023 1:00 PM Local Time	Deadline for Submission of Questions
4/21/2023 2:00 PM Local Time	Target for Airport's Posting of Addenda
4/26/2023 4:00PM Local Time	Submittal Deadline (Due Date)
5/5/2023	Target Notification of Status
5/8/2023	Target Interviews, if requested by Airport
5/10/2023	Target Selection of Most Preferred Firm
5/10/2023	Contract Negotiation
5/18/2023	Airport Board Approval of Agreement
6/1/2023	Commencement of Services Under the Agreement

Evaluation Criteria

Responses to this RFSQE must contain the following information:

1. A narrative statement should describe and incorporate the following:
 - a) A cover letter providing general background and current experience of the firm and describing the individual or firm's general capabilities to perform the scope of services to Airport and aviation sector organizations within the last 5 years. Specific attention should be given to how the firm meets the Airport's overall experience requirement.
 - b) A section that describes the firm's ability to satisfactorily perform the minimum services and operational requirements of this Request for Statement of Qualifications and Experience.



2. Resume(s) of all firm's staff anticipated to work on Airport matters under the Agreement. Identify the individual who will be responsible for the primary functions of the Agreement and point of contact for the Airport.
3. References (at least three (3) including contact name and phone number) from individuals or organizations that have used your firm's services for similar programs. References should be provided from those that have had specific experience identified in the Scope of Services.
4. List of existing clients and identification of any potential conflicts of interest clients may have with Spokane Airports.
5. Evidence of firm's financial stability.
6. A list of any active litigation that the firm has with current clients or post clients within the last 5 years.
7. A cost proposal regarding the proposer's annual services fee which will be paid in four quarterly payments following the receipt of a quarterly summary of the placement or assumed responsibility of coverage during the previous three month period.

All proposers must have experience in providing insurance broker services to Airports and must agree to the terms and conditions in the Agreement provided by the Airport. All proposers must have acted as a broker placing property insurance for a Washington airport, Washington governmental entity or a Washington corporation with total insured values at risk in excess of \$250 million for at least on (1) policy year during the five (5) year prior to the date of this RFSQE. Additionally, proposer must have acted as a broker placing liability insurance for a commercial service U.S. airport with over 500,000 annual passengers for at least one policy year during the five (5) years prior to the date of this RFSQE. The proposers must have a current State of Washington Property and Casualty Insurance license.

No Broker shall contact insurance markets on behalf of the Airport prior to the selection of the Broker and execution of an agreement. Brokers who contact insurance markets related to this RFSQE prior to selection will be immediately disqualified from consideration.

An evaluation team will review all proposals received. Spokane Airports reserves the right to determine the suitability of proposals on the basis of a Proposer's meeting administrative requirements, the evaluation teams' assessment of the quality and performance of the service proposed, and cost.

During the evaluation process, Spokane Airports may require an in-person interview to answer questions with regard to the firm's proposal. The Proposer must include in its



Proposal the information noted in the evaluation criteria and must demonstrate how the firm meets the evaluation criteria. The following criteria will be used in reviewing the proposals:

Evaluation Criteria	Weighting (Maximum Points)
<p>1. <u>Cover Letter:</u></p> <p>a) Executive Summary: A high level, executive summary of your firm’s relevant qualifications and experiences, as well as the relevant experiences of key staff proposed for this project in performing similar services.</p> <p>b) Demonstrated Success. Provide examples of previous and current experience providing insurance brokerage services in programs similar to the one described in this RFSQE.</p> <p>c) Responsiveness of submittal to outlined requirements described in the RFSQE.</p> <p>d) Provide a work plan or narrative based on previous work in alignment with the requested scope of work.</p> <p>The cover letter must be signed in ink by an authorized representative of the Proposer who is authorized to execute contractual agreements.</p>	<p><u>50</u></p>
<p>2. <u>Proposed Costs:</u> To assist in evaluating a cost element, please provide an annual aggregate services fee, segregated in four quarterly payments.</p> <p>Note: In practice, prior to the onset of any work performed, the selected firm and the Airport will outline each policy involved and establish a schedule for awarding each policy in a proposed work plan.</p>	<p><u>25</u></p>
<p>3. <u>References:</u> At least three references from previous clients for similar work completed by your firm and should be relevant to the scope of services. Cited references should include program name, reference name, title, and current contact telephone number. Refer to the Reference Checks section of this RFSQE</p>	<p><u>15</u></p>



