**ATTACHMENT 2: VENDOR SIGNATURE PAGE**

PaperWin2910

**Instructions: Please complete this form and upload to Public Purchase as part of your RFP response.**

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| Are you an Iowa-targeted small business? *If yes, provide documentation via Public Purchase as part of your RFP response.* | YES or NO |
| **Please do not complete this agreement unless you check “Yes” to all the following statements. If the following information is not completed, your agreement cannot be processed.** |
| Yes, it is acknowledged that the Vendor has received and reviewed Chapters 1 through 6 of the RFP and agrees to be bound by those terms and conditions unless specifically noted. | YES or NO |
| Yes, I agree to pay AEA Purchasing an administrative fee as noted in Chapters 1 and 3. | YES or NO |
| Yes, all prices shall remain firm for the period of the contract as noted in the RFP. | YES or NO |

By submitting a response to this RFP, the undersigned hereby agrees that if awarded the bid by receipt of a Notice to Award from AEA Purchasing, it hereby accepts and agrees to be bound by the terms and conditions of this RFP, including section 2.18.

The undersigned acknowledges that the amount of damages that AEA Purchasing or its members may incur as a result of the Awarded Vendor failing to honor its bid after receiving a Notice of Award or attempting to withdraw or withdrawing its bid, would be difficult to quantify. Accordingly, in the event that the undersigned fails to honor its bid after receiving a Notice to Award or attempts to withdraw or otherwise not honor its bid, the Awarded Vendor will be obligated to pay $1,500 in liquidated damages in lieu of proving actual damages, and not as a penalty, to AEA Purchasing as an estimate of the damages from the Awarded Vendor’s failure to perform the terms and conditions of the RFP. In addition, AEA Purchasing may in its discretion elect to exclude the defaulting vendor from future RFP opportunities of AEA Purchasing and its members.

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| **Company Name** |  |
| **Company Address** |  |

Signature by officer with the authority to bind the Vendor to providing the services proposed.

|  |  |
| --- | --- |
| **Signature** |  |
| **Printed Name and Title** |  |
| **Phone** |  |
| **Email** |  |
| **Date** |  |

Signature of person who will be the main contact for the AEA Purchasing contract.

|  |  |
| --- | --- |
| **Signature** |  |
| **Printed Name and Title** |  |
| **Phone** |  |
| **Email** |  |
| **Date** |  |