

Uinta County School District No. Four

Date _____

Name (Vendor) _____

Address _____

INVITATION TO BID

Uinta County School District No. Four, P.O. Box 130, Mountain View, Wyoming 82939, will accept sealed bids for:

Until _____ AM / PM on _____, _____.
(month / day) (year)

Vendors will be notified of the bid tabulation. Please direct all questions concerning this bid to the Superintendent of Schools at (307) 782-3377 Ext. 4201.

The bidding documents contained with this bid are as follows:

- Invitation to Bid
- Bidder's Certification of Residency
- General Bidding Conditions
- Special Bidding Conditions
- Specifications
- Bid Form
- Bidder Certification

Uinta County School District No. Four
P.O. Box 130
Mountain View, WY 82939

BIDDER'S CERTIFICATION

To Whom It May Concern:

I hereby certify that in response to your INVITATION TO BID for

that is due at _____ AM / PM on _____, _____,
(month / day) (year)

I have received and considered all items listed below.

- Invitation to Bid
- Bidder's Certification of Residency
- General Bidding Conditions
- Special Bidding Conditions
- Specifications
- Bid Form
- Bidder Certification

x _____
Signature

Telephone Number

Company Name

Date

BIDDER’S CERTIFICATION OF RESIDENCY

This Certification of Residency is to be filled out only by bidders who are asserting they are residents of the State of Wyoming, as defined for bidding purposes by Wyoming Statute 16-6-101, *et seq.*

This document must be completed if any bidder is to receive a “Resident” preference as defined in the Wyoming Statutes and the General Conditions governing bidding in Uinta County School District No. Four.

The responsibility for determining “Resident” status is that of the bidder. This certification will be used by the District only if a preference is involved.

“Resident” is defined, under Wyoming Statute 16-6-101, as:

1. Any person who shall have been a bona fide resident of the state one year or more immediately prior to bidding upon the contract;
2. A partnership or association, each member of which shall have been a bona fide resident of the state for one year or more immediately prior to the bidding upon the contract;
3. A corporation which has been organized under the laws of the State of Wyoming and has been in existence for one year or more immediately prior to bidding upon the contract and which has its principal office and place of business within the State of Wyoming.

THE UNDERSIGNED BIDDER CERTIFIES UNDER PENALTY OR PERJURY THAT HE IS A “RESIDENT” OF WYOMING AS DEFINED UNDER WYOMING STATUTE 16-6-101.

(Check one that applies) Person Partnership or Association Corporation

Date of Incorporation

Address of Principal Place of Business

Phone Number

Name of Business

Signature

Mailing Address

City, State, ZIP Code

GENERAL BIDDING CONDITIONS

The following General Bidding Conditions will govern this bid.

1. All bids are to be on the form(s) furnished by the School District and submitted in a sealed envelope clearly marked as instructed in the Invitation to Bid.
2. All bid prices shall be figured FOB our warehouse in Mountain View, Wyoming 82939, or point of destination named in the Special Bidding Conditions.
3. All bid forms must be signed and a notation must be made to show your destination of “Resident” or “Non-Resident” status with regard to a bidding preference. All bid forms that are received with this designation not properly marked will not be considered for a bidding preference.
4. “Resident” bidders will be defined by Wyoming Statute 16-6-101.
5. The District shall prefer, in all purchases for supplies, materials, equipment, machinery and provisions to be used in the maintenance and upkeep of the District, those items produced, manufactured or grown in the State of Wyoming, and supplies, materials, equipment, machinery and provisions supplied by a “Resident” of the State of Wyoming, competent and capable to provide service for same. Preference shall not be granted for articles of inferior quality to those offered by competitors outside of the state, but a differential of five percent (5%) will be allowed in cost on the Wyoming materials, supplies, equipment, machinery and provisions of quality equal to those of any other state ENFORCING OR HAVING A DIFFERENTIAL (for) “out-or-state” materials, equipment, machinery and provisions.
6. Bids that are received after the specified bid deadline in the Invitation to Bid will be returned to the bidder unopened. If the deadline was missed because of incorrect handling by the District, the bid may be considered along with those that officially met the deadline and all bidders present at the bid opening will be notified.
7. Tie bids will be awarded to the bidder who operates a legitimate business in Uinta County, quality being equal. A random procedure will determine the bid award if a tie still exists.
8. If a mistake is discovered in the bidding after the opening of the bid, the only relief provided is at the discretion of the Superintendent or his designee.
9. Vendor’s discounts are encouraged, however, the offered discount will be used in determining the net bid only if the discount offered is clearly stated on the formal bid document before the bids are opened.
10. The District reserves the right to accept or reject any or all bids and do not bind themselves to accepting the low bid, but rather the lowest responsible bid that is felt to be in the best interest of the District. The lowest responsible bid is the bid, in the best judgement of the

