

PROPOSAL

CITY OF MIDDLETOWN, OHIO

To the Purchasing Agent of the City of Middletown, for furnishing during the period of the contract the commodity (commodities) indicated by item numbers in this proposal.

We _____ of _____
(Company) (City and State)

do hereby declare that we are the only persons interested as principal or otherwise in this proposal; that said proposal is, in all respects, fair and without collusion or fraud and that no person in the employ of the City of Middletown, Ohio, is in any way interested therein. All sections of this Request for Proposal, including, but not limited to, the Legal Notice, Bidder's Instruction Sheet, General Specifications, and Technical Specifications will be part of any contract awarded.

Bidder does hereby agree to provide the services listed in this Proposal for the following revenue split:

_____ % to the City of Middletown

_____ % to the Bidder

Bidder must specify length of time to set the process in place after award of contract: _____

COMPANY:

SIGNATURE:

(Name and Title)

If Corporation:

(President's Name)

STREET ADDRESS:

(Secretary's Name)

CITY, STATE: _____

TELEPHONE NO: _____

FAX NO: _____

E-MAIL ADDRESS: _____

LEGAL NOTICE NO. 08-6949-19

Sealed proposals will be received by the City of Middletown, Ohio, in the Purchasing Office, second floor, City Building, One Donham Plaza, until 11:00 a.m., Monday, November 3, 2008, at which time such proposals will be publicly opened for the following item:

RED LIGHT PHOTO ENFORCEMENT

Detailed specifications, proposal forms and instructions to vendors may be obtained in the Purchasing Office.

CINDY STRAYER
PURCHASING AGENT

THE CITY OF MIDDLETOWN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE AND HANDICAPPED STATUS IN EMPLOYMENT OR THE PROVISION OF SERVICES.

PUBLISH: October 20, 2008
October 27, 2008

VENDOR'S INSTRUCTION SHEET

Pursuant to Legal Notice No. 08-6949-19 sealed proposals, properly endorsed with proposal reference number on the envelope, will be received at the Purchasing Office, in the City Building, One Donham Plaza, City of Middletown, Ohio, until 11:00 a.m., Local Time, Monday, November 3, 2008, for furnishing the item in the notice.

All proposals must be made on forms provided for each item and must be in conformity with this notice. Proposals shall be returned with the notice, proposal form, and specifications intact.

No proposal may be withdrawn after it has been deposited with the Purchasing Agent of the City. Proposal forms and specifications for each item may be secured at the Purchasing Office, City Building, One Donham Plaza, City of Middletown, Ohio.

All proposals containing quotes not asked for or which are otherwise not in conformity with this notice, may be considered invalid and may be rejected. Each vendor will be required to state in his proposal, his name and place of residence, and the names of members interested with him. In case of a corporation, only the names of the President and Secretary need be given.

The right to reject any and all proposals is reserved by the City of Middletown. Formalities may be waived at the option of the City Commission.

THE CITY OF MIDDLETOWN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE AND HANDICAPPED STATUS IN EMPLOYMENT OR THE PROVISION OF SERVICES.

CITY OF MIDDLETOWN

AFFIDAVIT FOR DELINQUENT PERSONAL PROPERTY TAX

_____, being first duly sworn says that he/she is the _____

of _____, which company is submitting a bid

to the City of Middletown for

on _____.

(date)

Affiant says that no personal property taxes are currently due to Butler/Warren County, Ohio, as of the date of said bid.

(Signature)

SWORN TO AND SUBSCRIBED before me, a notary public this _____ day of _____, 20_____.

Notary Public

My Commission expires _____, 20_____.

(ORC 5719.042)

CITY OF MIDDLETOWN

AFFIDAVIT

RELATIONSHIP TO CITY OFFICIALS OR EMPLOYEES TO BE SIGNED BY AN OFFICER OF BIDDER

STATE OF OHIO

COUNTY OF _____,SS

_____ (name and title) being first duly sworn says that he/she is related by blood or marriage to the following City of Middletown officials or employees _____

(if none, write in "none")

Affiant further states that he/she knows of no person in his/her company who is related by blood or marriage to any City of Middletown official or employee, except the following:

<u>Name of Company Person</u>	<u>Relationship</u>	<u>City Official or Employee</u>
_____	_____	_____
_____	_____	_____

(If none, write "no exception")

Further affiant saith not.

