

Request for Quotation – Office and Color Copiers 2025

Head Start of Greater Dallas, Inc. is requesting quotes for three B/W Office copiers and one-Color Copier for the Head Start central office. The purpose is to provide competitive pricing and maintenance services for purchasing or leasing services the office and color copiers in our Central Offices. We are eligible to purchase and/or lease under the following contracts: contracts such as TCPN, Texas State CO-OP, Buy Board, TXMAS and TX Dir. Please indicate the cost of leasing for 60 months as well as the owner of the purchase.

Please ITEMIZE your quote into categories, showing the cost of any options and any discount that is allowed our agency by virtue of being a federally funded, non-profit, and tax-exempt service to children and families. Please include and itemize any service, installation, or delivery costs, taxes, extended warranty agreement terms and cost, a statement of warranty, if applicable, and what local service and maintenance is provided by your company. Please provide pricing for the purchase and or lease of three B/W copiers and one-color copier.

Your quote should include the following requirement:

- An estimate date of delivery for office and color copiers June 2025
- A list of five local business references (including contact person and phone # and e-mail address) who have purchased /leased similar copiers from your company. **Be specific and supply all information requested as it will be used in the decision PROCESS for awarding this purchase/Lease.**
- Purchases made against this Request for Quotation are for HSGD use and are exempt from State Sales Tax and Federal Excise Tax. Do not include taxes in your quotation.
- Suppliers finding errors, omissions and corrections that need to be made in their specifications should inform the purchasing department at least 5 working days before quotation is due.
- Please specify any State of Texas Dir contract #, or US communities # or GSA etc. on the quote.
- The multifunctional copiers shall be new, with the latest design technology and most current line.
- Training employees to use the new copiers is required by the suppliers after initial installation and throughout the life of the contract.
- Quotation must be signed by an authorized individual to contractually bind their companies when submitting the quote. Failure to sign the quote will be considered as a “mistake in Quote”, and the quote will be rejected as “non-responsive”.

Head Start reserves the right to reject any quote that does not meet our specifications.

Submission of Quotations by e-mail achiu@hsgd.org or:

Hand-carried quotations or quotations submitted via carrier service are to be delivered to

Head Start of Greater Dallas, Inc.

3954 Gannon Lane, Dallas, TX 75237

Attn: Purchasing Department

Label: on the envelope clearly mark in the lower-left-hand corner the following information.

Request for Quotation: Office & Color Copiers 2025

Due September 24, 2024, 9:30 A.M.

Late Quotation will not be accepted.

Specifications for Central Office Copiers

9/24/2024

General Specifications

| General | Network | Cloud Services | Copier | Scanner |
|---|--|---|--|--|
| <ul style="list-style-type: none"> ▪ Automatic billing and toner shipment via Internet interface ▪ Configuration: setup where anyone can network print, scan, copy 100 copies w/o login. Anything > 100 pgs. would require user authentication to network. All user authenticated jobs are logged and a copy of the first page saved to storage. ▪ Digital quality reproduction ▪ Energy: Energy saving with quick start up feature ▪ Energy: Ultra-low power consumption during sleep mode ▪ Finishing capabilities: collating and stapling, 3 hold punch, folding. ▪ Memory: 4MB or higher ▪ Offset catch tray. ▪ Paper sizes: 8 1/2x11, 8½x14, 11x17. ▪ Paper stock: 20lb regular and 90lb card stock ▪ Paper trays: Minimum of 3 trays holding 250 pages each. ▪ PCL5 & PCL6 ▪ Print resolution 1200dpi or higher. ▪ Reporting: monthly report by user of printed pages ▪ Service contract mandatory. ▪ Smart feature that prints jobs in queue and bypasses jobs requiring paper changes ▪ USB copy/print ▪ Bypass tray ▪ User friendly controls and display with touchscreen | <ul style="list-style-type: none"> ▪ Automatic email notifications to users for toner replacement, jams/issues, and large jobs. ▪ Gigabit Ethernet port ▪ Integrate with 365 scans to email. ▪ Integrate with Microsoft Active Directory for user authentication. ▪ Integrate with Azure/Entra Universal Print – Color Copier ▪ iP v4 ▪ Network printing speed 75-100 ppm ▪ Web interface by IP ▪ Wifi ▪ Windows Server 2012/2019/2022 R2 drivers for network printing | <ul style="list-style-type: none"> ▪ Microsoft Universal print ready | <ul style="list-style-type: none"> ▪ Book copying ▪ Copy sizes up to 11 x 17 paper. ▪ Copy speed 75-100 ppm. ▪ Full duplexing and collating: two side to two side, two side to one, and one side to two. ▪ Reduction/Enlargement ▪ Twain driver ▪ Zoom 25-400% with 1% increments. ▪ Security Code | <ul style="list-style-type: none"> ▪ Convert hard copy to PDF, JPG or DOC/DOCX. ▪ Optional duplex and multiple original scanning ▪ Scan once/print many functions. ▪ Scan size up to 11x17 ▪ Scan speed 75-100 ppm ▪ Scan to email. (365) ▪ Scan to network folder. ▪ Scan Compressed format |