Superintendent or his designee, that has most completely complied with the conditions set forth in the bidding documents at the most favorable price.

11. Quotations or bids are to be for the items specified by the School District. Items may be described by detailed specifications or by listing brand names and numbers. If bids are submitted for items that are considered of equal quality by the vendor, this information must be noted by writing in the brand name and number of the item being substituted. Detailed specifications and other printed material must accompany the bid so that the District may evaluate the item to determine if it is of equal quality. Failure to submit information on material bid, but not specified, may result in the item being rejected for lack of information. The final determination of any “or equal” items will be determined by the Superintendent or his designee. Should items be represented as being of equal quality and it is determined upon receipt of the District that they are not, the items will be returned, freight charges collect, to the vendor.
12. Prices are to be without State or County Tax or Federal Excise Tax.
13. Erasures on the bid form are not acceptable. If necessary to make corrections before the bid is submitted, strike out or draw a line through the incorrect price and write the correct price above. Any changes must be initialed by the vendor.
14. A vendor may be removed from the vendor list if they have not submitted bids to the District on two (2) consecutive invitations, or if their previous performance for the District has been unsatisfactory. To ensure that you remain on the vendor list even though you may not wish to bid on the automatic invitation, simply return the bid invitation as a “no bid” and the Central Office will consider this as a bid response and keep your name on file for future bids.
15. All members of the Board of Trustees or employees of the District shall declare each year, or whenever the occasion may arise, if their interests change throughout the year, any interest that may place them in conflict where District business is concerned.
16. The Purchasing Department shall provide interested parties a form which can be used to tabulate the bids as they are opened and read. If the bids contain so many items that this is not possible, then those requesting will be able to study the bids and make their own tabulation in an area assigned by the Superintendent. The District is not responsible for making or mailing copies of the bid tabulations if requested by vendors. The tabulations are to be kept on file in the Central Office for public viewing for a period of one year.
17. Bid awards and all other purchases shall be made by executing a numbered purchase order or a written contract. These two methods are considered the only binding documents under which the Board of Trustees will pay for goods and services.
18. All purchase orders must be invoiced separately with no deviation from items bid or changes in prices. A purchase order will be treated as an official contract between the District and the Vendor.

19. The School District reserves the right to select any one item or all items bid by any vendor on any bid, unless the bid is clearly marked by the District as an “all” or “none” bid.
20. Should changes in the requirements of a bid be necessary after the bid documents are already in the hands of the vendors, the Purchasing Office shall issue an addendum in writing to all bidders who received the original Invitation for Bid.
21. The Purchasing Office will notify only the successful bidder concerning the bid award.
22. The District will attempt to be fair and equitable to all vendors. Should a bid be disputed for any reason the vendor shall attempt to resolve the dispute by a verbal discussion with the Superintendent. Should this not resolve the problem(s), the vendor may submit a written request to the Superintendent and expect a written reply from the District.
23. Every vendor **MUST** complete and return with their bid a copy of the BIDDER’S CERTIFICATION form. This form will certify that the vendor has complied with the bidding documents. **FAILURE TO INCLUDE THIS FORM WITH YOUR BID WILL AUTOMATICALLY DISQUALIFY YOUR BID.**

BID TABULATIONS

Bid Description: _____

Date Due: _____ Time: _____

Contractor Name: _____

Company: _____

Bid Bond YES NO

Addenda Received YES NO

Base Bid

Wyoming Resident Contractor YES NO
(with 5% add)

Bid Signed By: _____

District sponsored Walk-Through on: _____
(date)

Board of Trustee action is required before any bid can be accepted or work started on any project.

