



## Solicitation Cover Page

1. **Solicitation #: 3481**
2. **Solicitation Issue Date: 2/10/26**
3. **Brief Description of Requirement:**

Boat Maintenance & Repair (as needed)

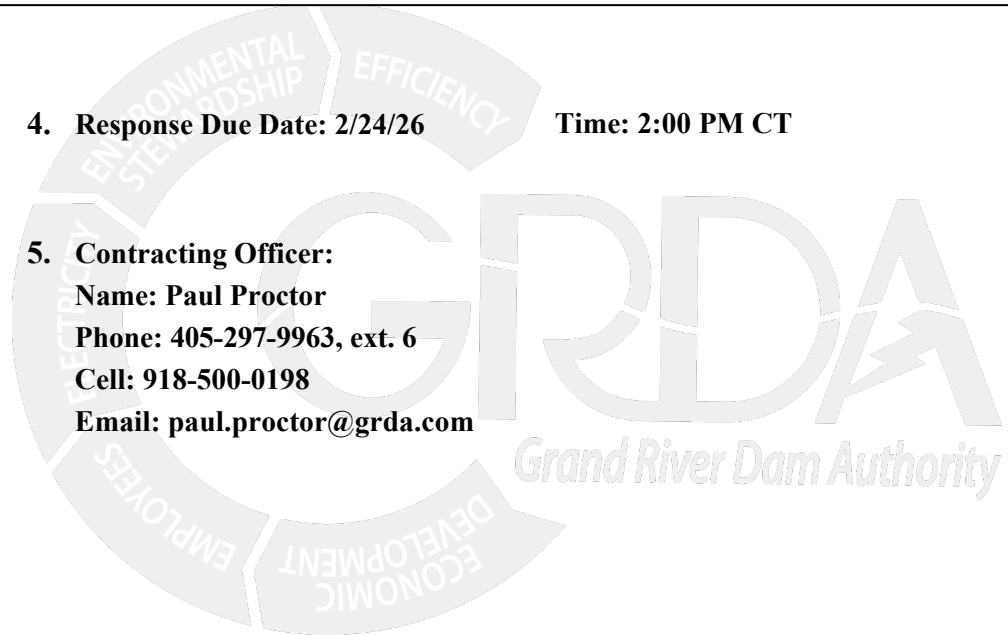
4. **Response Due Date: 2/24/26**      **Time: 2:00 PM CT**

5. **Contracting Officer:**  
**Name: Paul Proctor**  
**Phone: 405-297-9963, ext. 6**  
**Cell: 918-500-0198**  
**Email: paul.proctor@grda.com**

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**This is a standard bid process.** Please submit your bids via email to [paul.proctor@grda.com](mailto:paul.proctor@grda.com) by **February 24 2026, at 2:00 PM CST**. All questions must be submitted in writing via email by February 23, 2026, at 2:00 PM CST.

A completed non-collusion certificate is required and must be completed, signed & submitted with your bid.

The RFQ pricing and vendor information form must be completed and signed by an authorized representative of your company in the space provided in the lower right-hand corner.

Please review all technical specifications and bidding instructions carefully for bid submission requirements. Bids which are incomplete and/or missing required documentation may be considered non-conforming and disqualified from evaluation.

## **EVALUATION**

The award to the successful bidder will be based on the best value bid received that meets the specifications listed below and the requirements herein. This includes, but is not limited to, the following in no order of precedence: price, delivery, experience, adherence to specifications, and the ability to meet the needs of the project.

GRDA will take into consideration a vendor's past performance in the evaluation. **This contract may be awarded to multiple vendors.**

**Preference may be given to vendors that accept GRDA's Terms & Conditions and EPay as method of payment if analysis estimates that such appears to result in a lower cost to GRDA. Additional payment terms may also be taken into consideration in the analysis process.**

**\*\*\*\*\* Please read the General Bidding Instructions, Terms and Conditions, and complete the exception statement attached at the end of the RFQ. \*\*\*\*\***

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## **CONTACT DETAILS**

### **BLANKET AGREEMENT PERIOD**

The blanket agreement is for a 12-month period, commencing 2/24/2026, or date of award (whichever is later), and ending 2/28/2027. The blanket agreement may be renewed at the same terms and conditions and pricing for up to four (4) one-year option periods (3/1-2/28) unless canceled by either party.

### **BLANKET AGREEMENT TYPE AND PRICING**

This is a firm, fixed price or fixed percent discount, indefinite delivery and indefinite quantity blanket agreement. The GRDA may, or may not, buy the quantity mentioned in this blanket agreement. Any reference to quantity provided in the blanket agreement is an estimate only and shall not serve to obligate the GRDA to purchase any minimum quantity, nor shall any such reference serve to establish any maximum quantity that the vendor is required to furnish. The vendor must clear all shipments, if applicable, with the GRDA prior to shipping any portion of this blanket agreement.

Pricing as submitted shall contain all direct and indirect costs associated with unit price, e.g., insurance, fees, taxes, profit, overhead, general and administrative expenses.

All travel expenses to be incurred by the vendor in performance of the blanket agreement shall be included in the total bid price.

The contract total is an estimate and not guaranteed. The vendor will only be reimbursed for actual time worked, materials purchased, and expenses incurred. These costs must be itemized on the invoice. Invoices must be submitted showing the hourly rate charged, the number of hours, mileage charge (if applicable), and the parts/materials utilized with the original pricing and the percentage mark-up applied.

### **MATERIAL CHANGE OF CIRCUMSTANCES**

The terms of this Contract are based on conditions in existence on the date that Contractor commences performance. In the event of a material change in the conditions that adversely affects the ability of Contractor to perform its obligations, Contractor shall reasonably cooperate with GRDA to minimize the impact from such change in conditions on Contractor's performance and shall, if requested by GRDA, negotiate in good faith to adjust the terms ( pricing and service level) of this Contract on a mutually agreeable basis to address the impact of such material change in conditions.

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## CONTRACT PRICING

Contractor shall hold pricing firm for the initial period of the Contract, which is anticipated to be one year. At least 90 days prior to the expiration/renewal date of the Contract, the parties shall consider adjustments to pricing. Upon the approval of GRDA, Contractor may propose a price increase that does not exceed the Consumer Price Index (CPI) for Urban Wage Earners for the most recent year. Documentation for the price increase shall be submitted to GRDA in order to substantiate the change in circumstance for the Contractor.

## AMENDMENTS

GRDA and the Contractor reserve the right to amend the original terms of the Contract prior to expiration or consideration of renewal options. Based on unforeseen circumstances, either Party may request a change to the Contract terms including pricing, delivery, product mix, and service level. The Parties agree to negotiate in good faith toward a resolution that is mutually agreeable.

## CANCELLATION CLAUSE

Termination. GRDA may terminate this Contract at any time and for any reason by providing notice in writing to Contractor.

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## SPECIFICATIONS

### GENERAL SCOPE

This specification outlines the procedures and requirements for the suggested proper repair and maintenance of a diverse fleet of vessels to ensure ongoing reliability, safety, and seasonal preservation. All the suggested maintenance and repairs listed do not have to be provided by an awarded vendor, and vendors may only provide partial services.

### OBJECTIVES

- Maintain the GRDA vessels in a safe and operable condition for lake and river use.
- Perform preventative maintenance to avoid unexpected failures. This includes routine inspections, and spot checks of vessels to attempt and find problems before they occur.
- Provide service for emergency repairs when the need arises

### ROUTINE MAINTENANCE

Please note that the following listing is not exhaustive. Additional services for routine maintenance outside of this scope may be completed under the agreed upon contract pricing. Routine maintenance will include but not be limited to the following:

#### Engine & Mechanical

- Change engine oil and filter
- Replace fuel filters (primary and secondary)
- Inspect and replace spark plugs (gas engines)
- Check and flush cooling system (replace Impellers /coolant if applicable)
- Inspect belts, hoses, clamps, and fluid levels
- Check propeller and shaft condition
- Inspect steering and throttle controls

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- Check and service trim and tilt systems

#### Electrical System

- Test battery and charging system
- Clean battery terminals and apply corrosion inhibitor
- Inspect wiring, connections, fuses, and lights
- Verify function of bilge pumps, blowers, navigation equipment
- Emergency equipment
- Radios,
- Night vision cameras
- Lowrance Electronics, including transducers

#### Fuel System

- Inspect fuel lines for wear/cracks
- Add fuel stabilizer (if not already done)
- Check for leaks or unusual odor
- Check that fuel gauge is working

#### Hull & Deck

- Inspect hull for cracks, blisters, or damage
- Clean and wax hull above waterline
- Inspect deck fittings, rails, and cleats
- Lubricate hinges, latches, and moving parts

#### Safety Equipment

- Check fire extinguishers (replace or recharge as needed)
- Inspect anchor, rode, and docking lines
- Inspect kill-switch operation and functionality

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## BOAT REPAIR (AS NEEDED)

Any repairs that are needed will be assigned/scheduled by the GRDA team. Please note that the following listing is not exhaustive. Additional services for repairs outside of this scope may be completed under the agreed upon contract pricing. Repair work will include but not be limited to the following

### Hull & Structural

- Repair any visible gelcoat, fiberglass, or structural damage
- Repaint bottom if due (anti-fouling paint)
- Address any signs of osmosis or blistering

### Mechanical Repairs

- Replace worn or damaged engine components
- Service or replace faulty pumps, sensors, or controls

### Interior & Upholstery

- Repair tears, cracks, or mildew in cushions or upholstery
- Clean or replace carpeting as needed

### Miscellaneous

- Trailer inspection and service
- Canvas and upholstery repair
- Hull polishing and detailing
- Fiber glass repair
- Propeller tuning or replacement

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## DOCUMENTATION & RECORDS

Awarded vendors will be required to maintain service logs for all maintenance, inspections and repairs completed on GRDA vessels. This shall include the record dates, service provided and the hours of service, and part numbers for the equipment & materials used. Any receipts or technician notes for each completed service should also be included.