(Signature)

(Title and Company Name)

(Address)

SWORN TO AND SUBSCRIBED before me, a notary public, this _____ day of _____, 200____.

Notary Public

My Commission expires _____, 20_____.

CERTIFICATION

ORC Section 3517.13 (I)(3) & (J) (3)

The undersigned hereby certifies that the entity entering into this contract with the City of Middletown is in compliance with ORC Section 3517.13 (I) (1) * or ORC 3517.13 (J) (1)*, whichever is applicable.

Print Name of Business

By: _____

Printed Name _____

Title: _____

By: _____

Printed Name _____

Title: _____

Knowingly making a false statement on the certification is a felony of the fifth degree and the contract shall be rescinded. ORC Sections 3517.13 (A) (A) and 3517.992 (R) (3).

* These sections of the Ohio Revised Code deal with political contributions to members of City Council by individuals or business entities seeking to do business with the City of Middletown. Vendors should take adequate steps to be sure they are in compliance with these statutes prior to signing this certification.

This certification must be attached to all contracts involving the purchase of goods costing more than \$10,000.00 or services costing more than \$10,000.00.

GENERAL CONDITIONS

1. The City Manager reserves the right to reject any or all bids, and unless otherwise specified by the bidder, to accept any item in the bid. In case of error in extending the total amount of the bid the unit prices the will govern.
2. Unless otherwise stated in the bid by the bidder, time, in connection with discount offered, will be computed from date of delivery of the supplies or services to carrier when final inspection and acceptance are at a point of origin, or from date of delivery and acceptance at destination when final inspection and acceptance are at this point, or from date correct bill or claim voucher properly certified by the contractor is received if the latter date is later than the date of delivery and acceptance.
3. In case of default by the bidder or contractor, the City of Middletown may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
4. Prices should be stated in units of quantity specified.
5. Prices quoted unless otherwise stated by bidder, will be considered as being based on delivery to destination as designated and to include any charges for packing, crating, containers, etc. and being in strict accordance with specifications as shown.
6. Wherever a reference is made in the specification or in describing the material, supplies or services required, of a particular trade name, manufacturers' catalog or model number, the bidder, if awarded a contract will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal by the bidder.
7. The bidder, if awarded an order or contract, agrees to protect, defend and save harmless the City against any demand for payment for use of any patented material, process, article or device, that may enter into the manufacture, construction, or form a part of the work covered by either order or contract; and he further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his servants, or agents.
8. Samples, when requested, must be furnished free of expense prior to the opening of bids and, if not destroyed, will, upon request, be returned at the bidder's expense.

INSTRUCTIONS TO BIDDERS

1. Each bid must be signed by the bidder with his usual signature. Bids by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the name of the corporation, followed by the signature of a person authorized to bind it in this matter.
2. Proposals, to receive consideration, must be received prior to the specified time of closing as designated in the invitation.
3. Envelopes must be sealed when submitted.
4. Separate proposals must be submitted on each reference number.
5. Proposals having any erasures or corrections thereon will be rejected unless explained or noted over the signature of the bidder.
6. Bidders may submit proposals on any one or group of items, provided, however, that the unit price is shown as requested.
7. References in the specification or in describing the material, supplies or services required, of a particular trade name, manufacturers' catalog or model number are made for descriptive purposes to guide the bidder in interpreting the type of material or supplies or nature of the work desired.

They should not be construed as excluding proposals on other types of materials and supplies or of performing the work in a manner other than specified.

However, the bidder's attention is called to paragraph six of the General Conditions as shown above, which must be strictly adhered to.
8. Proposals should be mailed or delivered to the City Purchasing Office, second floor, City Building, One Donham Plaza, Middletown, OH 45042.

CITY OF MIDDLETOWN

Specifications
Photo Red Light Enforcement Program

1.0 SCOPE

The City of Middletown is actively seeking proposals for a Contractor to provide, install, and maintain a photo red light enforcement program for the City of Middletown in accordance with City Ordinance No. O2008-46.