All interested parties must be accepting to the terms established in the District's Contractor's Agreement.

BID AND PROCEDURAL INFORMATION

BASED BID

The work to be performed under the BASE Bid shall include all Work indicated in the drawings, specifications and Addenda except where specifically noted “Not in Contract” (NIC), “By Owner”, “By Others” or as an Alternate.

PLAN DEPOSIT

Bidders may obtain one (1) set of project documents and specifications from the Central Office, UCSD #4 upon request.

BID FORM AND BID OPENING

Submit on standard, unqualified FORM OF BID furnished.

Bidders must complete the Form of Bid in its entirety including as applicable:

1. Acknowledge receipt of addenda
2. Base Bid price
3. Pertinent firm data and signatures

Bid to be in the Owner’s physical possession at the place and prior to the time noted on the Form of Bid.

BID SECURITY

Provide security in an amount equal to at least five percent (5%) of amount of the Base Bid plus all additive Alternates.

Security shall be in the form of bid bond, certified check or cashier’s check payable to Owner.

If requested in writing, Bids Security of unsuccessful Bidders will be returned within forty-five (45) days after bid opening.

TIMES OF STARTING

The Contractor may commence on-site work immediately upon receipt of his copy of the fully executed Owner-Contractor Agreement.

BID DOCUMENT

Project: _____

To: Board of Trustees
Uinta County School District No. Four
Mountain View, Wyoming 82939

Bid Opening: _____
(Date / Time)

Location

Note: NO BIDS WILL BE READ AND/OR CONSIDERED WITHOUT ACCOMPANING BID SECURITY.

By the act of submitting this bid for the proposed contract, the undersigned represents that he and all subcontractors he intends to use:

1. have carefully and thoroughly reviewed the drawings, specifications, and other construction contract documents and have found them complete and free from ambiguities and sufficient for the purpose intended; further that,
2. they and all employees that he intends to use are skilled and experienced in the type of construction represented by the construction contract documents bid upon; further that,
3. neither any of the above nor any of his agents nor suppliers have relied upon any verbal representations, allegedly authorized or unauthorized from the Owner, or the Owner's employees or agents including architects, engineers or consultants, in assembling the bid figure; further that,
4. the bid figure is based solely upon the construction contract documents and properly issued written addenda and not upon any other written representation; and further that,
5. have visited the site and have familiarized themselves with existing conditions that will affect the proposed construction, and further that
6. if awarded the contract, the contractor will complete all work in accordance with the Contract Documents.

BASE BID

_____ Dollars (\$ _____)

Firm Name

THE UNDERSIGNED CLAIMS PREFERENCE AS A WYOMING RESIDENT CONTRACTOR AND CERTIFIES THAT NOT MORE THAN TWENTY (20%) PERCENT OF THE WORK WILL BE SUBCONTRACTED TO NON-RESIDENT SUBCONTRACTORS.

Check here: and attach a current copy of bidder's "STATE OF WYOMING CERTIFICATE OF RESIDENCY STATUS" executed by the Wyoming Department of Labor and Statistics.

FIRM NAME (typed) _____

BY (signed) _____

(typed) _____

TITLE (typed) _____

ADDRESS (street/box, typed) _____

(city/state/zip, typed) _____

(telephone number) _____

(fax number) _____

NOTE: IF LIMITED LIABILITY COMPANY (LLC), PARTNERSHIP, OR CORPORATION, LIST OFFICERS:

President

Vice-President

Secretary

Treasurer

UINTA COUNTY SCHOOL DISTRICT NO. FOUR
CONTRACTOR AGREEMENT

This agreement is entered into as of the ____ day of _____, 20____, between Uinta County School District No. Four and _____ (“the contractor”).

1. Independent Contractor. Subject to the terms and conditions of this Agreement, Uinta County School District No. Four hereby engages _____ as an independent contractor to perform the services set forth herein, and _____ hereby accepts such engagement.