General Specifications

- Descriptions: Any reference to model and /or make/manufacturer used in quote specifications is descriptive, not restrictive. It is used to indicate the type and minimum quality desired. Quotes on items of like quality shall be considered. The burden of proof remains with the supplier, for all bids/quote on components other than as specified. This shall be accomplished by providing sufficient documentation and/or sample components with quote submitted. This will permit timely evaluation by the agency of all submittals received. Where shown as “or an approval equal”, the final determination (approval) remains with the agency.
- Delivery: FOB destination, inside delivery, specified agency location, full freight provided for. Delivery requested from stock within seven (7) working days. Late delivery, equipment found to be defective or not meeting specification shall be picked up and replaced by the contractor at no expense to the Agency Also, delivery includes assembly, and “set in place” without extra charges. In the case of a “drop ship items from a third party or manufacturer it will be the contractor’s responsibility to coordinate, and to provide personnel to take delivery, assemble, and “set in place any such delivery. Deliveries shall be made at the times and of the quantities specified on the face of the purchase order, and supplier shall not, without the written consent of buyer, make shipment in advance of such schedule. Over shipments may be returned by the buyer at seller’s expense or retained by buyer at no increase in price.
- Items: Supplied under contract shall be subject to the Agency’s approval, and shall be new and not reconditioned, remanufactured, or reassembled, (unless otherwise specified and approved in writing by the Purchasing Agent), and in first class condition, and of current manufacture. Items found to be defective or not meeting specifications shall be picked up and replaced by the Contractor at no expense to the Agency.
- Pricing: Prices cannot be altered or amended during the first contract year. After the first contract year, pricing can be altered upon the mutual agreement of both parties. Price change requests need to be submitted to the contract administrator at least 3 months in advance of the date pricing is to take effect. When the new pricing is mutually agreed upon by both parties, it cannot be altered for any reason until the next contract year.
- Testing: Testing may be performed at the request of the Agency, by an agent so designed, without expense to the agency.
- Warranty: Contractor shall warrant that items shall conform to the specification and/or all warranties as stated in the Uniform Commercial Code and/or the State of Texas statues, Chapter 9 (whichever is most restrictive) and be free from all defects in materials workmanship and title.
- Assignment: The contractor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the Agency’s Purchasing Agent.
- Contractor should specific the payment method and name of the recipient (such as bank or financial institute)
- Insurance: The successful provider shall be required to demonstrate adequacy (As required by the State of Texas for this type of business) of insurance in umbrella form, inclusive of, as a minimum:

| | | |
|---|-----------------------|-------------|
| General Liability | General Aggregate | \$1,000,000 |
| Automobile Liability | | \$400,000 |
| Worker’s Compensation and Employers’ Liability | Statutory | |
| | Each accident | \$100,000 |
| | Disease Policy Limit | \$500,000 |
| | Disease Each Employee | \$100,000 |

- Damaged items/parts shall be replaced within 72 hours.