It is the intent of these specifications to describe a Contractor for the Division of Police in sufficient detail to obtain bids from several companies.

While the purpose of this specification is to indicate certain minimum requirements, it is not the intent to exclude any bids, but is written to ensure the City of Middletown a Contractor most suitable for its requirements.

2.0 EXCEPTIONS

The bidder shall list on a separate sheet of paper, titled "Exception(s) to the Bid Conditions and Specifications," any variations from or exceptions to the conditions and specifications of this bid. This shall be placed in tabbed Section 5. It will be the determination of a representative of the City of Middletown to decide what is or is not important in any variation or deviation of bid.

Whereas alternate features, additions, or deletions to the specifications will be given due and utmost consideration, they shall be clearly outlined by the successful bidder. Failure to comply may disqualify bid.

3.0 CONTRACT LENGTH

The contract period will be for a period of three years, beginning January 1, 2009, and ending December 31, 2011, unless extended by the City.

4.0 RENEWAL

The City of Middletown is interested in a renewal period of two additional one year periods (January 1, 2012 - December 31, 2012 and January 1, 2013 - December 31, 2013) at the same contract price.

BIDDER MUST CHECK HERE IF EXTENSION IS AN OPTION:

_____ Yes _____ No

It is understood and agreed that the contract may be extended only at the same prices and under the same conditions governing the original contract, and any request for an increase in price or a change in the contract conditions shall be interpreted as a request not to extend the contract at the end of the current contract period.

5.0 PRICE AGREEMENT

All quotes must be firm for sixty (60) days.

6.0 AWARD CRITERIA

In making an award, the City of Middletown will evaluate the proposals received considering such facts as listed below, as well as other factors which are considered pertinent:

- 6.1 Compliance with specifications
- 6.2 References
- 6.4 Revenue Split
- 6.8 Bidder past history in performance

The City of Middletown reserves the right to reject any or all proposals, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of the City of Middletown.

7.0 DELIVERY

Delivery shall be F.O.B. Destination Prepaid and Allowed.

8.0 INVOICES/PAYMENTS

Invoices/payments shall be mailed to the City of Middletown, Division of Police, One Donham Plaza, Middletown, Ohio 45042.

9.0 SITE VISIT

If unfamiliar with the City's needs, all prospective bidders must visit the site. Site visits can be arranged by contacting Deputy Chief Mark Hoffman at 513-425-7747.

10.0 ADDITIONAL SERVICES

The City recognizes that the vendors participating in this proposal may have a great deal of expertise at their disposal concerning the mechanics of this project. Other services or benefits not specifically mentioned in these specifications which the vendor may be able to provide to assist Purchasing and the Division of Police will also be considered in the proposal evaluation. If applicable, please submit a complete description of these extra

services or benefits on company letterhead and submit with the proposal under tabbed section 5.

11.0 SUBMISSION OF BIDS

All bids must be received in the Purchasing Office, no later than 11:00 a.m., Monday, November 3, 2008. Envelopes must be clearly marked, "Red Light Photo Enforcement, Bid 08-6949-19." Bidders should take caution if U.S. Mails or other carriers are to be used for submission of bids. Mailing should be made in sufficient time for bids to arrive at the City Purchasing Office prior to the time and date specified above.

12.0 CONTACT PERSON

Please provide name and telephone number of contact person:

Name: _____ Phone No.: _____

13.0 ADDITIONAL INFORMATION

Additional information needed in the preparation of the proposal package may be obtained by contacting Cindy Strayer, City of Middletown Purchasing Agent, 513/425-7832, or Deputy Chief Mark Hoffman, 513-425-7747.

RED LIGHT CAMERAS Technical Specifications

1.0 SCOPE

The City of Middletown is actively searching for a Contractor to provide an automated traffic control signal photographic system for red light violation enforcement in the City of Middletown. The purpose of this project is to improve safety on Middletown's public streets, specifically to reduce the number of collisions and related injuries and death within the City of Middletown. The cameras shall operate 24 hours per day, 7 days per week. There shall be no minimum quota of violations to be generated through the use of this system.