All documentation must be submitted to GRDA Fleet Management at [fleet.management@grda.com](mailto:fleet.management@grda.com) with the vessel unit number in the subject line. Additional details on this process will be provided to awarded vendors.

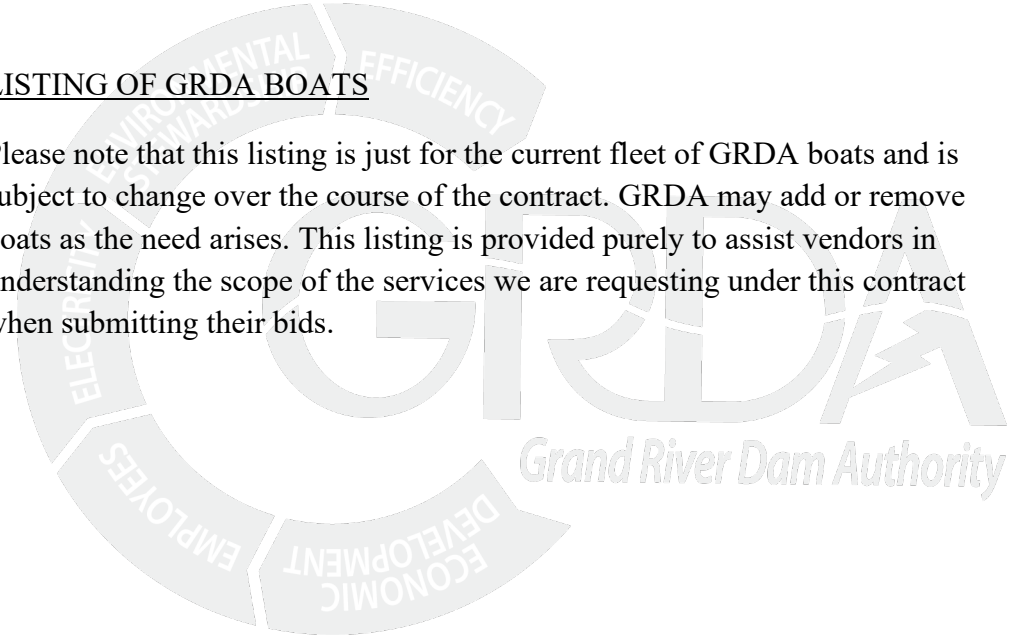
## LISTING OF GRDA BOATS

Please note that this listing is just for the current fleet of GRDA boats and is subject to change over the course of the contract. GRDA may add or remove boats as the need arises. This listing is provided purely to assist vendors in understanding the scope of the services we are requesting under this contract when submitting their bids.

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Unit ID	Year	Make	Model	Unit description	VIN
B100	2019	Sun Dolphin	120	Fiberglass Boat 11' x 5'2" w/electric motor	JOK03013K818
B98	1992	Jonboat	Boat	Jon Boat	ACBF8272JI92
B77	2011	Munson	Packman	24' Munson Packman Landing Craft Boat	MUN600PKH111
B86	2015	Sea Ark	V-CAT 200 -2072	20' Sea Ark V-CAT 200 Boat	SOM38183G415
B99	2003	Landau	Boat	Landau Boat	LB0078811203
B97	1984	Lowe	Boat	Lowe Boat	LWN1598FM84H
B107	2022	Munson	PackCat Landing Craft	38' Barge	MUN032PKL122
B76	2011	Blackwood	Boat	27' Blackwood boat	SOEOM054L011
B78	2013	Blackwood	Boat	27' Blackwood boat	SOEOM1111213
B79	2013	Blackwood	Boat	27' Blackwood boat	SOEOM1101213
B80	2013	Blackwood	Boat	27' Blackwood boat	SOEOM1121213
B81	2014	Blackwood	Boat	27' Blackwood boat	SOEOM202H314
B82	2014	Blackwood	Boat	27' Blackwood boat	SOEOM200H314
B83	2011	Blackwood	Boat	27' Blackwood boat	SOEOM201H314
B87	2015	Blackwood	Boat	27' Blackwood boat	SOEOM384C515
B88	2015	Blackwood	Boat	27' Blackwood boat	SOEOM385C515
B74	2007	Boston Whaler	Guardian	22' Boston Whaler Guardian Boat	WCG00256C707
B101	2020	Connector	1660	Connector 1660 Boat	OBC60014B020
B84	2014	Connector	1660	Connector 1660 Boat	LWC01729J314
B91	2015	Connector	1660	16' Connector 1660 Boat	LWC06993F515
B106	2020	Diamondback	Airboat	Airboat w/ PCM LSX 7.4	DKP13820B121
B93	2016	ONE Boat	1660	16' Connector 1660 Boat	LWC05009B616
B95	2017	Sea Ark	MV 1660	Sea Ark MV 1660 MVJT	SOM40832K617
B89	2015	Shearwater	Boat	23' Shearwater Limited Edition Boat	SOESH154C515
B90	2015	Shearwater	Boat	23' Shearwater Limited Edition Boat	SOESH155C515
B108	2024	Sea Ark	1660 MVJT	Boat 16' Tunnel Hull	SOM50734G42



**\*\*GRDA payment options are EPay (Preferred payment method) or ACH\*\***  
**Only one form is required to be completed and returned.**

**GRDA Visa Payment (EPay Program)**

**NOTE: This is not a credit card payment at time of sale (POS transaction).** It is an electronic VISA payment after an invoice has been submitted and processed for payment. Payment terms on VISA payments are in accordance with those agreed upon on the solicitation and the resulting PO/Contract.

When a vendor elects to accept payment by EPay, the vendor will be assigned a 16-digit ghost account number (no physical plastic) which remains at a zero credit limit until an invoice is received from the vendor and processed by GRDA Accounts Payable. Once an invoice from a vendor has been processed for payment the vendor will receive a secure remittance advice via email providing the invoice information and full card account information authorizing the vendor to run the card and post the transaction at which time the account credit limit will return to zero until the next payment.

To learn more about the benefits of the Visa payment program, and to obtain answers to FAQ, click or copy and paste the following URL into your browser:

[www.bankofamerica.com/epayablesvendors](http://www.bankofamerica.com/epayablesvendors).

Will accept payment by Visa: Yes  No  (check one)

Visa acceptance signature: \_\_\_\_\_

Designated Accounts Receivable Contact for Visa remittance advices:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If a vendor elects to not accept EPay as the payment method, additional terms which provide discounts for earlier payment may be evaluated when making an award. Any such additional terms shall be for discounts for payment to be made no less than ten (10) days and may increase in five (5) day increments up to thirty (30) days. Discounts offered must be in half or whole percent increments. The date from which the discount time is calculated shall be the date of a valid invoice. An invoice is considered valid if it is sent to the proper recipient, the invoiced goods or services have been received, and the invoice includes sufficient detail as identified in the solicitation.

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ADMINISTRATION  
PO Box 669  
Chouteau, OK 74337

## GRDA Request for ACH Transaction and Authorization Form

This form does not need to be filled out if you accept EPay as the form of payment. If this form has already been provided to GRDA and you are currently being paid by ACH you do not have to fill the form out again. This form has previously been provided to GRDA. YES: \_\_\_\_\_

Thank you for providing the following information as GRDA moves toward a more efficient method of ACH as the payment method to our vendors. Please add the ACH routing and account number to future invoices if possible.

### Vendor Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Send EFT Email Remittance Advice Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please include email address: \_\_\_\_\_

### ACH Delivery:

Bank Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Beneficiary Name: \_\_\_\_\_

Vendor verification signature: \_\_\_\_\_

Thank you for your business!

Sincerely,

Accounts Payable Department,  
[Accounts.payable@grda.com](mailto:Accounts.payable@grda.com)

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# REQUEST FOR QUOTE # PCRFQC-003481

RFQ # PCRFQC-003481

Q&A Deadline: 2/23/2026 2:00 PM  
Closing Date and Time: 2/24/2026 2:00 PM

**VENDOR INFO:**

VENDOR #:  
NAME:  
CONTACT:  
ADDRESS:  
EMAIL:  
PHONE:  
FAX:

REPLY TO:  
Paul Proctor  
paul.proctor@grda.com

PHONE: (918) 500-0198  
FAX: () -  
EMAIL: paul.proctor@grda.com

NOTES: The vendor information area above is fillable. Please complete.

LINE ITEM NUMBER	DESCRIPTION	COMMODITY CODE	QUANTITY	UNIT	UNIT PRICE	LINE COST	LEAD TIME
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Boat Maintenance & Repair (as needed). Please see the attached specifications for further details.

