



City of Tigard, Purchasing Office
13125 SW Hall Blvd.
Tigard, Oregon 97223
Phone - (503) 639-4171 / Fax - (503) 684-7297
<http://www.tigard-or.gov>

DATE: Thursday, February 18, 2010
TO: All Interested Parties
FROM: City of Tigard, Purchasing Office
RE: Downloading Solicitations

The City of Tigard offers certain solicitation documents for downloading. The City requires each prospective bidder or proposer downloading these documents to follow the specific requirements detailed below. If the potential bidder or proposer does not comply with these requirements they risk 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 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 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.



FAX BACK
DOCUMENT DOWNLOAD FORM
CITY OF TIGARD, OREGON
ATTENTION: PURCHASING OFFICE
FAX – (503) 684-7297

Solicitation Name: _____

Firm Name: _____

Address: _____
(Number and Street) (City and State) (Zip Code)

Phone: _____ Fax: _____ E-mail: _____

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

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

Typed/Printed Name and Title: _____

Signature: _____ Date: _____