The Contractor will be responsible for the provision, implementation, and continuing satisfactory performance of the equipment, software and other services. This responsibility includes, but is not limited to, the obtaining and integration of all necessary equipment, computer hardware and software, related infrastructure, citation processing services, and collections, as well as other services described in this specification.

2.0 AUDIT

The Contractor will be responsible for conducting an audit of the City of Middletown's intersections to determine which intersections shall be automated. The areas of enforcement will be prioritized and shall be based on accident location data, causative factor of the accident, and volume of traffic. The final audit will be discussed with City of Middletown Division of Police personnel before the final determinations are made as to which intersections will be automated. The City shall have the right to refuse the automation of any intersection, or to request that automation be placed at specific intersections.

3.0 EQUIPMENT

The Contractor shall provide, install, and maintain all equipment necessary for a turnkey system. Required hardware for the system shall include, at a minimum, all computer interfaces, software, cameras, flash strobes, sensor arrays, wiring, and any necessary appurtenances to provide a fully functional system. The equipment will remain the property of the Contractor. The Contractor shall have access to existing infrastructure, such as poles or conduit, for mounting and connection of hardware as approved by the City's Project Manager. When required, the Contractor shall provide marked-up intersection drawings for the City Engineer's approval and PE certification for permitting. The City will obtain the required permits when County, State or Federal highway encroachment permits are required. Loops cut in the roadway are not permitted.

All equipment shall meet applicable codes and standards. All field equipment shall be housed in a cabinet separate from the signal controller. The City will provide an appropriate location for Contractor sensing of current to the traffic signal red phase. The successful Contractor will be responsible for coordinating power service with Duke Energy.

All utility connections shall be underground, unless otherwise approved by the City. At the end of the contract, the Contractor shall remove all above-ground equipment from the public rights-of-way and restore any damaged areas. Underground conduit may be abandoned in place with approval of the City of Middletown.

4.0 MAINTENANCE

The Contractor shall maintain the automated enforcement system and all associated equipment in good working order. The Contractor shall respond to any notification of equipment failure within 48 hours and return to service the affected equipment within an additional 48 hours, or advise the City of the reason for delay.

5.0 STAFFING/COLLECTIONS

The Contractor must use City-approved contractor personnel. The Contractor will be responsible for preparing civil citations to be reviewed and approved by the City to enforce regulations relating to red light traffic violations. The Contractor must collect payments from the public on the civil citations, in accordance with City-directed procedures. The City shall provide space in the City Building for a walk-up window for public interaction and payment of fines. The Contractor shall provide an employee to staff the window from 7:00 AM until 4:00 PM, Monday through Friday. The Middletown Division of Police will conduct a background check on any employee working in the aforesaid capacity. The City will provide a lock box service for daily deposits and reports of payment received by the Contractor. A Middletown, Ohio, address shall be used for all mail-in payments, and a local phone number shall be provided for all inquiries regarding specific citations and general program information. Citations shall include a return envelope for citation payment by the citizen. The Contractor shall include a provision for payment by MasterCard and Visa credit cards. All credit card fees will be paid by the Contractor.

6.0 CUSTOMER SERVICE

The Contractor must satisfactorily handle and provide response to all public inquiries whether written, in person or by phone about the automated enforcement program, including ticketing, enforcement and overall program management in accordance with the City's policies on customer service. The Contractor shall keep a record of all citizen complaints, the resolution, and the action taken to contact the complainant. Such records shall be retained for three (3) years, and made available upon request to the City upon demand.

7.0 ADJUDICATION

The City shall establish and manage the entire appeal hearings process for citizen protests of citations. This will include hiring and training of the hearing officer(s). The Contractor will be required to coordinate the appeal hearings for citizen protests of citations. This will include receiving initial appeal requests, scheduling appeal hearings between the citizen and the hearing officer within ten (10) days of the citizen's notice to contest the citation unless the ten-day period is extended by written request from the citizen, and providing the hearing officer with all background materials pertinent to the appeal, as well as providing space for the hearing. The City will directly pay for the costs of the independent hearing officers. The cost to the Contractor for scheduling these hearings and providing the supporting background information shall be incorporated into the Contractor's cost structure. The Contractor's employee shall testify in any and all court proceedings at no additional cost to the City of Middletown, whether subpoenaed by the plaintiff or the defendant.

