

SUBMIT BIDS TO:	CITY OF TUSCALOOSA P.O. BOX 2089 TUSCALOOSA, AL 35403	PURCHASING OFFICE 2201 UNIV. BLVD. TUSCALOOSA, AL 35401	INVITATION TO BID CITY OF TUSCALOOSA								
BID TITLE DIGITAL PRINT SYSTEM FOR TRAFFIC SIGNS		BID NO. 7003-121615-1									
PAGE 1 OF <u>10</u> PAGES	BIDS WILL BE OPENED AT 2:00 PM ON DECEMBER 16, 2015 IN THE OFFICE OF THE PURCHASING AGENT, 2201 UNIVERSITY BLVD. TUSCALOOSA, AL 35401 AND MAY NOT BE WITHDRAWN FOR THIRTY (30) DAYS AFTER SUCH DATE & TIME.		ISSUE DATE 11/30/2015								
 <p style="text-align: center;">MAYOR WALTER MADDOX</p> <p style="text-align: center;">COUNCIL MEMBERS</p> <table border="0" style="width: 100%;"> <tr> <td>PHYLLIS W. ODOM</td> <td>MATTHEW CALDERONE</td> </tr> <tr> <td>HARRISON TAYLOR</td> <td>KIP TYNER</td> </tr> <tr> <td>CYNTHIA LEE ALMOND</td> <td>EDDIE PUGH</td> </tr> <tr> <td>SONYA McKINSTRY</td> <td></td> </tr> </table> <p>CITY CLERK TRACY B. CROOM</p> <p>PURCHASING AGENT DAVID COGGINS</p>		PHYLLIS W. ODOM	MATTHEW CALDERONE	HARRISON TAYLOR	KIP TYNER	CYNTHIA LEE ALMOND	EDDIE PUGH	SONYA McKINSTRY		<p style="text-align: center;">Vendor Information (SECTION TO BE COMPLETED BY VENDOR)</p> <p>_____</p> <p>Company Name (Please Print)</p> <p>_____</p> <p>Phone Number Fax Number</p> <p>_____</p> <p>Email Address</p>	
PHYLLIS W. ODOM	MATTHEW CALDERONE										
HARRISON TAYLOR	KIP TYNER										
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SONYA McKINSTRY											

GENERAL CONDITIONS OF INVITATIONS TO BID

1. **PREPARATION OF BIDS**
Bids will be prepared in accordance with the following:
 - (a) Our enclosed Bid Proposal Form is to be used in submitting your bid.
 - (b) All information required by the Bid form shall be furnished. The bidder shall print or type his name and manually sign the schedule and each continuation sheet on which any entry is made.
 - (c) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
 - (d) Proposed delivery time must be shown and shall include Sundays and holidays.
 - (e) Bidder will not include federal taxes nor State of Alabama sales, excise, and use taxes in bid prices as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
 - (f) Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.
 - (g) Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor.
 - (h) Bidders are advised that all City Contracts are subject to all legal requirements provided for in the Purchasing ordinance and/or State and Federal Statutes.
2. **DESCRIPTION OF SUPPLIES**
 - (a) Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Bids will be considered for any brand which meets the quality of the specifications listed for any items.
 - (b) Bidders are required to state exactly what they intend to furnish, otherwise they shall be required to furnish the items as specified.
 - (c) Bidders will submit, with their proposal, data necessary to evaluate and determine the quality of the item(s) they are bidding.
3. **SUBMISSION OF BIDS**
 - (a) Bids and changes thereto shall be enclosed in sealed envelopes addressed to David Coggins, Purchasing Agent, 2201 University Blvd., Tuscaloosa, Alabama. The name and address of the bidder, the date and hour of the bid opening and the material or service bid on shall be placed on the outside of the envelope.
 - (b) Bids must be submitted on the forms furnished. Telegraphic bids will not be considered.
4. **REJECTION OF BIDS**
 - (a) The City may reject a bid if:
 1. The bidder misstates or conceals any material fact in the bid, or if,
 2. The bid does not strictly conform to the law or requirement of bid, or if,
 3. The bid is conditional, except that the bidder may qualify his bid for acceptance by the City on an "all or none" basis, or a "low item" basis. An "all or none" basis bid must include all items upon which bids are invited.
 - (b) The City may, however, reject all bids whenever it is deemed in the best interest of the City. The City may also waive any minor informalities or irregularities in any bid.
5. **WITHDRAWAL OF BIDS**
 - (a) Bids may not be withdrawn after the time set for the bid opening for a period of time as specified.
 - (b) Bids may be withdrawn prior to the time set for the bid opening.

