



## City of Tigard

FINANCE AND INFORMATION SERVICES

# Fax / Email Back Form

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To: All Interested Parties

From: City of Tigard, Contracts and Procurement Office

RE: Downloading Solicitations Disclaimer

The City of Tigard offers certain solicitation documents, including Invitations to Bid and Requests for Proposal, online for downloading. The City requires each prospective bidder or proposer downloading these documents to follow the specific requirements detailed below. If a potential bidder or proposer does not comply with these requirements the bidder or proposer risks the possibility of not receiving a complete solicitation packet and may be deemed a non-responsive bidder.

Please note that the solicitation available for download is the original document released to the public. All prospective bidders or proposers are responsible for downloading any and all addendums or amendments listed along with the solicitation packet on the City's website. Once a potential bidder or proposer has completed, signed, and returned to the City the attached "Fax / Email Back" form, the City will automatically forward them any and all subsequent addendums, amendments, or other documents relevant to the solicitation.

**Disclaimer:** The recipient of any downloaded document from this website shall be responsible for completing and returning to the City of Tigard's Purchasing Office, the attached "Fax / Email Back" form. It is imperative that it is faxed back as soon as possible. By doing so, the recipient will allow the City of Tigard to send any additional documentation, including addendums, amendments, and other information, which may be issued relative to a particular document. The City takes no responsibility for informing recipients of changes to original documents if the attached "FAX BACK" form has not been sent to the Purchasing Office. The recipient shall be responsible for the accuracy of the information of the form submitted.

Any unidentified modifications to the original document issued by the City shall be null and void. In those instances where modifications are unidentified, the original document issued by the City of Tigard shall take precedence. The recipient of any downloaded documents is responsible for clearly identifying any and all changes or modifications to document upon submission to the City.



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Project Title: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street Address City and State Zip

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

Contact Individual: \_\_\_\_\_ Email: \_\_\_\_\_

I would like to receive any subsequent addenda via:

Fax

Email

I have read and thoroughly understand the disclaimer, instructions, and all other conditions related to downloading solicitation documents from the City of Tigard's web page.

I hereby attest that this information, to the best of my knowledge, is valid and correct.

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

Next Step: When you have completed this form, please send it to the attention of Joe Barrett, Sr. Management Analyst, at the City in one of the following ways:

**Fax Number:** (503) 684-7297

**Email:** [joseph@tigard-or.gov](mailto:joseph@tigard-or.gov)