The Contractor will be responsible for providing a copy of the citation under appeal along with an affidavit designed to authenticate and ensure the admissibility of the citation if required by a court of law. The affidavit must be from someone capable of stating facts necessary to qualify the citation as a business record and to establish the reliability of the equipment and processes that produced the citation. In the event that a court requires the personal appearance of an individual capable of testifying as to the authenticity of the citation as a business record and/or to establish the reliability of the equipment and processes that produced the citation so as to ensure the admissibility of the citation, the Contractor will be responsible for satisfying any such court-imposed requirements.

8.0 CITY REPRESENTATIVE

The City will provide an employee who will observe the operations of the Contractor and act as the City's representative and liaison. The City shall assist the Contractor in obtaining any necessary permits.

9.0 BMV ACCESS

The City will authorize the Contractor to use its account for the Ohio Bureau of Motor Vehicles (BMV) Database as its authorized agent, or will make access available through a City employee. The Contractor shall be responsible for coordinating out-of-state BMV Access with the other appropriate State Departments of Motor Vehicles and establishing record access as needed for issuing citations. Out-of-state violations will not be subject to the 5-day issuance requirements, described in Section 10 below.

10.0 CITATIONS

Each citation shall include, among other things, a minimum of three images showing the vehicle entering the intersection with the controlling traffic signal red, the vehicle in the

intersection with the controlling traffic signal red, and a close view of the rear of the vehicle with the license plate. Citations should be mailed within an average of five (5) business days of the date the incident was first captured (alleged violation), but shall in no case be mailed more than fifteen (15) calendar days after the alleged violation. A review video of the alleged violation shall be available to both the public and City personnel.

11.0 INSURANCE REQUIREMENTS

The amount of insurance to be provided for all coverage listed under this section shall not be less than \$2,000,000.00, unless specified otherwise, per occurrence for claims arising from bodily injury, personal injury and/or property damage, including accidental death which may arise directly or indirectly from Contractor's performance of services under this Agreement. The Contractor shall be responsible for any liability directly or indirectly arising out of professional services performed under this contract by a subcontractor which liability is not covered by the subcontractor's insurance.

The Contractor shall furnish the schedule of all insurance carried for this project in the form of a Certificate of Insurance attested by the insurance carrier or appointed agent, indicating the type, amount, class of operations covered, effective date and expiration date of all policies. The insurance carrier or its agent shall also certify on these documents that it will notify the City by registered mail at least twenty (20) days prior to any cancellation or non-renewal of these coverages.

12.0 REPORTING STRUCTURE

The Contractor shall abide by the fee structure set by the Middletown City Council in Ord. O2004-86. The revenue split shall be noted on the proposal page by the Contractor. Revenues are to be accounted for in accordance with generally accepted accounting principles. The Contractor will provide a monthly report to the City in a form reasonably agreed upon with the City's Finance Director. All payments will be processed by the Contractor who will record the payments and then deposit the funds on a daily basis in an account designated by the City at Fifth Third Bank. All citizen payments shall be made payable to the City of Middletown. The Contractor shall invoice the City for fees related to operation of this program on a monthly basis.

The Contractor shall keep true and accurate records of revenue and expenses, and shall keep the records in a form reasonably agreed upon by the City's Finance Director. All financial records relating to the project shall be made available to a duly authorized representative of the City upon request. Information and data collected shall be stored in a database to enable tracking of citations and the capability to print statistical reports as needed by the Contractor and the City of Middletown personnel. The successful Contractor shall provide reports as needed by the City at any given time. However, City of Middletown designated employees shall have access to and the ability to run reports, as needed. These reports must include, but not be limited to, # of citations per site per date, revenue collected per site per date, spoils (or exceptions) per site per date, as well as

others as may become necessary. The Contractor may be requested to maintain other non-financial information as it relates to the project. All citation images and data must be stored for a three (3) year period on a reproducible format and accessible on request by the City's representative.

13.0 REQUIREMENTS OF SYSTEM

The City of Middletown expects each proposal to be based upon a turnkey operation, which shall mean the Contractor shall provide all the necessary equipment associated with the system, and all necessary staff to install, operate and maintain same, as well as providing all necessary services including, but not limited to, the following.