2. Duties, Terms, and Compensation. The Contractor’s duties, terms of engagement, compensation and provisions for payment thereof shall be as set forth in the bid document previously provided to Uinta County School District No. Four by the Contractor and which is attached as Exhibit A, which may be amended in writing and with approval of the Board of Trustees for Uinta County School District No. Four, or supplemented with subsequent change orders for services to be rendered by the Contractor and with approval of the Board of Trustees for Uinta County School District No. Four, and which collectively are hereby incorporated by reference.

3. Expenses. During the term of this Agreement, the Contractor shall bill and Uinta County School District No. Four shall reimburse the Contractor for all reasonable and approved out-of-pocket expenses which are incurred in connection with the performance of the duties hereunder. Notwithstanding the foregoing, expenses for the time spent by consultant in traveling to and from School District facilities shall not be reimbursable. Billings will be submitted when the project is completed and accepted by Uinta County School District No. Four. Approval for payments on completed projects will be placed in front of the Board during their regularly scheduled monthly meetings.

4. Written Reports. Uinta County School District No. Four may request that project plans, progress reports and a final results report be provided by Contractors on a monthly basis. A final results report shall be due at the conclusion of the project and shall be submitted to Uinta County School District in a confidential written report at such time. The results report shall be in such form and setting forth such information and data as is reasonably requested by Uinta County School District No. Four.

5. Inventions. Any and all inventions, discoveries, developments and innovations conceived by the contractor during this engagement relative to the duties under their Agreement shall be the exclusive property of Uinta County School District No. Four; and the Contractor hereby assigns all right, title, and interest in the same to Uinta County School District No. Four. Any and all inventions, discoveries, developments and innovations conceived by the Contractor prior to the term of this Agreement and utilized by them in rendering duties to Uinta County School District No. Four are hereby license to Uinta County School District No. Four for use in its operations and for an infinite duration. This license is non-exclusive,

and may be assigned without the Contractor's prior written approval by Uinta County School District No. Four.

6. Confidentiality. The Contractor acknowledges that during the engagement they will have access to and become acquainted with various confidential records, personnel information, records and specifications owned or licensed by Uinta County School District No. Four and/or used by the district in connection with the operation of its business. The Contractor agrees that they will not disclose any of this information, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter. All files, records, documents, blueprints, specifications, information, letters, notes, media lists, original artwork/creative, notebooks, and similar items relating to the business of Uinta County School District No. Four, whether prepared by the Contractor or otherwise coming into their possession, shall remain the exclusive property of Uinta County School District No. Four. The Contractor shall not retain any copies of the foregoing or earlier termination of this Agreement, or whenever requested by Uinta without Uinta County School District No. Four's prior written permission. Upon the expiration County School District No. Four, the Contractor shall immediately deliver to Uinta County School District No. Four all such files, records, documents, specifications, information, and other items in their possession or under their control. The Contractor further agrees that they will not disclose their retention as a independent contractor or the terms of this Agreement to any person without prior written consent from UCSD #4 and shall at all times preserve the confidential nature of their relationship to UCSD #4 and the services hereunder.
7. Conflicts of Interest. Non-hire Provision. The Contractor represents that they are free to enter into this Agreement, and that this engagement does not violate the terms of any agreement between the Contractor and any third party. Further, the Contractor, in rendering their duties shall not utilize any invention, discovery, development, improvement, innovation, or trade secret in which they do not have a proprietary interest. During the term of the agreement, the Contractor shall devote as much of their productive time, energy and abilities to the performance of their duties hereunder as is necessary to perform the required duties in a timely and productive manner. The Contractor is expressly free to perform services for other parties while performing services for Uinta County School District No. Four. For a period of six months following any termination, the Contractor shall not, directly or indirectly hire, solicit, or engage to leave for Uinta County School District No. Four's employment, any employee, consultant, or hire any such employee, consultant who has left Uinta County School District No. Four's employment or contractual engagement within one year of such employment or engagement.
8. Right to Injunction. The parties hereto acknowledge that the service to be rendered by the contractor under this Agreement and the rights and privileges granted to Uinta County School District No. Four under the Agreement are of a special, unique, unusual, and extraordinary character which gives them a peculiar value, the loss of which cannot be reasonably or adequately compensated by damages in any action at law, and the breach by the Contractor of any of the provisions of this Agreement will cause Uinta County School District No. Four irreparable injury and damage. The Contractor expressly agrees that Uinta County School District No. Four shall be entitled to injunctive and other equitable