\*\*\* Please refer to the bid sheet below to submit unit pricing.

NOTE: All prices must be quoted DDP: Destination. All freight charges to delivery point must be included in the unit price quoted for each line item. All packaging, handling, delivery and any other surcharges must also be included in the price quoted for each line item.

PAYMENT TERMS: \_\_\_\_\_

QUOTE EXPIRATION DATE: \_\_\_\_\_

QUOTATION NUMBER: \_\_\_\_\_

QUOTED BY (please print): \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE OF QUOTE: \_\_\_\_\_

SHIP TO:  
Grand River Dam Authority  
T&D Location  
635 E HWY 69A  
Pryor Ok 74361

\*\* Must be signed above in order to be a valid quote\*\*

**THIS IS NOT AN ORDER. We would be pleased to receive your quotation for furnishing the above. This form must be completed in full (including signature) and returned by the due date indicated. You may attach additional pages if necessary. If attached, the Non-Collusion form must be completed and returned with your quotation. All articles purchased hereunder shall be in accordance with the Bidding Procedures and General Terms & Conditions contained on the attached sheets.**



## Bid/Pricing Sheet

### 1) Labor Rates - Maintenance & Repairs – Onsite at GRDA Location

a) Hourly rate for scheduled maintenance and non-emergency repairs.

Normal Operating Hours: \_\_\_\_\_ am to \_\_\_\_\_ pm, Monday- Friday

Normal Operating Hours: \_\_\_\_\_ am to \_\_\_\_\_ pm, Saturday-Sunday

Rate: \$ \_\_\_\_\_/hour

Mileage cost: \$ \_\_\_\_\_/mile

Minimum mileage charge (if applicable): \$ \_\_\_\_\_

Standard response and completion time: \_\_\_\_\_/hours

b) Emergency & Holidays: Hourly rate for unscheduled repairs

Overtime = \_\_\_\_\_ pm to \_\_\_\_\_ am, Monday- Friday

Overtime = \_\_\_\_\_ pm to \_\_\_\_\_ am, Saturday-Sunday

Rate: \$ \_\_\_\_\_/hour

If rates differ for Holidays, please specify: \$ \_\_\_\_\_/hour

Mileage cost: \_\_\_\_\_/mile

Minimum mileage charge (if applicable): \$ \_\_\_\_\_

Standard response and completion time: \_\_\_\_\_/hours

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2) Labor Rates - Maintenance & Repairs – In shop (vendor location)

Is this the same as Section 1? \_\_\_yes \_\_\_ no

**\*\*Note\*\* - If the information for in shop is the same as on site (section 1), section 2 does not need to be completed.**

a) Hourly rate for scheduled maintenance and non-emergency repairs.

Normal Operating Hours: \_\_\_\_\_ am to \_\_\_\_\_ pm, Monday- Friday

Normal Operating Hours: \_\_\_\_\_ am to \_\_\_\_\_ pm, Saturday-Sunday

Rate: \$ \_\_\_\_\_/hour

Standard response and completion time: \_\_\_\_\_/hours

b) Emergency & Holidays: Hourly rate for unscheduled repairs

Overtime = \_\_\_\_\_ pm to \_\_\_\_\_ am, Monday- Friday

Overtime = \_\_\_\_\_ pm to \_\_\_\_\_ am, Saturday-Sunday

Rate: \$ \_\_\_\_\_/hour

If rates differ for Holidays, please specify: \$ \_\_\_\_\_/hour

Standard response and completion time: \_\_\_\_\_/hours

3) Pricing for Parts and Materials (as needed)

Please provide a general percentage markup that will apply to all necessary parts and materials that are needed when completing maintenance and repairs.

Percentage Markup: \_\_\_\_\_%

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#### 4) Certifications & Experience

GRDA requires that any mechanic working on outboard motors are Mercury Certified Marine Technician. Please provide all mechanic(s) and shop certifications as part of your bid submission.

Additionally, we are requesting certifications and a list of mechanic(s) experience regarding airboats and Levitator/GM Engines. Certification for these engines is not required for award but is preferred.

Finally, please provide a list of mechanic(s) experience regarding patching and repairing inflatable boats.

#### 5) Commitment to GRDA

Volume on GRDA managed rivers and lakes is extremely high during the summer months, specifically during Memorial Day weekend, 4<sup>th</sup> of July, and Labor Day weekend. It is crucial that our fleet is fully functional during these peak times to maintain operations and public safety.

As such, we are requesting that any vendor who is awarded a contract as a result of this solicitation commit to making GRDA a priority customer for any and all maintenance & repairs, both scheduled and emergency, during Memorial Day weekend, the week leading up to and after the 4<sup>th</sup> of July, and Labor Day weekend.

Failure to meet this requirement after an award has been made may result in termination of the contract.

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**CERTIFICATE OF NON-COLLUSION AND BUSINESS RELATIONSHIPS**

The undersigned, of lawful age, being first sworn upon oath, deposes and states as follows:

A. For purposes of competitive bids, I certify:

1. I am the duly authorized agent of \_\_\_\_\_  
*(Company Name)*

the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;

2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and

3. Neither the bidder nor anyone subject to the bidder's direction or control, has been a party:
- a. To any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
  - b. To any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract; or
  - c. In any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in connection with the prospective contract;

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given, or donated, or agreed to pay, give, or donate any officer or employee of the State of Oklahoma any money or thing of value, either directly or indirectly, in procuring the contract to which this bid and statement relates.

C. I further certify that I have disclosed below the names of all persons and the positions they hold within their respective companies or firms of:

- 1. Any partnership, joint venture or other business relationships now in effect or which existed within one (1) year prior to the date of this statement with any architect, engineer, or other party to the project to which this bid relates;
- 2. Any such business relationship now in effect or which existed within the one (1) year prior to the date of this statement between any officer or director of the bidder and any officer or director of the architectural or engineering firm, or other party to the project to which this bid relates; or
- 3. If none of the above-mentioned business relationships exist, I have provided a statement to that effect.

\_\_\_\_\_  
(Names and titles of business relationships or a statement of non-existence. Use additional sheet if necessary)

I hereby swear or affirm, under penalty of perjury, that the forgoing information is true and correct.

\_\_\_\_\_  
Bidder Signature

\_\_\_\_\_  
Bidder Printed Name

\_\_\_\_\_  
Bidder Printed Title

\_\_\_\_\_  
Date

**GENERAL BIDDING INSTRUCTIONS  
FOR STANDARD & EMERGENCY BIDS**

**\*\*PLEASE REVIEW THE  
EXCEPTION STATEMENT AT THE  
END OF THE RFQ PACKET\*\***



1. Bids shall be submitted to the designated purchasing agent at the Grand River Dam Authority (hereinafter referred to as "GRDA" or "the Authority") at the address on the attached RFQ or RFP form on or before the date (and time, if applicable) indicated. Bids shall be in conformity with these and any additional instructions to bidders and shall be submitted on GRDA's form. **The RFQ (Request for Quote) or RFP (Request for Proposal) form must be completed in full and signed by the bidder.** If your bid response necessitates additional space, you may attach additional pages; however, the RFQ or RFP form must be completed, signed and reference the additional pages. All bid responses shall be typewritten or handwritten in ink, and any corrections to bids shall be initialed in ink. Quotations or proposals submitted in pencil shall not be accepted.
2. Quotations or proposals may be submitted to GRDA via postal mail, delivery service, and e-mail, provided all required signatures can be transmitted successfully.
3. **Non-Collusion Certificate:** RFQs or RFPs anticipated to exceed a total amount of \$25,000 shall be accompanied by a Non-Collusion Certificate. This certificate shall be completed by the bidder and include a signature in ink of an authorized company representative (preferably the bidder) with full knowledge and acceptance of the bid proposal. Purchase orders in excess of \$25,000 will not be released to the successful bidder without receipt of a properly signed certificate for the bid.
4. In the event the unit price and line total extension do not agree, the unit price shall be considered the quoted price accepted for evaluation.
5. **Freight Terms:** All prices shall be quoted FOB: Destination/Freight Allowed. All packaging, handling, shipping and delivery charges shall be included in the unit price quoted for each line item. No exceptions shall be granted unless approved by the guidelines of the GRDA Chief Financial Officer or designee.
6. **Other Surcharges:** Any additional surcharges (such as HazMat charges, fuel surcharges, set-up fees, etc.) shall be included in the unit price quoted for each line item. All additional charges are considered a part of the cost of the goods, and bids shall be evaluated to include these additional charges.
7. **Tax-Exempt Status:** GRDA is an agency of the state of Oklahoma and is specifically exempt from the payment of sales tax by Oklahoma state statute, Title 68 O.S.A. § 1356 (10). An excerpt from the statute shall be furnished upon request.
8. **Questions arising during the bidding process should be submitted via email to the GRDA purchasing agent named on the RFQ or RFP.** The GRDA purchasing agent shall coordinate a reply from the end user to ensure that all potential bidders are provided the same information. Under no circumstances shall a bidder discuss pricing with any GRDA employee prior to the bid opening.
9. All bids submitted shall be subject to GRDA's Purchasing Policy and Procedures, General Terms and Conditions, the bidding instructions and specifications, the Oklahoma Open Records Act, other statutory regulations as applicable, and any other terms and conditions listed or attached herein – all of which are made part of this Request for Quote or Request for Proposal.
10. GRDA reserves the right to waive any informalities, reject any and all bids, and to award a contract, as applicable, in the best interests of the Authority. All bid responses become the property of GRDA and are subject to the Oklahoma Open Records Act. GRDA shall endeavor to protect technical information designated by the bidder as proprietary information; however, only technical information (i.e., "trade secrets") may be considered proprietary – pricing and other non-technical aspects of the quote shall be considered non-proprietary.
11. **"Sole Brand" or "No Sub" Items:** Items with a "Sole Brand" or "No Sub" designation in the description shall be furnished as the specified manufacturer and model/part number. No exception may be taken to the specification, and no alternate shall be accepted. In those cases where a manufacturer has discontinued the specified model/part number, the bidder shall indicate so on the RFQ. If a replacement item is available, the new model/part number shall be indicated on the RFQ form and the price quoted. It shall also be noted whether the replacement item is a direct replacement for the obsolete part number originally requested. If not, or if the specifications differ in any way, the bidder shall explain in detail, and corresponding drawings or descriptive literature shall be included with the quote.