6. LATE BIDS OR MODIFICATIONS

- (a) Bids and modifications received after the time set for the bid opening will not be considered.
- (b) Modifications in writing received prior to the time set for the bid opening will be accepted.

7. CLARIFICATIONS OR OBJECTION TO BID SPECIFICATIONS

If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications or other bid documents of any part thereof, he may submit to the Purchasing Agent on or before five (5) days prior to scheduled opening a request for clarification. All such request for information shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any objection to the specifications and requirements as set forth in this bid must be filed in writing with the Purchasing Agent on or before five (5) days prior to scheduled opening.

8. DISCOUNTS

- (a) Bidders may offer a cash discount for prompt payment; however, such discounts shall NOT be considered in determining the lowest net cost for bid evaluation purposes. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
- (b) In connection with any discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.

9. SAMPLES

Samples, when required, must be submitted within the time specified at no expense to the City of Tuscaloosa. If not destroyed or used up during testing, samples will be returned upon request at the bidder's expense, unless stated otherwise in Special Conditions or Specifications. Each individual sample must be labeled with bidder's name and manufacturer's brand name and number.

10. AWARD OF CONTRACT

- (a) The contract will be awarded to the lowest responsible bidder based upon the following factors: quality; conformity with specifications; purpose for which required; terms of delivery; transportation charges; dates of delivery.
- (b) The city reserves the right to accept and award item by item, and/or by group, or in the aggregate, unless the bidder qualifies his bid by specified limitations. Re Par.4(a)3.
- (c) If two or more bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder.
- (d) Prices quoted must be FOB Tuscaloosa with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
- (e) A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful bidder shall result in a binding contract.

11. DELIVERY

- (a) Deliveries are to be FOB Destination unless otherwise specified in the Invitation to Bids.
- (b) Deliveries are to be made during regular business hours.

12. CONDITION OF MATERIALS AND PACKAGING

All items furnished must be new and free from defects. No others will be accepted under the terms and intent of this bid. All containers shall be new and suitable for storage or shipment, and price bid shall include standard commercial packaging.

13. CLAIMS

Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items.

14. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

Bidders shall comply with all local, state, and federal directives, orders and laws as applicable to this bid and subsequent contract(s).

15. PROVISION FOR OTHER AGENCIES

Unless otherwise stipulated by the bidder, the bidder agrees when submitting his bid to make available to all City agencies, departments, and in-city municipalities the bid prices he submits, in accordance with the bid terms and conditions, should any said department, agency, or municipality wish to buy under this proposal.

16. COLLUSION

The bidder, by affixing his signature to this proposal, agrees to the following: "Bidder certifies that his bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

17. VARIANCE IN CONDITIONS

Any and all special conditions and specifications attached hereto which varies from General Conditions shall have precedence.

18. MINORITY / DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

The City of Tuscaloosa has voluntarily adopted a Minority / Disadvantaged Business Enterprise ("MBE/DBE/WBE") Program called Tuscaloosa Builds, which is designed to encourage the participation and development of minority and disadvantaged business enterprises and to promote equal business opportunities to the fullest extent allowed by state and federal law. To learn more about this program, visit <http://www.tuscaloosarecovery.com/blog/category/tuscaloosa-builds/>.

** PRELIMINARY BID TAB WILL BE POSTED ON THE CITY'S WEBSITE ONCE AVAILABLE.

SPECIAL CONDITIONS

The General Conditions of Invitations to Bid and any Special Conditions stated shall be considered as part of the specifications of the bid.

Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality thereby indicated will be considered, providing the bid clearly describes the article offered and indicates how it differs from the referenced brands. Descriptive literature and manufacturer's specifications plus any supplemental information necessary for comparison purposes must be submitted with the bid or the bid on that item will be rejected. Reference to literature submitted with a previous bid or on file with the Division of Purchasing will not satisfy this requirement.

The burden is on the bidder to demonstrate that the item bid is equivalent to the item specified in the ITB. Any exceptions taken to any item(s) must be fully explained in written detail on bidders' letterhead and attached to the bid when submitted.

Awards shall be made or contracts entered into with the lowest responsible bidder meeting all specifications and terms and conditions established by the Division of Purchasing. The Division of Purchasing reserves the right to determine the lowest responsible bidder on the basis of an individual item or group of items. Delivery dates may be a factor in awards. Local Bidder Preference will be used in bid evaluation in accordance with State of Alabama Bid Law Section 41-16-50(a).