Model Specifications

| Qty | Short Description | Pages Per Minute | Average Monthly Volume | General | Network | Copier | Scanner |
|-----|--|------------------|------------------------|--|--|--|--|
| 2 | Mono Office copiers Note: Current Copies (Estimates minimum of copies per month) 1 st floor = 27,770 per month 2 nd floor copier = 27,979 per month | 75 | 10k | | | | |
| 1 | Mono Office copier (Large) Note: Estimates minimum # of copies per month = 17,019 | 120-125 | 20k | <ul style="list-style-type: none"> ▪ Finishing capabilities: collating, stapling, 3-hole punch and folding. ▪ Include separate line item in quote for plastic comb punching. ▪ Must fit plug# NEMA L6-30P | <ul style="list-style-type: none"> ▪ Network printing speed 125 ppm | <ul style="list-style-type: none"> ▪ Copy speed 125 ppm | <ul style="list-style-type: none"> ▪ Scan speed 100 ppm |
| 1 | Color Office copier. Note: Estimates minimum of copies per month B/W = 1,432 Color = 15,393 | 75 | B/W=1K Color=5.5K | <ul style="list-style-type: none"> ▪ Configuration: setup where all require user authentication to network. All user authenticated jobs are logged and a copy of the first page saved to storage. | | | |

CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
FOR COVERED CONTRACTS

DEFINITIONS

Covered Contracts/Subcontract

(1) Any non-procurement transaction which involves federal funds (regardless of amount), including such arrangements as a sub-grant, for example, between TDA and another entity or the Contracting Entity and another entity.

(2) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 3305 (currently \$50,000) under a grant or sub-grant.

(3) Any procurement contract for goods or services between a participant and a person under a covered grant, sub-grant, contract, or subcontract, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction, including

- a. Consultant.
- b. Principal investigators.
- c. Providers of audit services required by the TDA or federal funding source.
- d. Researchers.

Debarment - An action taken by a debaring official in accordance with 2 CFR Part 417, 48 CFR Part 1, or equivalent federal regulations, to exclude a person from participating in covered contracts. A person so excluded is “debarred”.

Grant - An award of financial assistance, including cooperative agreements, or contracts or subcontracts for goods or services entered into to carry out an award of financial assistance. A grant may be in the form of money, or property in lieu of money, to an eligible grantee, sub-grantee or sub-recipient.

Ineligible - a person that is prohibited from entering into a covered contract or subcontract because of an exclusion or disqualification.

Participant - any person who submits a proposal for or who enters a covered contract or subcontract, including an agent or representative of a participant.

Person - Any individual, corporation, partnership, association, unit of government, or legal entity, however organized.

Principal - An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or a consultant or other person, whether or not employed by the participant or paid with Federal funds, who— (i) is in a position to handle Federal funds, or (ii) is in a position to influence or control the use of those funds, or (iii) occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Texas Department of
Agriculture

H2048
February 2017

Proposal - A solicited or unsolicited bid, application, request, invitation to consider or similar communication by or on behalf of a person seeking to receive a covered contract.

Suspension - An action taken by a suspending official in accordance with 2 CFR Part 471, 48 CFR Part 1, or equivalent federal regulations that immediately excludes a person from participating in covered contracts for a temporary period, pending completion of an investigation and any judicial or administrative proceedings that may ensue. A person so excluded is “suspended”.

Voluntary exclusion - A status of nonparticipation or limited participation in a covered contract or subcontract assumed by a person under the terms of a settlement between the person and one or more agencies. Voluntary exclusion must have a government wide effect.

Voluntarily excluded - The status of a person who has agreed to a voluntary exclusion.

Texas Department of
Agriculture

H2048
February 2017

CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
FOR COVERED CONTRACTS

| | |
|--------------------------------------|---|
| Name of Business (Contractor) | Vendor ID No. or Social Security No. |
|--------------------------------------|---|

(1) The prospective contractor certifies to the best of its knowledge and belief that it and its principals:

(a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective contractor is unable to certify any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

Signature of Contractor Representative

Date

Printed/Typed Name of
Contractor Representative

Printed/Typed Title of
Contractor Representative

Texas Department of
Agriculture

H2049
July 2017

CERTIFICATION REGARDING FEDERAL LOBBYING
(Certification for Contracts, Grants, Loans, and Cooperative Agreements)

Federal legislation generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the Federal government. Lobbying with respect to certain grants, contracts, cooperative agreements, and loans is governed by relevant statutes, including among others, the provisions of 31 U.S.C. 1352, as well as common rule, “New Restrictions on Lobbying” published at 55 Federal Register (FR) 6736 (February 26, 1990), including definitions, and the Office of Management and Budget “Government wide Guidance on New Restrictions on Lobbying” and notices published at 54 FR 52306 (December 20, 1989), 55 FR 24540 (June 15, 1990), 57 FR 1772 (January 15, 1992), and 61 FR 1412 (January 19, 1996).