for information about how reference checks will be used in the evaluation process.	
4. <u>Standard Contract Language:</u> The Airport intends to utilize its standard Professional Service Agreement for this project which is attached hereto in draft form. Each firm must affirm in its Submittal that the terms and conditions of this agreement are acceptable, or if the firm takes exception to any of the proposed language in the agreement, the firm must specifically describe the reasons for the exceptions and propose in its Proposal alternative language for review and consideration by the Airport.	<u>7</u>
5. Is the firm certified as an MBE/WBE/MWBE/CBE or SEDBE in the State of Washington?	<u>3</u>
Total Points	100

The Airport intends to enter into contract negotiations with the proposer who in the sole judgment of the Airport is best suited to fulfill the scope of services.

Interviews

Proposers may be required to participate in an interview with and/or make a presentation to a selection committee and/or other Airport personnel with the date and time to be determined in or around the target date provided in the tentative schedule. At such interviews, the Airport will establish evaluation criteria and weighting for each criterion that will be added to the scores received for the written Proposals as part of making a final selection decision.

Submission Requirements

Proposal Submission Deadline: One unbound original and one electronic copy of the Proposal responding to the information requested in the Evaluation Criteria section of this RFSQE must be received by the Airport no later than the deadline noted on page 1 of this RFSQE. Submittals must be delivered to the address indicated on page 1 of this RFSQE.

Late Proposals: Submittals will not be accepted by the Airport after the date and time specified on page 1 of this RFSQE. In the event that a Submittal is delivered after the deadline, it will not be accepted or considered and will be returned unopened. The Airport will not be liable for delays in delivery of Submittals due to handling by the U.S. Postal Service, courier services, overnight carriers, or any other type of delivery service. Submittals may be delivered in person or by a delivery service. No verbal, fax, electronic (e.g. e-mail), telegraphic or telephonic Submittals will be accepted.



Submission Requirements:

- Submittals and their sealed packaging (boxes or envelopes) should be clearly marked with the name and address of the firm and should be marked with the name of this RFSQE as indicated on page 1 of the RFSQE.
- The Airport strongly encourages the use of recyclable materials in the Submittals.
- The Airport encourages “double side” the printing of Submittals; however, for the purposes of any page limitations of the Proposal outlined in the RFSQE, one side of a printed page is considered one page. The Airport will not review or evaluate pages in a Submittal that are in excess of the page number limitation.
- All submittals shall be considered valid for a period of one hundred twenty consecutive calendar (120) days from the submittal closing date and shall contain a statement to that effect. Timely submittals received shall be subject to applicable laws and regulations governing public disclosure. Any information received within the submittal will be considered part of the public record of this RFSQE process.

Organization of Submittals: Submittals must address each of the evaluation criteria in this RFSQE in a clear, comprehensive, and concise manner. Submittals must include an index, be clearly separated with tabs, (tabs are not considered as a page for the purpose of any page limitations) labeled by response to specific evaluation criteria, and addressed in the same order as included in this RFSQE. Submittals should be prepared as simply as possible and provide a straight-forward, concise description of the individual’s or firm’s capabilities to satisfy the requirements of this RFSQE. Expensive bindings, color displays, promotional material, etc. are not necessary or desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. To this end, complete and concise Proposals shall not exceed thirty (30) pages.

Clear and Responsive Proposals: The Airport has made every effort to include enough information within this RFSQE for a firm to prepare a responsive Submittal. Individuals or firms are encouraged to submit the most comprehensive and competitive information possible. Submittals that do not respond completely or sufficiently to the evaluation criteria in this RFSQE may be rejected as non-responsive, or will receive correspondingly lower scores for those criteria, which may result in the Submittal not scoring high enough to be considered further.