12. **Approved Equivalents:** Unless an item is designated as a “Sole Brand” or “No Sub” item, any manufacturer’s name, brand name, information and/or catalog number listed in a specification is for informational or cross-reference purposes and is not intended to limit competition. Bidders may offer any brand/manufacturer for which they are an authorized representative, provided it meets or exceeds the specification of the listed item. However, if quoting an equivalent product, bidders shall indicate on the RFQ form the manufacturer’s name and part number. Bidder shall also submit any drawings, descriptive literature and specifications for evaluation purposes. Reference to literature submitted with a previous bid shall not satisfy this provision. The bidder shall also provide written confirmation that the proposed equivalent will meet the requested specifications and is not considered an exception. Bids which do not comply with these requirements may be rejected. GRDA warehouses are not permitted to accept any item with a part number differing from that quoted by the bidder. Bids lacking any written indication of intent to furnish an alternate brand, model or part number shall be considered to be in complete compliance with the specifications as listed on the RFQ.
13. **Insurance Certificates:** Any service to be performed that requires the vendor’s employees, vehicles or equipment to be on any GRDA property must be covered by minimum insurance requirements. The work scope to be performed for the Authority shall be evaluated and the minimum insurance requirements shall be provided to prospective bidders with the RFQ or RFP. Evidence of insurance coverage shall be furnished in the form of a Certificate of Insurance, and shall be submitted with the bid response. Bidders shall disclose any subcontractors to be used, and the Authority shall consider the supplier as the single point of contact. The supplier shall assume responsibility for the performance of the subcontractor. Policies shall remain current for the duration of the requested service period, and GRDA shall be notified of any cancellation or revision to policies. Purchase Orders shall not be released to the successful bidder without a current Certificate of Insurance naming GRDA as certificate holder on file. A Memorandum of Insurance shall not be acceptable for this requirement.
14. **MSDS:** Material Safety Data Sheets shall be furnished to GRDA’s Safety Department at the address noted on the PO prior to delivery of items.
15. **Purchase Orders** shall be awarded to the “lowest and best” or “best value” bidder. Line items may be split into multiple orders, taking low items from each respective bidder, or orders may be awarded on an “all or none” basis, whichever is in the best interests of the Authority. Award decisions are further subject to consideration of any additional terms and conditions contained in the bid proposal. Vendor protests must be submitted in writing to the Central Purchasing Unit of GRDA within thirty-six (36) hours of award of Contract or Purchase Order.
16. Successful vendor shall deliver the merchandise or perform the service as quoted. Substitutions or changes without prior approval of the GRDA purchasing agent shall be rejected and returned at the vendor’s expense.
17. **Bidder Responsibilities:** Bidders are to transact all phases of the purchasing function directly with the GRDA purchasing agent. Bidders are to conduct all written and verbal communication with the Authority through the GRDA purchasing agent. Bidders are to conduct negotiations ethically, without attempts to influence through offers of gifts or entertainment. Bidders are to make available as requested any technical information which might be of benefit in the bid evaluation.
18. **Supplier List:** The Finance Department maintains a current listing of suppliers with a cross-reference as to products and services offered. Suppliers may have their names added to the list by submitting a completed Vendor Registration/Payee Application, and shall notify the Authority of any updated information. Suppliers who do not meet quoted shipping dates or lead times, supply products or services of poor quality, substitute items of unequal quality, continually over-ship or under-ship items, or do not invoice properly may be placed under suspension or disqualified from the active supplier list. Suppliers may voluntarily request to be removed from the supplier database.
19. **Service Contracts:** By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes, but is not limited to, the free Employment Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify). This shall remain in effect through the entire term, including all renewal periods, of the contract. The State may request verification of compliance for any contractor or subcontractor. Should the State suspect or find the contractor or any of its subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the contract for default, and suspension or debarment of the contractor. All costs necessary to verify compliance are the responsibility of the contractor.

**BIDDER'S EXCEPTION STATEMENT TO TERMS AND CONDITIONS**

All Bidder representations will be relied on by GRDA in its evaluation of the bid to this RFQ. One of GRDA's evaluation criteria will be the number and extent of the exceptions to GRDA's terms and conditions. Bidders shall be presumed to be in agreement with GRDA's terms and conditions unless the Bidder takes specific exception to one or more of the terms as stated below. Whether or not exceptions are taken, Bidders must submit this statement as part of their bid.

Bidders must clearly identify all exceptions to the terms and conditions. Bidders must also state with specificity the reasons for taking exceptions and all modifications and/or additional terms it proposes to be included in the contract or terms and conditions. If exceptions are not identified in this statement, any exception raised following the notification of the award of the contract could result in the revocation of bid award and being rejected from further consideration.

PRINT THE WORDS "NO EXCEPTIONS" HERE \_\_\_\_\_ IF THERE ARE NO EXCEPTIONS TAKEN TO ANY OF THE TERMS AND CONDITIONS.

IF THERE ARE EXCEPTIONS TAKEN TO ANY OF THESE TERMS AND CONDITIONS, SUCH EXCEPTIONS MUST BE CLEARLY STATED IN THE TEXT BOX BELOW AND SUBMITTED AS PART OF YOUR PROPOSAL. ANY MODIFICATION TO TERMS IS SUBJECT TO GRDA'S REVIEW AND EXPRESS WRITTEN APPROVAL.

**If you provide a sample copy of your form contract or terms and conditions, you still must identify all exceptions you have to GRDA's terms and conditions.**

EXCEPTIONS TO GRDA TERMS AND CONDITIONS:

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**Agreement for Services**

**RFP/RFQ Number: RFQ 3481**

**Project: Boat Repair and Maintenance**

## Agreement for Services Cover Page

The Parties hereby agree to the following terms, which are incorporated into and made a part of the Contract:

Contract Effective Date:   (“Effective Date”)

<b>Grand River Dam Authority  (“GRDA”)</b>	Party Name	<span style="background-color: yellow; border: 1px solid black; padding: 2px 20px;"> </span> <b>(“Contractor”)</b>
9933 East 16 <sup>th</sup> Street Tulsa, OK 74128	Address	<span style="background-color: yellow; border: 1px solid black; padding: 2px 20px;"> </span>
Oklahoma	Jurisdiction of Organization	<span style="background-color: yellow; border: 1px solid black; padding: 2px 20px;"> </span>
Governmental Agency of the State of Oklahoma	Organization / Company Type	<input type="checkbox"/> Governmental <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other: _____
<b>Contact Information</b>		
<span style="background-color: yellow; border: 1px solid black; padding: 2px 20px;"> </span> Grand River Dam Authority PO Box 609 Chouteau, Oklahoma 74337	Commercial and Operational	<span style="background-color: yellow; border: 1px solid black; padding: 2px 20px;"> </span>
GRDA Procurement Administrator or Designee: <span style="background-color: yellow; border: 1px solid black; padding: 2px 20px;"> </span>  Grand River Dam Authority PO Box 609 Chouteau, Oklahoma 74337 Phone: (918) 824-7547	Contracts	<span style="background-color: yellow; border: 1px solid black; padding: 2px 20px;"> </span>
Grand River Dam Authority Attn: General Counsel 9933 E. 16 <sup>th</sup> Street Tulsa, Oklahoma 74128 legal.notices@GRDA.com	Legal Notices	<span style="background-color: yellow; border: 1px solid black; padding: 2px 20px;"> </span>
Grand River Dam Authority Attn: Accounts Payable PO Box 609 Chouteau, Oklahoma 74337 accounts.payable@grda.com	Invoices and Payments	<span style="background-color: yellow; border: 1px solid black; padding: 2px 20px;"> </span>

## Cover Page (continued) Agreed Contractual Provisions

The Parties hereby agree to the following terms, which are incorporated into and made a part of the Contract. If a Party does not check a box, the default term will apply. Select the appropriate boxes for each section:

<p><b>Section 3.1: Contract Type</b></p> <p><input type="checkbox"/> Time and Materials Contract (<i>default</i>) OR</p> <p><input type="checkbox"/> Lump Sum Contract</p>	<p><b>Section 4: Insurance</b></p> <p><input type="checkbox"/> Standard Liability Insurance Amounts (<i>default</i>) OR</p> <p><input type="checkbox"/> Custom Liability Insurance Amounts. The limits of liability will not be less than <span style="background-color: yellow;">      </span> Million Dollars (\$<span style="background-color: yellow;">      </span>,000,000) per occurrence and <span style="background-color: yellow;">      </span> Million Dollars (\$<span style="background-color: yellow;">      </span>,000,000) aggregate. If defense costs are included in the limits of liability, then the required limits on each of the limits of liability referenced above will be increased by <span style="background-color: yellow;">      </span> Million Dollars (\$<span style="background-color: yellow;">      </span>,000,000).</p>
<p><b>Section 3.1: Contract Price</b></p> <p>The Contract Price will be <span style="background-color: yellow;">                  </span> U.S. dollars (\$<span style="background-color: yellow;">                  </span>).</p>	<p><b>Section 4: Insurance (Umbrella Coverage)</b></p> <p><input type="checkbox"/> Standard Umbrella Insurance Amounts (<i>default</i>) OR</p> <p><input type="checkbox"/> Excess/Umbrella Insurance Coverage not less than <span style="background-color: yellow;">      </span> million dollars (\$<span style="background-color: yellow;">      </span>,000,000).</p>
<p><b>Section 5.1(b): Contract Term</b></p> <p><input type="checkbox"/> Project-Based Term (<i>default</i>) OR</p> <p><input type="checkbox"/> One-Year Term</p>	<p><b>Section 8: Base Warranty Period</b></p> <p><input type="checkbox"/> One Year (<i>default</i>) OR</p> <p><input type="checkbox"/> <span style="background-color: yellow;">      </span> Years</p>

(remainder of Contract to follow)

This Contract, together with the Cover Page, is entered into on the Effective Date between the GRDA and Contractor, together, the “Parties.”

In consideration of the mutual terms, covenants, and conditions set forth below, the Parties agree as follows:

1. COMMENCEMENT OF PERFORMANCE AND SCOPE OF SERVICES.

1.1 Complete Performance. Contractor will fully, adequately, and completely perform the project described in **Schedule 1** (“Project”) to the satisfaction of GRDA, in GRDA’s discretion. The Project must be completed in full compliance with the terms and conditions, plans and technical specifications, blueprints, drawings, and any addenda made a part of this Contract.

1.2 Entire Agreement. This Contract constitutes the entire agreement between the parties and supersedes any oral or written representations, understandings, proposals, or communications previously entered into by or on account of the parties regarding this subject matter. In the event of any conflict between this contract document and any of the Exhibits or Schedules hereto, the terms and provisions of this Contract will control, followed by the GRDA Request for Proposal or Request for Quote, followed by the Contractor’s Bid Proposal.

1.3 Contractor’s Initial Representations. By executing this Contract, Contractor represents that Contractor:

- (a) has carefully examined the Site and has informed itself of the facilities for delivery and placement of all equipment and materials;
- (b) has carefully evaluated the weather and other conditions which will influence its productivity in performing the Project;
- (c) is fully aware of all conditions that exist or difficulties that may be encountered arising from or related to the execution of the Project;
- (d) warrants that the specified times for completion of the Project are reasonable times for its completion;
- (e) will complete the Project within the specified times; and
- (f) must fulfill the requirements in the Contract without claiming any additional compensation.

1.4 Personnel Risk Assessment. At least fifteen (15) days prior to any on-site activity, Contractor will provide a full legal name and valid working email address for each of Contractor’s employees, agents, or representatives (including subcontractors and any of subcontractor’s employees) who will perform work on Site so that GRDA may complete a background check for each such individual. GRDA’s Manager of Physical Security will send a link to each of those email addresses to allow each of those individuals to complete a Personnel Risk Assessment. Only those persons successfully completing the Personnel Risk Assessment and approved by the Designated GRDA Representative may enter onto the Site. Contractor, at no additional cost to

GRDA, will immediately remove or cause to be removed from the Site any personnel considered by GRDA to be incompetent or unfit, whenever requested to do so by GRDA. Such person may not again be employed at the Site. Contractor, at Contractor's expense, will provide a replacement for any personnel removed. The Personnel Risk Assessment process is further detailed in the attached **Schedule 3** Personnel Risk Assessment Process for Contractors and Service Vendors.

2. SCOPE OF WORK.

2.1 Scope of Project. The scope of work to be performed by Contractor is more particularly described in: (i) **Schedule 1**; (ii) this Contract; and (iii) the RFP/RFQ, which is attached to this Contract as **Schedule 4** and made a part hereof. Contractor warrants and represents that Contractor has read, understands, and will perform all work in accordance with each of the terms of these documents. Provided, Contractor and GRDA may agree in writing to expand the scope of work to be performed by Contractor by fully executing **Schedule 6**.

2.2. Authorization to Begin Work. Contractor will not commence performing the Project unless it receives written authorization from the GRDA. Once the Project has commenced, Contractor will, in a good and workmanlike manner, perform and complete the Project as required by this Contract, within the time specified for each separate task associated with the Project.

2.3 Contractor will Obtain Permits, Licenses, and Certificates. Contractor will obtain all applicable permits, certificates and licenses, and Contractor agrees to fully comply with such permits. Contractor will, at all times, fully comply with all applicable laws and regulations. If Contractor receives any complaint, investigation, or notification of non-compliance with any permit, certificate, or license, Contractor will immediately notify GRDA.

3. CONTRACT PRICE, ACCEPTANCE, FINAL PAYMENT, ALTERATIONS, AND CHANGE ORDERS.

3.1 Contract Type.

<b>The Parties have selected either “Time and Materials Contract” or “Lump Sum Contract” as indicated on the Cover Sheet.</b>
<b>Time and Materials Contract:</b>
All work arising from or related to this Contract must be performed and billed: (i) on a time and materials basis, for materials actually provided and for work actually performed to GRDA’ (i.e. after the Project is fully complete); (ii) pursuant to an approved Service Work Authorization; and (iii) at the rates submitted by Contractor on the Rate Quotation Sheet. Nothing in this Contract, or in any Service Work Authorization, shall entitle Contractor to receive payment for any work on a lump-sum basis, or for any work not actually performed by Contractor in accordance with this Contract. Provided, and notwithstanding any provision to the contrary, the sum of all payments delivered by GRDA to Contractor for all work performed pursuant to this Contract may not exceed the Contract Price. Contractor must <u>completely perform all work</u> necessary to satisfactorily complete the Project, in accordance with each of the terms of this Contract, for the <u>lesser</u> of (i) Contractor’s actual time and materials; or (ii) the Contract Price.
<b>Lump Sum Contract:</b>

All work arising from or related to this Contract must be performed and billed: (i) on a lump-sum basis, only after all materials have actually been provided and for work actually performed to GRDA’s satisfaction (i.e. after the Project is fully complete); (ii) pursuant to an approved Service Work Authorization; and (iii) at a total cost to GRDA of the Contract Price.

3.2 No GRDA Waiver by Approval. GRDA’s final acceptance of the Project will not of itself constitute an approval or acceptance of any faulty work or defective materials, whether latent or patent, nor will any payment, whether partial payment or final payment by GRDA, or release of retainage, constitute a waiver and/or acceptance of any defective or faulty workmanship or materials.

3.3 No Additional Compensation Authorized. Contractor will not be entitled to any claim for additional compensation related to the performance of additional work beyond the scope of the original Contract unless the claim for additional compensation is approved and authorized in writing by the appropriate GRDA personnel, which may require approval by the GRDA Board of Directors. Contractor will not proceed with any such work unless specifically authorized in writing by GRDA.

3.4 Invoice and Inspection Procedures. Contractor will notify GRDA in writing when Contractor has completed the Project by submitting a completed copy of **Schedule 2**, along with all necessary supporting materials. GRDA will inspect the Project, and will either approve the Project or notify the Contractor regarding any deficiencies. Contractor will promptly correct any such deficiencies prior to receiving payment from GRDA.

4. INSURANCE.

4.1 Insurance. Contractor, at its own expense, will carry, with reliable insurance companies that are acceptable to GRDA, the following types of insurance with limits not less than shown in the respective amounts:

<b>The Parties have selected either “Standard Liability Insurance Amounts” or “Custom Liability Insurance Amounts” as indicated on the Cover Sheet.</b>
<b>Standard Liability Insurance Amounts:</b>
limits of liability will not be less than one Million Dollars (\$1,000,000) per occurrence and two Million Dollars (\$2,000,000) aggregate. If defense costs are included in the limits of liability, then the required limits on each of the limits of liability referenced above will be increased by one Million Dollars (\$1,000,000) (collectively, “Insurance Requirements”).
<b>Custom Liability Insurance Amounts:</b>
The limits of liability will not be less than the amounts described in the “Custom Liability Insurance Amount” section of the Cover Sheet (collectively, “Insurance Requirements”).

- a) Commercial General Liability Insurance. Contractor will maintain for the duration of this Contract a commercial general liability insurance policy covering all work and operations by or on behalf of Contractor, including but not limited to coverage for bodily injury, wrongful death, personal injury, property damage, premises and/or operations hazards, products and

completed operations, and contractual liability insuring the obligations assumed by Contractor in this Contract. The commercial general liability insurance policy cannot exclude the perils of explosion, collapse, and underground hazards. The commercial general liability insurance policy will be written on an occurrence basis. The limits of liability may not be less than the Insurance Requirements. If the commercial general liability insurance policy utilizes a general aggregate limit, then the general aggregate limit will apply separately to the work and operations performed by or on behalf of Contractor, or alternatively Contractor may obtain separate insurance to provide the required limits which will not be subject to depletion because of claims arising out of any other project or activity of Contractor.