Contracting entities or sponsored sites that contract for goods or services using Federal funds must obtain this certification for any award exceeding \$100,000 and if necessary, must obtain the *Standard Form-LLL, “Disclosure Form to Report Lobbying.”*

CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit *Standard Form-LLL, “Disclosure Form to Report Lobbying”*, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Organization submitting certification

Name of Organization Representative

Title

Signature of Organization Representative

Date

Standard Terms & Conditions Attachment
(PLEASE SIGN AND RETURN)

Termination: The agreement entered into by Head Start of Greater Dallas and *(Contractor's Name)* _____, named henceforth as "Contractor," and to which this is attached shall terminate automatically three years from the executed date of this document, unless otherwise stated in the Purchase Order or agreement to which this is attached. If there is a loss of funding or failure of the Contractor to perform satisfactorily, Head Start of Greater Dallas (HSGD) reserves the right to terminate this agreement with thirty (30) days written notice at any time.

Relationship of Parties: It is understood by the parties that the Contractor is an independent entity with respect to Head Start of Greater Dallas (HSGD), and not an employee of Head Start. HSGD will not provide fringe benefits, including health insurance, paid vacation, or any other employee benefit, for the benefit of the Contractor or the Contractor's employees.

The Contractor shall provide proof of liability insurance, workers compensation (if applicable), and other required proof of insurance within ten (10) days upon acceptance of the P.O. and/or agreement. The proof of Insurance should be a Current Certificate of Commercial General Liability (min. \$1 million aggregate coverage limit) citing Head Start of Greater Dallas, Inc. as "additional insured's" and either Workman's Comprehensive or Employee Accident Policy (min. \$500,000 per occurrence coverage) if you have any employees that will be performing work on our sites.

Conduct of Personnel: Contractor's personnel assigned to Head Start of Greater Dallas shall, while on the Head Start of Greater Dallas campus, conduct themselves in accordance with the policies and standards of conduct Head Start of Greater Dallas staff operate. At all times conduct shall be professional and exhibit the "best practices" of the industry.

Confidentiality: Contractor agrees to keep the information related to all aspects of the Agency in strict confidence. Other than reports submitted to Head Start of Greater Dallas, Inc., the Contractor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as necessary to restrict access to the information, while in the Contractor's possession, to those employees on the Contractor's staff who must have the information on a "need-to-know" basis. The Contractor agrees to immediately notify, in writing, Head Start of Greater Dallas, Inc.'s authorized representative in the event the Contractor determines or has reason to suspect a breach of this requirement.

Notices. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid.

Entire Agreement: The Agreement, with this attachment, contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or

written. This Agreement and these Terms and Conditions supersede any prior written or oral agreements between the parties.

Amendment: The Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

Severability: If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

Nonfederal Match: The Contractor for services rendered may contribute as an in-kind donation the difference between the Contractor's normal and customary fees/services and the fees and/or services charged HSGD by virtue of the HSGD being a non-profit organization.

Indemnity: THE CONTRACTOR IS ACKNOWLEDGED AS A INDEPENDENT CONTRACTOR OF THE AGENCY AND AS SUCH WILL INDEMNIFY AND HOLD HARMLESS THE AGENCY FOR ANY AND ALL LOSS, EXPENSE, AND/OR CLAIMS ASSOCIATED WITH OR ARISING OUT OF SUCH INJURY OR DAMAGE DUE TO THE ACTIVITIES OR FROM ANY ACT OR OMISSION OF THE CONTRACTOR, ITS BOARD MEMBERS (IF APPLICABLE), EMPLOYEES, REPRESENTATIVES, FAMILY MEMBERS, INVITEE, AND VOLUNTEERS.