relief in the event of, or to prevent, a breach of any provision of the Agreement by the Contractor. Resort to such equitable relief, however, shall not be construed to be a waiver or any rights or remedies of Uinta County School District No. Four under this Agreement or otherwise shall be construed to be cumulative, and no one of them shall be exclusive of any other or of any right or remedy allowed by law.

9. Merger. This Agreement shall not be terminated by the merger or consolidation of Uinta County School District No. Four into or with any other school district.
10. Termination. Uinta County School District No. Four may terminate this Agreement at any time by 10 working days' written notice to the Contractor. In addition, if the Contractor is convicted of any crime or offense, fails or refuses to comply with the written policies or reasonable directive of Uinta County School District No. Four, is guilty of serious misconduct in connection with performance hereunder, or materially breaches provision of this Agreement, Uinta County School District No. Four at any time may terminate the engagement of the Contractor immediately and without prior written notice to the Contractor.
11. Independent Contractor. This Agreement shall not render the Contractor and employee, partner, agent of, or joint venturer with Uinta County School District No. Four for any purpose. The Contractor is and will remain an independent contractor in their relationship to Uinta County School District No. Four. Uinta County School District No. Four shall not be responsible for withholding taxes with respect to the Contractor's compensation hereunder. Or otherwise for vacation, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits. Unemployment insurance benefits, or employee benefits of any kind. In addition the contractors will supply Uinta County School District No. Four with proof of worker compensation payments for all employees that use in this provisions of this Agreement. Workers Compensation will be in accordance with district expectations.
12. Insurance. The Contractor will carry liability insurance relative to any service that they perform for Uinta County School District No. Four. Exhibit B will be used to show minimal expectations of this insurance coverage for the Contractor and the agreements accepted through liability standards. General liability will meet minimum standards as assigned. Automobile liability will meet minimum standards assigned. Special Provisions for insurance will provide the following statement: Uinta County School District No. Four is hereby added as additional insured with a waiver of subrogation in its favor on all policies.
13. Successors and Assigns. All of the provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective rights and duties of the parties hereto. 14. Choice of Law. The laws of the state of Wyoming shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the parties hereto.
14. Arbitration. Any controversies arising out of the terms of the Agreement or its interpretation shall be settled in Uinta County in accordance with the rules of the American

Arbitration Association, and the judgment upon award may be entered in any court having jurisdiction thereof.

- 15. Headings. Section headings are not to be considered a part of this Agreement and are not intended to be full and accurate description of the contents hereof.
- 16. Waiver. Waiver by one party hereto of breach of any provision of this Agreement by the other shall not operate or be constructed as a continuing waiver.
- 17. Assignment. The Contractor shall not assign any of their rights under this Agreement, or delegate the performance of any of their duties hereunder, without the prior written consent of Uinta County School District No. Four.
- 18. Notices. Any and all notices, demands, or other communications required or desired to be given hereunder by any party shall be in writing and shall be validly given or made to another party if personally served, or if deposited in the United States mail, certified or registered, postage prepaid, return receipt requested. If such notice or demand is severed personally, notice shall be deemed constructively made at the time of such personal service. If such notice, demand or other communication is given by mail, such notice shall be conclusively deemed given five days after deposit thereof in the United States mail addressed to the party to whom such notice, demand or other communication is to be given as follows:

If to the Contractor: _____
 (Name)

 (Street Address)

 (City, State, ZIP)

If to the Company: Uinta County School District #4
 129 W. 2nd Street
 P.O. Box 130
 Mountain View, WY 82939

Any party hereto may change its address for purposes of this paragraph by written notice given in the manner provided above.

- 19. Modification or Amendment. No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties hereto.
- 20. Entire Understanding. This document and any exhibit attached constitute the entire understanding and agreement of the parties, and any and all prior agreements, understandings, and representations are hereby terminated and canceled in their entirety and are of no further force and effect.