Questions About this RFSQE: Questions regarding this RFSQE should be addressed solely to the individual identified on page 1 of this RFSQE and to no other persons. Questions must be submitted in writing prior to the deadline indicated on page 1 of this RFSQE. It will be the sole responsibility of individuals or firms making a submittal to ensure questions are delivered before the deadline established in the schedule. Responses to questions, other clarifications and/or addendums will be posted on the Airport’s website as addenda per the schedule on pages 1 and 7 of this RFSQE. The Airport may determine that a firm is disqualified if they have had contact with any other representative of the Airport staff or Board members.



Addenda: Verbal communications and emails from the Airport, staff, agents, Board members, employees or outside advisor, or any other person associated with this RFSQE shall not be binding on the Airport and shall in no way modify any provision of the RFSQE. Only formally issued addenda shall modify the terms of this RFSQE. Any addenda issued for this RFSQE will be published at the following website address: <https://business.spokaneairports.net/bids/>. Individuals or firms making submittals are responsible for checking the website for any addenda. If you are unable to download the addenda, you may contact the individual noted on page 1 of this RFSQE. Receipt of addenda must be acknowledged on the Submittal Information Form that must be included with the Submittal.

Selection Process

Selection Process: The Submittals will be reviewed by an evaluation committee and the highest rated firms may be invited to an interview at the discretion of the Airport. The firm judged to have the most preferred submittal will be invited to enter into contract negotiations with the Airport. If the Airport and the selected firm cannot agree on terms the Airport may terminate negotiations and enter into negotiations with another firm.

Rights Reserved: The Airport reserves the following rights:

1. To waive as an informality any irregularities in Submittals and/or to reject any or all Submittals.
2. To extend the date for delivery of submittals.
3. To request additional information and data from any or all individuals or firms desiring to make a Submittal.
4. To supplement, amend, or otherwise modify the RFSQE through issuance of addenda.
5. To cancel this RFSQE with or without the substitution of another RFSQE.
6. To reissue the RFSQE.
7. To make such reviews and investigations, as it considers necessary and appropriate for evaluation of the Submittals.
8. To not select the highest rated firm if the proposed cost estimates are excessive.
9. To reject any Submittal in the event that the Airport's analysis of the firm's financial status and capacity indicates, in the Airport's judgment, that the firm is not able to successfully perform the work.
10. To cancel the RFSQE process in the event only one Submittal is received by the deadline at the Airport's option.

Reference Checks: The Airport reserves the right to conduct reference checks for firms making Submittals, either before or after Submittals have been evaluated, and/or after interviews have been held. In the event that information obtained from the reference



checks reveals concerns about a firm's past performance or their ability to successfully perform the contract to be executed based on this RFSQE, the Airport may, at its sole discretion, select a different firm.

Administrative Requirements

Cost of the Submittal: The Airport shall not, under any circumstances, be responsible for any costs or expenses associated with the Submittal including, but not limited to, research, investigation, development, preparation, duplication, production, collation, packaging, delivery, transmittal, or presentation of the Submittal or any other related information, data, documentation, and material. All costs and expenses incurred by individuals or firms in connection with the Submittal shall be the sole responsibility of (borne solely by) those individuals or firms.

Public Disclosure:

1. **Property of Airport:** Submittals made to the Airport shall become the property of the Airport and shall not be returned.
2. **Submittals are Public Records:** Pursuant to Chapter 42.56 RCW, Submittals made under this RFSQE shall be considered public records and may be made available for inspection and copying by the public. Except to the extent protected by state and/or federal laws, Submittals shall be considered public documents and available for review and copying by the public after an award of contract is made by the Airport Board.
3. **Indemnification by Individuals or Firms Making Submittals:** To the extent that the Airport withholds from disclosure all or any portion of Submittal documents in response to a request for disclosure pursuant to Ch. 42.56 RCW, the individuals or firms that provided such Submission that was not disclosed shall agree to fully indemnify, defend and hold harmless the Airport from all damages, penalties, attorneys' fees and costs the Airport incurs related to withholding information from public disclosure.
4. **No Claim Against Airport:** By making a submittal under this RFSQE, individuals or firms consent to the procedure outlined in this section and shall have no claim against the Airport because of actions taken under this procedure.