GRDA, its officers, directors, employees, representatives, and agents will be expressly named as additional insureds on the commercial general liability insurance policy with respect to liability arising out of work and operations performed by or on behalf of Contractor. The commercial general liability insurance policy will stipulate that the insurance afforded to the additional insureds will apply on a primary and non-contributory basis and that any other insurance carried by the additional insureds will be excess only and will not contribute with this insurance.

- b) Automobile Liability Insurance. Contractor will maintain for the duration of this Contract an automobile liability insurance policy insuring against claims for bodily injury and property damage and covering liability arising out of all motor vehicles, including owned, leased/hired, and non-owned motor vehicles. The limit of liability will not be less than One Million Dollars (\$1,000,000) per accident for bodily injury and property damages. The automobile liability insurance policy will be written on an occurrence basis.
- c) Workers' Compensation and Employer's Liability Insurance. For the duration of this Contract, Contractor will provide workers' compensation insurance sufficient to meet its obligations under the laws of the State of Oklahoma. Further, Contractor will provide employer liability insurance covering its legal obligation to pay damages because of bodily injury or occupational disease (including resulting death) sustained by an employee. The employer liability insurance will contain a liability limit of no less than One Hundred Thousand Dollars (\$100,000) per accident for bodily injury or disease.
- d) Excess/Umbrella Insurance. Contractor will provide Excess/Umbrella insurance coverage ("Umbrella Coverage") of not less than the following:

<b>The Parties have selected either "Standard Umbrella Insurance Amounts" or "Custom Umbrella Insurance Amounts" as indicated on the Cover Sheet.</b>
<b>Standard Umbrella Insurance Amounts:</b>
Three million dollars (\$3,000,000.00).

<b>Custom Umbrella Insurance Amounts:</b>
the amounts described in the “Custom Umbrella Insurance Amount” section of the Cover Sheet.

4.2 Certificates of Insurance. Contractor must provide a certificate of all such insurance to the Legal Contact listed for GRDA on the Cover Page. The certificate(s) must show the name and address of the insured, particular work covered, limits of coverage, policy number, effective and expiration dates and cancellation requirements. If Contractor changes insurers during Contractor’s performance of this Contract, Contractor will ensure that there are no lapses in coverage and will notify GRDA prior to any modification to the above-described policies. In the event Contractor fails to maintain insurance as provided by this paragraph, Contractor is in default under this Contract.

5. CONTRACT TERM AND TERMINATION.

5.1 Effective Date and Term.

(a) This Contract will become effective on the Effective Date. Provided, the Contract will not become effective unless it has been executed by both parties.

(b) Term:

<b>The Parties have selected either “Project-Based Term” or “One-Year Term” as indicated on the Cover Sheet.</b>
<b>Project-Based Term:</b>
This Contract will terminate upon the issuance of a certification of completion or final payment by GRDA, unless terminated earlier as described by this Contract.
<b>Defined Term:</b>
This Contract will terminate on the one-year anniversary of the Effective Date. Provided, Contractor will fully perform and complete any work initiated prior to termination of the Contract, unless otherwise directed by GRDA.

5.2 Termination for Convenience. GRDA may terminate this Contract for any reason upon thirty (30) days prior written notice to Contractor. If GRDA terminates the Contract under this paragraph, GRDA will pay Contractor a portion of the Contract amount reflecting the amount of work successfully completed and approved by GRDA at the time of termination. All termination charges will be due and payable thirty (30) days from the date of receipt of Contractor’s final invoice, which will be delivered to GRDA no more than thirty (30) days after GRDA delivers Contractor such notice of termination. If Contractor fails, for any reason, to deliver a final invoice to GRDA within this period, Contractor’s claims for payment against GRDA will be released and forever barred.

5.3 Termination for Cause. If: (1) Contractor’s work on the Project is delayed for a period in excess of ninety (90) days due to a force majeure condition; or (2) Contractor fails, at any time during the performance of the Project, to perform any of its obligations described in the

Contract, and in either case, fails to substantially cure the non-conforming action within five (5) days of receiving notice, GRDA may, at its election, and without prejudice to other remedies it may have, either: (i) terminate this Contract in its entirety and pay to Contractor a portion of the Contract amount reflecting the amount of work successfully completed and approved by GRDA prior to the time of cancellation; or (ii) utilize another contractor to perform any portion of the work, at the expense of Contractor. GRDA's remedies in the event of termination for cause, as described in this paragraph, will not be construed as a waiver of any other rights or remedies available to GRDA under applicable law.

5.4 Obligations Surviving Termination. Contractor's contractual obligations pertaining to warranty, indemnification, confidentiality, insurance, choice of law, jurisdiction, and audit rights will survive termination.

## 6. SUBCONTRACTING.

6.1 No Subcontractors without GRDA Consent. Except as provided in Contractor's Bid Proposal, Contractor will not subcontract any portion of the Project without first obtaining GRDA's written consent. Provided, if GRDA approves a Subcontractor, that approval will not constitute a waiver of any of GRDA's rights arising under or related to this Contract.

6.2 Subcontractors Bound by Contractual Requirements. Each Subcontractor (and each subcontractor of a Subcontractor) will be bound by, and must comply with, each of the requirements in this Contract.

6.3 Contractor Remains Liable for Subcontractor Performance, Payment, and Management. Contractor will be fully and principally liable for: (i) all of the acts and omissions of its subcontractors; and (ii) each duty arising under or related to this Contract. Nothing in this Contract will be construed to create any contractual relationship between GRDA and any Subcontractor, nor any obligation on the part of GRDA to pay or to see to the payment of any money due any subcontractor of Contractor, except as may be otherwise required by law. Contractor will directly manage each of its Subcontractors in the performance of the Project.

## 7. INDEMNITY AND LIABILITY.

7.1 Indemnity. Contractor will indemnify, defend, and hold harmless GRDA and its officers, directors, employees, representatives and agents, from and against all liabilities, judgments, damages, claims, suits, injuries, losses, and expenses, including attorney fees, arising out of or resulting in any way from: (a) any negligent or wrongful act or omission of Contractor or Contractor's officers, directors, employees, subcontractors, representatives and agents; (b) all liens or claims in any way related to the items or services furnished by Contractor; (c) defects in the items or services furnished by Contractor; (d) any unauthorized access to Contractor's electronic system(s) by either third parties or unauthorized Contractor personnel; or (e) Contractor's failure to comply with any of the terms of this Contract. This indemnity obligation shall be in addition to the warranty obligations of Contractor.

7.2 No Partnership or Joint Venture. This Contract will not be construed as, nor given the effect of, creating a joint venture, partnership, affiliation, or association that would otherwise

render the Parties liable as partners, agents, or employer-employee or otherwise create any joint and several liability.

## 8. WARRANTIES.

8.1 General Warranty. Contractor warrants that the Project, including all equipment and work to be provided, will conform to all required specifications, will be free of defects in workmanship or material, and will be designed for the purposes stated in the Contract for the Base Warranty Period, commencing from the date of the fully executed Certificate of Contract Completion.

8.2 Warranty Claims and Corrections. If GRDA discovers any failure to conform to the foregoing warranties during the Base Warranty Period, and GRDA gives Contractor written notice within thirty (30) days after the expiration of such Base Warranty Period, then Contractor will promptly correct such nonconformity at Contractor's sole cost and expense.

8.3 Warranty on Corrected Claims. The warranty on the repaired or replaced equipment, or the correction of defective workmanship will be for one (1) year commencing from the date of repair, replacement and/or rework.

8.4 GRDA's Correction of Warranty Claims. If Contractor fails to correct any defective or non-conforming portion of the Project within a reasonable time, GRDA may, upon written notice to Contractor, perform or cause to have performed the redesign, repair, rework or replacement of the non-conforming portion of the Project in GRDA's discretion, and charge Contractor for all costs arising from or related to such redesign, repair, rework, or replacement. This cost may include labor, materials, and other direct costs. GRDA may, at GRDA's discretion, separately invoice or deduct from payments otherwise due to Contractor the costs as provided herein. GRDA's right to charge Contractor these costs is in addition to any and all other rights and remedies available to GRDA.

## 9. FORCE MAJEURE, RISK OF LOSS, ASSIGNMENT, and AMENDMENTS.

9.1 Force Majeure Excuses Delay. Contractor will not be liable for delays in performance resulting from an act of civil or military authority; declared act of war; insurrection or riot; sabotage; terrorist activities; fire; earthquake; flood; embargo; declared national fuel or energy shortage; or unpreventable delay or accident in shipping or transportation, if such factors were not within the control of Contractor and not foreseeable by Contractor. Force Majeure may not be claimed due to economic factors, including, but not limited to, changes in the cost of materials or labor, tariffs, taxes, or governmental regulations.