Right of Access to Contractor Records: The Agency, the awarding agency, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor that are directly pertinent to a specific program (Head Start) for the purpose of making audits, examinations, excerpts and transcripts. Records shall be maintained for at least three years from the termination date of the agreement.

Waiver of Contractual Right: The failure of either party to enforce any provision of the Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Applicable Law: This Agreement shall be governed by the laws of the State of Texas unless superseded by federal law.

Intellectual Property Indemnity: Contractor shall indemnify, defend and hold HSGD harmless against all claims, liabilities, losses, damages, costs and expenses (including legal fees) resulting from or arising in connection with any actual or claimed infringement of any patent, copyright, mask work, trademark, trade secret or other intellectual property, proprietary or contractual right of any third party, with respect to the goods or services provided under the purchase order and/or contract.

Invoice Payment: Unless otherwise specified in the purchase order and/or contract, Payment terms will be Net 30. HSGD shall have no obligation to pay any amount prior to HSGD's receipt of a correct and proper invoice for such amount prepared in accordance with the purchase order and/or contract. Except as expressly provided in the purchase order and/or contract, Payment shall not be due until final acceptance by HSGD.

Equal Opportunity. During the performance of this contract, the CONTRACTOR agrees to follow:

1. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, age, religion, disability, political belief, sex or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, age, religion, disability, political belief, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be prepared by the Contracting Officer setting forth the provisions of this Equal Opportunity clause.
2. The CONTRACTOR shall, in all solicitation or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, sex, or national origin.

CERTIFICATIONS: By returning a signed bid the Contractor agrees to and certifies:

1. The CONTRACTOR shall be in compliance with the Copeland Act, 18 U.S.C. 874, as supplemented by Department of Labor regulations, 29 CFR Part 3, providing that each contractor and sub-recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up part of the compensation to which that person is otherwise entitled. The recipient shall report all suspected or reported violations to the AGENCY.
2. *The FEDERAL GOVERNMENT and AGENCY shall have “rights to inventions made under this agreement” in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements,” and any further implementing regulations issued by HHS (Department of Health and Human Services).*
3. The CONTRACTOR shall take action to ensure that all work is performed in accordance with OSHA guidelines. OSHA requires record keeping and training must be current and on-going.
4. The CONTRACTOR shall, in case actual on-site labor costs exceed \$2,000.00, comply with the Davis-Bacon Act and pay employees the rate of pay in accordance with Department of Labor “prevailing wages” schedule (if applicable) and supply the Agency with the DOL (Department of Labor) required certification forms and payroll records.
5. The CONTRACTOR shall to the best of its knowledge or belief, not be currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal or state agency, and are not currently or previously within the past three years been indicted or convicted either civilly or criminally by a governmental entity (local, state or federal) for violations of procurement, consumer, and/or felony statutes.

6. (per 31 U.S.C. 1352):

The Contractor certifies, to the best of his or her knowledge and belief, that: a.

no Federal funds have been or shall be paid, by or on behalf of the

Contractor, to any person for influencing or attempting to influence an officer, employee, or any other person of influence (such as a Member of Congress) within or without the Agency in connection with the awarding of this contract or agreement.

b. if such funds have been paid or will be paid as outlined in subsection 5. (a) the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with it's instructions.

c. that the Contractor shall require the language of this section (5.) be included in the award documents for all subawards at all tiers, and that all subrecipients shall certify and disclose accordingly.

This section is a material representation of fact upon which reliance was placed when this transaction was made or entered into and submission is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code (Byrd Anti-Lobbying Amendment).

In the event of the CONTRACTOR'S' noncompliance with the above terms, conditions, and certifications or with any state or federal rules, regulations, or orders, this agreement may be canceled, terminated, or suspended, in whole or in part, and the CONTRACTOR may be declared ineligible for further Government contracts. No other terms and conditions may take precedence without the written permission of the Agency.

I have read the above and agree to abide by these terms and conditions. I further by my signature certify that I am an authorized representative of the CONTRACTOR with authority to obligate such to comply with the above with the exception of the following:

Exceptions:

Executed this ____ day of _____, 20__

By: Contractor _____ Date _____

Title _____

Company _____

By: Agency _____ Date _____
Head Start of Greater Dallas, Inc.-Purchasing Agent