Basic Eligibility: Firms making a Submittal under this RFSQE must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number, as well as all necessary licenses, permits, approvals necessary to perform all requiring services. In addition, firms making a Submittal under this RFSQE must not be debarred, suspended, or otherwise ineligible to contract with the Airport,



and must not be on the federal government's or state government's list of firms suspended or debarred from working on federally or state funded projects.

Non-Discrimination: All individuals or firms making a Submittal under this RFSQE will be discriminated against on the grounds of race, color, age, sex, or national origin in consideration for an award issued pursuant to this RFSQE.

The Airport is an equal opportunity employer and encourages the use of small businesses, DBE, MBE, or WBE participation. As such, the Airport and all tiers of its consultants will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a), 41 CFR 60-741.5(a) and Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A).

Approval of Sub-Consultants: The Airport retains the right of final approval of any sub-consultant of the selected firm, and the firm must inform all sub-consultants of this provision.

Other Contracts: During the original term and any subsequent renewal terms of the contract resulting from this RFSQE, the Airport expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFSQE.

Funding Availability: By responding to this RFSQE, the individuals or firms making a Submittal acknowledge that for any contract signed as a result of this RFSQE, the authority to proceed with the portions of work outlined in this RFSQE may be contingent upon the availability of funding in the Airport's operating budget.

Prohibition Against Lobbying: Firms making a Submittal shall not lobby, either on an individual or collective basis, the Airport Board (its associated City and County employees, or outside advisors) or any federal, state, or local elected or public officials or staff regarding this RFSQE or its written Submittal. Individuals or Firms making a Submittal to this RFSQE, their acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the Airport Board (its associated City and County employees, or outside advisors) or any federal, state, or local elected or public officials or Airport staff to arrange meetings, visits, or presentations to influence the outcome of the selection process. Violation of this provision intentionally or unintentionally, will result in disqualification of the firm and rejection of the written Submittal.

Insurance: Prior to execution of a Contract for services under this RFSQE, the successful firm will be required to provide acceptable evidence of insurance coverage consistent with the insurance requirements outlined in the Airport's standard Consultant or Service Contract attached as part as this RFSQE. The cost of insurance must be factored into the cost proposal.



Attachment A Spokane Airport Board

Request for Statements of Qualifications & Experience (RFSQE) for PROPERTY AND LIABILITY INSURANCE BROKERAGE SERVICES

SUBMITTAL INFORMATION / AFFIRMATION FORM

Name of Firm:	Contact Individual's Name:
Address of Contact Individual:	
Phone Number of Contact Individual:	E-mail Address of Contact Individual:
State of Washington UBI Number :	
Receipt is hereby acknowledged of Addenda No(s): _____	

OFFICIAL AUTHORIZED TO SIGN FOR PROPOSER:

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct:	
Signature:	Date:
Print Name and Title:	Location or Place Executed: (City, ST)

The above authorized individual makes the following affirmations on behalf of the proposing firm:

1. I am authorized to make these affirmations;
2. All answers and statements made in the proposal are true and correct;
3. In preparing this proposal, the financial information contained in it has been arrived at independently and without consultation, communication or agreement with the Board, or other proposers, to restrict competition as to any matter relating to this RFSQE;
4. No fee or commission, or any other thing of value, has been paid or agreed to be paid to any employee, agent, representative, official or current consultant of the Board in order to procure the contract described in this RFSQE;
5. The firm is properly licensed, or will obtain, proper licenses prior to commencement of services, to conduct business in the state of Washington if legally required.
6. This proposal is valid for a period of one-hundred twenty consecutive calendar (120) days from the closing date of this RFSQE.

Note: This Submittal Information Form must be completed as part of the written Submittal.