The issuance of a City of Tuscaloosa Purchase Order or Purchasing Card is required to constitute a contract between the vendor and the City of Tuscaloosa, which shall bind the vendor to furnish and deliver the commodities and/or services ordered at the prices, terms, and conditions quoted.

Questions concerning the bid process should be directed to David Coggins at (205) 248-5186 or dcoggins@tuscaloosa.com (e-mail is preferred). Questions concerning Specifications should be directed to Selvin Greene at (205) 248-5807.

Any addendums issued for this bid will be posted on the City Of Tuscaloosa website at <http://www.tuscaloosa.com/e-services/bids>. It is the responsibility of the bidder to check this page for any addendums before submitting their bid.

Vendor to submit the following:

- Signed Special Conditions page
- Any necessary descriptive literature and/or specifications information as outlined above and/or in Specifications
- Completed and signed Bidder's Response Form

NOTE: Sheet(s) submitted without Company Name & Signature WILL NOT be considered for bid award.

Bid submissions shall be submitted in a sealed envelope and addressed to: David Coggins, Purchasing Agent, 2201 University Blvd., Tuscaloosa, Alabama. The name and address of the bidder, the date and hour of the bid opening and the Bid Title shall be placed on the outside of the envelope.

VENDOR MUST SUBMIT AN ORIGINAL BID AND ONE COMPLETE COPY OR THE BID MAY BE REJECTED.

SPECIFICATIONS

1.0 Scope

This provisional specification covers digital print systems, which include flexible white or colored prismatic retroreflective sheeting (hereinafter called Sheeting), overlay films, and eco-solvent inks used in concert with a digital printer to fabricate durable traffic and work-zone signs and devices.

2.0 Pre-qualification

The digital print system (Sheeting, overlay films, eco-solvent inks, and digital printer) shall be considered for use when sufficient evidence exists to ensure that the system and services offered can reliably conform to this provisional specification.

3.0 Classification and Conformance

- 3.1 The digital print system shall be able to print on Sheeting using eco-solvent spot inks to produce durable traffic and work-zone signs and devices.
- 3.2 The Sheeting shall conform to ASTM D 4956-13 and AASHTO M268-13.
- 3.3 This specification supersedes all other specification if any variations exist.

4.0 Items to be Included

4.1 Digital Printer

The manufacturer of the sheeting shall offer a digital printer capable of printing on material as wide as 54 inches. The digital printer shall be able to house 4 cartridges or bags of eco-solvent inks which will be used to print on Sheeting to produce durable traffic and work-zone signs and devices. The digital printer shall include software and drivers necessary to design, edit, and RIP sign drawings as necessary.

The Digital printer shall be installed and operated in a climate controlled environment between 68° F to 90° F, with relative humidity of 40% to 60% with no condensation. The digital printer shall be capable of operating on a standard dedicated electrical power line, providing 100-125V and 20 AMP.

The digital printer must feature variable dot technology to increase overall resolution and print quality. Minimum droplet size shall be 3.5 pl. Print heads shall be adjustable to 1.2mm and 2.00mm to allow various Sheeting types, and to eliminate risk of collision with splices.

4.2 Process Colors

The manufacturer of the Sheeting shall offer eco-solvent spot inks designed to work in concert with the digital print system. Ink shall be in containers and packaging described in section 5.6. For durable traffic colors, each color, on its own, shall be distinctly manufactured to meet daytime and luminance, and nighttime requirements outlined in section 5.1, as applicable to each color.

All standard traffic colors of Yellow, Black, Blue, Green, Red, and Brown shall be printed with durable eco-solvent spot inks. CMYK inks and colors shall only be used for graphic logos, and non-regulated colors and imagery only.

4.3 Sheeting

All supplied Sheeting shall meet the requirements of ASTM D 4956-13. The Sheeting manufacturer shall be able to supply a broad range of Sheeting for various applications, including, but not limited to, ASTM Type IV, Type VIII, Type IX, and Type XI.

4.4 Overlay Films

The Sheeting manufacturer shall supply a clear acrylic overlay film, and an anti-graffiti clear acrylic overlay film. Application of either film is required in accordance with the Sheeting manufacturer's instructions to attain the performance, durability, and warranties stated in section 6.0.