9.2 Mandatory Procedures for Claiming Force Majeure. If Contractor claims Force Majeure, Contractor must immediately notify GRDA in writing regarding the Force Majeure event, the anticipated duration of delay, and Contractor's strategy to mitigate the delay. GRDA will approve or deny the Force Majeure claim using its reasonable discretion. If such a claim is approved, the date of delivery or time for completion of the Project will be extended by a period of time reasonably necessary to overcome the effect of the delay. Provided, Contractor will not receive any additional compensation for a Force Majeure event.

9.3. Title and Risk of Loss. Title to all materials furnished by the Contractor hereunder will pass to GRDA, free and clear of any liens, encumbrances, qualifications, or defects of any nature, upon final completion of the Project. Notwithstanding the terms of any agency appointment agreement entered into by the Parties, Contractor will retain all liability for, and risk of loss or injury to all materials and Work to be furnished by Contractor until final approval and acceptance of complete performance of this Contract.

9.4. No Assignment. Contractor will not assign or otherwise transfer any duties to be performed under this Contract without the prior written consent of GRDA. Even if agreed to by GRDA, any assignment by Contractor will not relieve Contractor of its obligations under this Contract.

9.5. Amendment. This Contract may be amended only by a written instrument signed by both Contractor and GRDA.

## 10. INTELLECTUAL PROPERTY.

10.1 Intellectual Property Indemnification. Contractor will, at its own expense, defend, indemnify, and hold harmless GRDA from and against any claim that any equipment, work, material, or process furnished and/or used by Contractor arising from or related to the Project constitutes an infringement of any patent, copyright, trade secret, or other intellectual property. If GRDA receives notice of any such claim, GRDA will promptly notify Contractor in writing, and will provide other information that is reasonably necessary for Contractor to defend such claim. Contractor will notify GRDA regarding Contractor's choice of intended legal counsel to defend the claim. Legal counsel must be approved in advance by GRDA, at GRDA's sole discretion. Contractor will pay all damages and costs awarded in any suit or proceeding so defended. In case the equipment, work, material, or process, as a result of any suit or proceeding so defended, is held to constitute infringement of any patent, copyright, or trade secret, or its use by GRDA is enjoined, Contractor will, at its option and its own expense, either (i) procure for GRDA the right to continue using said equipment, work, material, or process; (ii) replace it with a substantially equivalent non-infringing equipment, work, material, or process, subject to pre-approval by GRDA; or (iii) modify the equipment, work, material, or process so it becomes non-infringing, subject to pre-approval by GRDA.

10.2 IP License. Contractor hereby grants to GRDA a nonexclusive, royalty-free license to use any of Contractor's intellectual property used in the performance of the Project, including, but not limited to, the design and construction related documents, blueprints, drawings, and computer programs including, but not limited to, machine readable object code, flow charts, logic diagrams, listings, and any listing generated therefrom (referred to herein as the "Software"), for use by GRDA in operating or in connection with the equipment. Any Software updates will also be covered by the provisions of this Contract.

## 11. COMPLIANCE WITH LAWS AND CHOICE OF LAW.

11.1 Contractor's Compliance with Laws. In the performance of any work under this Contract, Contractor and its subcontractors will comply with all applicable provisions and

requirements of the Civil Rights Act of 1991 and any amendments thereto, the Fair Labor Standards Act of 1938 and amendments thereto, the Occupational Safety and Health Act of 1970, and all other federal, state, and local laws, including but not limited to environmental laws. The Contract Price, as contained in Contractor's Bid Proposal, is based on full compliance by Contractor with these laws and requirements. If Contractor or any subcontractor fails to comply with such laws, regulations, or enactments, and Contractor is assessed a fine, penalty, cost, charge, and/or expense due to the noncompliance, Contractor will fully pay any such fine, penalty, cost, charge, or expense, and hold GRDA harmless regarding the same. In the event any such fine, penalty, cost, charge, and/or expense is assessed against GRDA, Contractor will indemnify GRDA as provided Paragraph 7.

11.2 Applicable Law. The words and phrases of this Contract will be given their ordinary English meaning and this Contract will be interpreted and construed in accordance with the laws of the State of Oklahoma. The state district courts of the State of Oklahoma shall have exclusive jurisdiction and venue to adjudicate any such disputes.

## 12. SAFETY.

12.1 Contractor's Safety Program. Contractor must have a comprehensive safety program covering all of Contractor's activities at the site that is designed to prevent injury to all persons and damage to all property that are on, about, or adjacent to the site. The safety program must be in writing in the form of a written safety manual that must be submitted to GRDA before the commencement of any Services. Contractor's safety manual must, at a minimum, (a) meet or exceed the standard of care for such programs as established by nationally recognized firms which provide goods and services of a similar nature, (b) include health, first aid, fire safety and emergency policies and procedures to be implemented at the site, (c) identify the personal protective equipment that will be required to be worn and/or used while working on the site, and (d) strictly comply with all OSHA regulations and any permits that are required to be obtained or maintained in connection with the Services. If GRDA determines that Contractor's safety manual does not meet the foregoing standards, it shall notify Contractor of such deficiencies in writing. Contractor shall immediately correct such deficiencies in the safety manual and implement the corrections into the performance of the work on the Services. Contractor will initiate and maintain all reasonable safety precautions and programs in connection with the performance of the work on the Project in accordance with the safety manual, OSHA regulations, and any permits that are required to be obtained or maintained in connection with the Services. Contractor will take all reasonable precautions for the protection and safety of, and will provide all reasonable protection to prevent harm, damage, injury or loss to: (i) all persons employed by Contractor or any Subcontractors in connection with the Services and all other members of the public who may be affected thereby; (ii) all materials and equipment or other personal property on the site or in the vicinity thereof; and (iii) the real property comprising the site and any real property in the vicinity thereof.

12.2 Contractor's Safety Plan. Contractor must maintain a safety plan to ensure that each of its personnel (including employees, agents, and contractors) remain safe during their performance of any specific work arising from or related to the Project.

12.3 Supervision of Safety. Contractor must fully supervise and control the performance of Contractor's personnel (including employees, agents, and contractors) and ensure that they: (i)

comply with all applicable federal, state, and local safety standards; and (ii) otherwise conduct themselves at all times in a safe manner.

12.4 Accidents. Contractor will immediately report verbally to the Designated GRDA Representative (and in writing within 24 hours) the details of any accident that occurs arising from or related to the Project.

13. ACCOUNTING AND AUDIT RIGHTS.

13.1 Statements, Books, and Records. Contractor agrees to furnish GRDA, in such form as will be reasonably satisfactory to GRDA, such detailed statements pertaining to the cost of material and labor as may be necessary for GRDA to comply with the requirements of its internal purchasing and accounting policies or any governmental regulatory authority having jurisdiction over GRDA. In determining the amount of compensation payable to Contractor, Contractor will, during the period of performance of work invoiced on a time and material basis, maintain books, records, documents, and other supporting data relating to the amounts invoiced.

13.2 Record Retention and Audits. Contractor will, during the term of this Contract and for a period of five (5) years after the completion of this Contract, maintain and make available for inspection and audit by GRDA and/or the Oklahoma State Auditor, all books, supporting documents, accounting procedures, practices, and all other items relevant to the Contract.

14. WAIVER AND NOTICE.

14.1 Waivers. The failure of either party to enforce, at any time, any of the provisions of this Contract or to require, at any time, performance by the other party of any of such provisions, will in no way be construed to be a waiver of such provision, nor in any way to affect the validity of this Contract, or any parts thereof, or the right of either party thereafter to enforce each and every provision.

14.2 Notices. Except as otherwise provided, all notices required or permitted to be given will be in writing and will be deemed properly given when delivered in person to the other party to be notified or when mailed by registered or certified United States mail, postage prepaid to the proper individual(s), or when sent by email to the party to be notified at its address set forth on the Cover Page, or such other address as the party to be notified may have previously designated by written notice to the other.

15. GENERAL PROVISIONS.

15.1 Taxes and Licenses. Unless otherwise required by law, Contractor has exclusive liability for all sales, use, excise and other taxes, charges, or contributions with respect to or imposed on any material or equipment supplied or work performed by Contractor, including such taxes or contributions imposed on the wages, salaries, or other remunerations paid to persons employed by Contractor in the performance of this Contract. Contractor shall pay all such taxes, charges, or contributions before delinquency and shall hold harmless GRDA from any liability and expense by reason of Contractor's failure to pay such taxes, charges, or contributions. Contractor

shall obtain, at Contractor's expense, any necessary licenses necessary for Contractor to complete the Services.

15.2 Contractor as Independent Contractor. Contractor is an independent contractor with respect to its performance of the services hereunder which services shall be performed in accordance with Contractor's own methods, the terms of this Contract, and all applicable laws. Neither Contractor, its subcontractors, its suppliers, nor the employees of any of them, will be deemed to be agents, representatives, employees, or servants of GRDA in the performance of the services or otherwise.

15.3 Certifications Required by State Law.

- (a) Contractor and all approved subcontractors, whether known or unknown at the time this Contract is executed or awarded, are in compliance with 25 O.S. § 1313 and participate in the Status Verification System (as defined by 25 O.S. § 1312), which includes, but is not limited to, the free Employee Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).
- (b) Certification Required by 74 O.S. § 85.42(B). Contractor certifies that no person who has been involved in any manner in the development of this Contract while employed by the State of Oklahoma will be employed by Contractor to fulfill any of the services provided for under this Contract.
- (c) Certification Required by 74 O.S. § 582(B). Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State.
- (d) Certification Required by 74 O.S. § 12005. Contractor certifies that it is not engaged in a boycott of energy companies, nor will it engage in a boycott of energy companies during the term of this Contract.

