Proposal Submittal Form

a form required of Bidders and Proposers on purchases of supplies, materials, equipment and services for the

City of Franklin, Tennessee

Purchasing Office Solicitation No.: 2018-015

Vendor's name, street address, and mailing address (if different):	_____ _____ _____ _____
Vendor's contact person's name (printed), title, telephone number and e-mail address:	_____ _____ _____ _____
Does the proposer take any exceptions to the City's procurement solicitation?	☐ Yes, see enclosed. ☐ No, proposer takes no exceptions.
Are exceptions, if any, to the City's procurement solicitation listed separately, described, compared to the City's intention as expressed and implied by the City's solicitation documents, and submitted?	☐ Yes, see enclosed. ☐ No, proposer takes no exceptions.
Rate for voluntary group term life/AD&D:	$_____ per $1,000 of benefit
Rate for short-term disability:	$_____ per $100 of payroll
Are the City's preferred payment terms (net 30 days from date of delivery or date of invoice, whichever is later) acceptable to proposer?	☐ Yes. ☐ No, proposer requests the following payment terms: _____.
Last date (no sooner than June 30, 2018) that proposal and associated pricing is valid and may be accepted by the City:	_____
Method of payment – The City's default method of payment is by electronic means, either by direct deposit (i.e., "ACH" or "Electronic Funds Transfer"), or by bank credit card, rather than by conventional check. Which electronic payment method would the proposer prefer?	☐ ACH or Electronic Funds Transfer. ☐ Bank credit card.

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Proposer's name:	_____
Are the following components included with this Proposal Submittal Form in the submittal? • Detailed vendor-supplied description of proposed product(s) and/or service(s); • Responses to information requested in the Request for Proposals as required to be included in proposal; • Identification, listing and description of any exceptions to the procurement solicitation; • Contact information for required references (see Request for Proposals); • Standard Procurement Terms and Conditions of the City of Franklin, with the vendor's contact information inserted; • Vendor's proposed agreement or contract, if any, the terms and conditions of which shall be not inconsistent with the City's Standard Procurement Terms and Conditions; • Affidavit of Non-Collusion, executed in full; and • Affidavit of Title VI Compliance, executed in full.	☐ Yes, see enclosed. ☐ No, proposer chooses not to include all of these components (WARNING: doing so may cause the City to deem the proposal non-responsive).
Acknowledge any and all issued addenda to this solicitation: (Prior to submitting its proposal, it is the responsibility of each potential proposer to determine whether any addenda to this procurement solicitation have in fact been issued by the City.)	☐ Addendum No. _____. ☐ Addenda Nos. _____. ☐ No addenda.
Subscription and affirmation of proposer's authorized representative: By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.	_____ (signature)
Signature of proposer's authorized representative: I affirm that I am authorized by the proposer to sign this Proposal Submittal Form as well as any and all companion forms and documents included herewith. I have obtained and read, and do understand and consent, to all instructions, terms and conditions, including those imposed by reference, which apply to this procurement solicitation and compliance with which is required as a condition precedent to consideration of the proposal submitted herewith.	_____ (signature)
Title of proposer's authorized representative:	_____
Date of signatures:	_____