- 21. Unenforceability of Provisions. If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above. The parties hereto agree that facsimile signatures shall be as effective as if originals.

Uinta County School District #4

Contractor's Name

By: ✕ _____

By: ✕ _____

Its: Superintendent

Its: _____
(Title or Position)

EXHIBIT A

DUTIES, TERM AND COMPENSATION

DUTIES: The Contractor will *(describe the work or service to be performed)* _____

_____.

They will report directly to the Superintendent of Uinta County School District No. Four *(name)* _____, or his direct designee *(name)* _____, in connection with the performance of the duties under this Agreement and shall fulfill any other duties reasonably requested by Uinta County School District No. Four and agreed to by the Contractor.

TERM: This engagement shall commence upon execution of this Agreement and shall continue in full force and effect through *(date)* _____ or earlier upon completion of the Contractor’s duties under this Agreement. The Agreement may only be extended thereafter by mutual agreement, unless terminated earlier by operation of and in accordance with this Agreement.

COMPENSATION: As full compensation for the services rendered pursuant to this Agreement, Uinta County School District No. Four shall pay the Contractor the sum of \$ _____, to be paid after duties have been completed and project accepted by the Board of Trustees, Uinta County School District No. Four and any required advertising for completion of work. The compensation will be approved at the regular monthly meeting of the Board of Trustees or the first available monthly meeting of the Board of Trustees when the project was completed.

CERTIFICATE OF LIABILITY INSURANCE

DATE:

PRODUCER:

*Uinta County School District No. Four
PO Box 130
Mountain View, WY 82939*

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED CONTRACTOR:

INSURERS AFFORDING COVERAGE:

INSURER A:

INSURER B:

INSURER C:

INSURER D:

COVERAGES

The policies of insurance listed below have been issued to the insured named above for the policy indicated. Notwithstanding any requirements, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies, aggregate limits shown may have been reduced by paid claims.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (mm/dd/yy)	POLICY EXPIRATION DATE (mm/dd/yy)	LIMITS	
A	GENERAL LIABILITY (Check box) <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURENCE	\$1,000,000
					FIRE DAMAGE (any one fire)	\$50,000
					MEDICAL EXP (any one person)	\$5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS-COMP/OP AGG	\$2,000,000
A	AUTOMOBILE LIABILITY (Check box) <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE UNIT (Each accident)	\$1,000,000
					BODILY INJURY (Per Person)	\$
					BODILY INJURY (Per Accident)	\$
					PROPERTY DAMAGE (Per Accident)	\$
	GARAGE LIABILITY (Check box) <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY (Each Accident)	\$
					OTHER THAN AUTO ONLY (Each Accident)	\$
					AGGREGATE	\$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURENCE	\$
					AGGREGATE	\$
						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	\$
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
					E.L. DISEASE-POLICY LIMIT	\$1,000,000
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Uinta County School District No. Four is hereby added as additional insured with a waiver of subrogation in its favor on all policies.

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER

CANCELLATION

**Uinta County School District No. Four
P.O. Box 130
Mountain View, WY 82939**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, IT IS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE:

Uinta County School District No. Four
COMPETITIVE QUOTES – VERIFICATION FORM

Wyoming State Statute requires that all purchases over \$2,500.00 up to \$10,000.00 require competitive quotes. All purchases over \$10,000.00 must be bid.

Competitive quotes may be in written form, compared catalog prices or quotes taken over the telephone. There is no specific number of quotes required, but must include at least two.

When gathering quotes, please complete this form and attach it to your requisition.

Date	Company Name	Amount	Comments	Quote by: T=Telephone W=Written C=Catalog O=Other (fill in)

On many occasions, the item(s) you are purchasing are such that there is only a single source available for the purchase, or if the item(s) being purchased have already been bid at the State level, competitive quotes are not necessary, i.e., Xerox copy machines.

If this condition exists, please indicate below:

SS=Single source SB=State bid	Company Name	Date	Comments	Amount

Signed: ✕ _____ Date: _____

Comments: _____