15.4 Representation and Warranty of Authority. Contractor represents and warrants that the signatory executing this Contract possesses sufficient authority to bind Contractor to the terms of this Contract.

(signature page to follow)

The Parties agree to the terms of this Contract (including the Cover Page and all Schedules).

**GRAND RIVER DAM AUTHORITY**

ATTEST:

(Seal)

\_\_\_\_\_  
Sheila Allen, Secretary

By \_\_\_\_\_  
Daniel S. Sullivan, Chief Executive Officer

Date: \_\_\_\_\_

**CONTRACTOR**

ATTEST:

(Seal)

\_\_\_\_\_  
Secretary

By \_\_\_\_\_

Date: \_\_\_\_\_

**Schedule 1: Description of the Project and Technical Specifications**

**(attach additional pages if necessary)**

**Description of services to be provided by Contractor (“Services”):**

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**Deadline for Completion:**

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**Geographical Location at which Services must be performed:**

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**Technical / Craft / Trade Requirements associated with the Services:**

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**Other requirements related to Services:**

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Contractor must perform all Services in strict compliance with the requirements of this **Schedule 1.**

## Schedule 2: Invoice Affidavit

State of Oklahoma ) Project Name: \_\_\_\_\_  
 ) ss  
County of \_\_\_\_\_ ) Project No.: \_\_\_\_\_

Contractor certifies under oath, subject to penalty of perjury, that, to the best of Contractor's knowledge, information and belief:

- (1) the work and materials described in this invoice have been fully completed, provided, and delivered in compliance with the Contract Documents;
- (2) Contractor has completed all duties, and tendered all payments (including all invoices provided to Contractor by GRDA), as required by the Contract Documents;
- (3) Contractor has paid for all materials and labor (including Subcontractors) related to this invoice;
- (4) payment on this invoice is due and payable by GRDA;
- (5) all charges, descriptions, items, and other information included on the invoice is true and correct;

Contractor: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_.

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_.

\_\_\_\_\_, known (or made known) to me to be the \_\_\_\_\_ [Owner, partner, title] of the above named Contractor, who being by me duly sworn, subscribed in the foregoing affidavit in my presence.

Notary Officer: \_\_\_\_\_

Typed Name: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

Commission No: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Printed Name Title  
Signature Date



Personnel Risk Assessment Process for Contractors and Service Vendors	
Version Number: 2.00	Version Date: February 29, 2024

### Schedule 3: Personnel Risk Assessment Process for Contractors and Service Vendors

#### GRAND RIVER DAM AUTHORITY Personnel Risk Assessment Process for Contractors and Service Vendors

1. Personnel Risk Assessments include a seven (7) year criminal background check. GRDA will evaluate the criminal history record checks for all employees, contractors, or service vendors prior to site entry. Acceptable checks for unescorted physical access may indicate there have been no felony convictions within the past seven (7) years. Any felony convictions within the past seven (7) years may be sufficient reason for the denial of authorization of unescorted physical access.

To determine if an individual is eligible for unescorted physical access and/or electronic access, the individual should not have the following:

- Open Warrants
  - Physical Violence Offenses
  - Sexual Related Offenses
  - Felony Level Drug Offenses
2. Personnel Risk Assessments for employees, contractors, and service vendors are performed by a third-party vendor contracted by GRDA. To request background check(s) for your company, e-mail [grecbadging@grda.com](mailto:grecbadging@grda.com) with the legal name(s) and a valid e-mail address(es) of each individual. After GREC Badging receives this information, a link to be sent to the provided e-mail address(es). The individual(s) will follow the link, log in, and input all personal information for the background check to be run. Depending on the number of addresses and court process times, the checks are usually back in 3-10 days.
  3. A Personnel Risk Assessment is required prior to any unescorted physical access to any GRDA properties. If a contractor or service vendor does not have clearance to be onsite, he/she must be escorted by a GRDA employee for the entire duration of the site visit. Please be advised – a contractor or service vendor with unescorted physical access is not permitted to escort a fellow contractor or service vendor. No exceptions.

**Schedule 4: Incorporation of RFP/RFQ**

GRDA's Request for Proposal / Request for Quote is hereby attached, included and incorporated by reference into this Contract.

### **Schedule 5: Incorporation of Contractor's Bid**

Contractor's bid / proposal is hereby attached,  
included and incorporated by reference into this Contract.

## Schedule 6: Form of Change Order.

This change order (“Change Order”) is made and entered into by and between the Grand River Dam Authority and Contractor as of the Change Order Effective Date.

1. Incorporation by Reference of Contract. GRDA and Contractor are parties to that certain Agreement for Routine Services dated [REDACTED], (“Contract”) the contents of which are hereby incorporated by reference.
2. Justification for Change Order. This Change Order is necessary because the Contract did not originally require Contractor to perform the Change Order Services, and it would be more efficient, more economical, or otherwise in GRDA’s best interest to require Contractor to perform the Change Order Services instead of rebidding the Change Order Services.
3. Change Order Effective Date. This Change Order will become effective upon the later of: (i) full execution by the parties; or (ii) approval by the GRDA Board of Directors.
4. Description of Change Order Services. Pursuant to this Change Order, Contractor will perform the following services for GRDA, to GRDA’s satisfaction, and in accordance with each of the terms of the Contract and this Change Order (with such services collectively defined as “Change Order Services”):

[Insert a detailed description of the Change Order Services to be performed by Contractor. Attach additional pages if necessary.]

5. Itemized Costs for Change Order Services. Contractor will perform all of the Change Order Services pursuant to the following rates:

[Insert a detailed description of the Contractor’s cost and rate structure to perform the Change Order Services. Be specific and thorough. Attach additional pages if necessary.]

Provided, and notwithstanding any provision to the contrary, Contractor must completely perform all work necessary to satisfactorily complete the Change Order Services, in accordance with each of the terms of this Contract and this Change Order, for the lesser of (i) Contractor’s actual time and materials; or (ii) \$ [REDACTED].

6. Technical Specifications for Change Order Services. Contractor will perform the Change Order Services in strict compliance with the following technical specifications, in addition to any other requirements arising under the Contract:

[Insert a detailed description of the technical specifications applicable to the Change Order Services to be performed by Contractor. Attach additional pages if necessary.]

7. Change Order Performance Schedule. Contractor must perform all Change Order Services in strict compliance with the following schedule:

Contractor commences performance of Change Order Services	No earlier than the Change Order Effective Date, and no later than [insert date of commencement deadline].
Contractor fully completes performance of Change Order Services	No later than [insert date of completion deadline].

8. Conflicts between this Change Order and the Contract. In the event of a conflict between **Schedule 5** and the Contract, the Contract will control.
9. Representation of Authority. The signatory for Contractor below represents that he/she possesses sufficient authority to bind Contractor to the terms of this Change Order.
10. Representations and Warranties. Contractor represents and warrants that each of its prior representations arising from or related to the Contract are true and correct as of the date that Contractor executes this Change Order, including, but not limited to, any representations and warranties related to non-collusive behavior and conflicts of interest.
11. Remainder of Contract Unchanged. Each of the remaining terms in the Contract shall remain unchanged.

(signature page to follow)

\_\_\_\_\_  
Contractor (Printed)

\_\_\_\_\_  
Signature of Contractor Representative

\_\_\_\_\_  
Date

Change Order Reviewed and Recommended By:

Designated GRDA Representative: \_\_\_\_\_ Date \_\_\_\_\_

GRDA Procurement Administrator: \_\_\_\_\_ Date \_\_\_\_\_

Applicable GRDA EVP: \_\_\_\_\_ Date \_\_\_\_\_

Change Order Approved by:

\_\_\_\_\_  
[CEO or Applicable GRDA EVP]

## **EXCEPTION STATEMENT**

An “Exception” is (1) Bidder’s inability or unwillingness to meet a term, condition, or specification in the manner specified in the Request for Proposal and/or (2) an additional term, condition, or specification proposed by Bidder. Copies of (1) the proposed Contract or GRDA Terms and Conditions and/or (2) Specifications are included in the Request for Proposal. In a document titled “Exception Statement” Bidder must clearly identify all Exceptions to the terms, conditions, and specifications. Bidder must also state with specificity the reasons for taking Exceptions and all modified terms and additional terms it proposes to be included in the final Contract or GRDA Terms and Conditions and Specifications.

One of the GRDA’s evaluation criteria will be the number and extent of the Exceptions. Bids containing Exceptions to the Contract, Terms and Conditions, and/or Specifications may be rejected as non-responsive. Other than Exceptions that are stated in the Exception Statement, each Bidder will be deemed to have agreed to comply with all terms, conditions, and specifications of this request for proposal. If Exceptions are not identified in the Bid Proposal, any Exception raised following the notification of the award of the contract could result in the Bid Proposal being rejected from further consideration.

If Exceptions are not identified in the Bid Proposal, any Exception raised following the notification of the award of the contract may not be considered and may result in the Bid Proposal being rejected from further consideration.