- 13.1 Describe how your system photographs vehicles allegedly not stopping for a red light traffic signal.
- 13.2 Describe how your system obtains vehicle registration information.
- 13.3 Describe, in detail, how your system will interface with the City of Middletown traffic control equipment.
- 13.4 Describe how your system reviews each photograph for visibility.
- 13.5 Describe how your system matches the make and model with the obtained registration information.
- 13.6 Describe how your system generates a citation, with photograph, and mailing to the registered owner of the vehicle that performed the violation.
- 13.7 Describe how your company will meet the Statement of Auditing Standards (SAS) 70 requirements for this project.
- 13.8 Describe how your system processes service of citations not responded to after the mailing.
- 13.9 Describe how your system provides court testimony of contested citations.
- 13.10 Describe how your system will provide reports to the City of Middletown and provide copies of those reports.
- 13.11 Describe how your system is equipped to detect a violating vehicle, activate the camera system, and produce color images of the rear of the vehicle.
- 13.12 Describe how your system's cameras will obtain a clear image of the rear of the vehicle so as to clearly identify the rear license plate.
- 13.13 Describe how your system is capable of consistently photographing license plates regardless of time of day, weather conditions, glare, materials used to obscure the license plates, or any other means used for interference or avoidance.
- 13.14 Describe how your system is capable of performing internal calibration tests for accuracy and functionality.
- 13.15 Describe how you will maintain the integrity of the City of Middletown's traffic signal system. Note: The City requires that personnel from the City's Electronics Division be on site for any occasion when the supplier will need access to the City's traffic signal control box.
- 13.16 Describe how your system is capable of accurately monitoring multiple traffic lanes at once with vehicles of various types, heights and lengths under various weather and light conditions.

- 13.17 Describe how your system will capture violators at a minimum of 90% of the time or more.
- 13.18 Describe how the City of Middletown is to be reimbursed whenever a City of Middletown employee is needed to be at any one cabinet during repair.
- 13.19 Submit a current client list with company names, addresses, appropriate contacts and phone numbers, fax and e-mail addresses.
- 13.20 Describe your process for acceptance and disbursement of funds (i.e., the City's share of the revenue generated). This is to include, but not be limited to, the following:
 - 13.20.1 Timing of funds remitted to the City (from receipt from offerer to City)
 - 13.20.2 Reconciling funds for penalties to the number of violations
 - 13.20.3 Process for NSF situations
 - 13.20.4 Process used to reconcile the account
 - 13.20.5 Costs associated with funds remittal
- 13.21 Describe your process for reissuing a citation after a transfer of liability or a dismissal.
- 13.22 Describe your process for capturing multiple citations simultaneously.

14.0 SUBMITTAL

Each Contractor shall submit three (3) copies of the RFP in the following order:

- 14.1 The Contractor shall submit copies of the most recent financial auditing statements for the company. The financial statement should be enclosed in a separate envelope, and clearly marked "Confidential" with the company name and address on the outside of the envelope.
- 14.2 The document should be organized into tabbed sections as follows:
 - 14.2.1 The first tabbed section shall have a Letter of Submittal that shall include:
 - The name, title, address, e-mail address and telephone number of the person to whom inquiries related to the technical and cost proposals should be directed.
 - A statement confirming that the Vendor has sole and complete responsibility to perform the tasks and services described in the proposal.
 - A list of all persons by name and address being officers or having an interest in your company.
 - The Letter of Submittal may also include any information the Vendor wishes to add in order to clarify any area of the proposal.
 - 14.2.2 The second tabbed section shall include:
 - A complete, unaltered copy of this entire RFP document, including any Addenda.

- 14.2.3 The third tabbed section shall respond to all Specifications cited in section 13.0 of this RFP. Detailed descriptions of the requested information are expected and must be numbered as in the RFP.
- 14.2.4 The fourth tabbed section shall be the Cost Proposal. Full disclosure of all costs, including optional features that may be suggested by the Vendor is required.
- 14.2.5 The fifth tabbed section shall include signed copies of all affidavits, and additional information not covered above (exceptions, etc.).