4.5 Service and Training

The manufacturer shall warrant that the digital printer will perform according to the manufacturer's specifications and be free from defects in materials or workmanship for a period of one year from the date of original purchase. One year, parts and labor, on-site service shall be included with the purchase of the digital print system, as specified in section 6.1.

5.0 Print Performance Requirements

The digital printer shall be designed to work with the Sheeting manufacturer's Sheeting, overlay films, and eco-solvent inks as part of a complete system capable of printing durable traffic and work zone signs and devices.

Digital printer shall be able to print on rolls of Sheeting automatically fed through the printer by a motorized take-up system. Inks shall be dried by heaters from the bottom of the Sheeting and dry to the touch within 10 minutes of printing.

For traffic signs, the Sheeting manufacturer's clear acrylic overlay film shall be applied over the print of the eco-solvent inks on the Sheeting. Application of overlay shall be permissible any time after 2 hours of printing. When applied per manufacturer's recommendations, the finished product shall provide performance and durability in accordance with the Sheeting used and requirements outlined in this specification.

5.1 Color Requirements

Sheeting and printed signs produced using the digital print system shall meet the daytime color and luminance, and nighttime color requirements of ASTM D4956-13, as applicable to each color.

5.2 Coefficient of Retroreflection of sheeting

Conformance to minimum requirements for retroreflectance for the Sheeting and the digitally printed transparent colored areas on white Sheeting with overlay is determined as follows:

5.2.1 For the Sheeting, three 8 in. x 8 in. samples spaced evenly across and down a representative piece of Sheeting shall be taken. The Coefficient of Retroreflection (R_A) shall be determined for each of the three samples per ASTM E 810. Each 8 in. x 8 in. sample shall be measured with a rotation angle, Epsilon, of zero and ninety degrees. The average of the six values shall comply with the stated minimum table value and no single measurement shall be less than 80% of the table value.

5.2.2 The observation angles shall be 0.2°, 0.5° and 1.0°, as required in ASTM D 4956-13.

5.2.3 The entrance angles shall be -4° and 30° , as required in ASTM D 4956-13.

5.3 Coefficient of Retroreflection of Transparent Ink

The eco-solvent spot inks shall provide appropriate contrast, as required in the table below, when compared to the white Sheeting used:

Contrast requirements, expressed as a % of white base sheeting, to establish coefficient of retroreflection (RA) for area printed with transparent eco-solvent spot inks	
Ink Color	Minimum
Yellow	50
Blue	7
Green	13
Red	18
Brown	5

Coefficient of retroreflection measurements shall be taken on the same lot of Sheeting before and after printing. Measurements shall be taken at all ASTM D 4956 specified geometries.

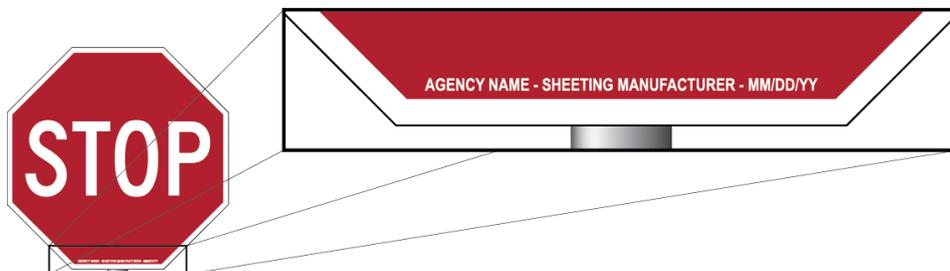
5.4 Rotational Sensitivity

To allow nesting of sign drawings and printing of signs and devices in multiple orientations, Sheeting shall meet the rotational sensitivity requirement of AASHTO M268-13, Section 3.3, as stated below:

When tested in accordance with ASTM E 810, the average coefficient of retroreflection (R_A) for a set of three samples taken from the same roll must not vary more than 20% between R_A measured at 0, 45, 90 and 120 degrees of rotation in order to be considered rotationally insensitive. The test shall be conducted at an observation angle of 0.5 degrees and an entrance angle of -4.0 degrees. Calculate the percent difference by dividing the absolute difference between $R_A(0)$ and $R_A(45)$ by $R_A(0)$. Repeat the calculation replacing $R_A(45)$ with $R_A(90)$ and $R_A(120)$. If the average of these three percent differences is less than 20%, the Sheeting is considered to be rotationally insensitive. $R_A(0)$ is established with the Sheeting aligned in its optimum rotation.

5.5 Sign Dating

The digital print system shall be able to legibly print the purchasing agency's name, the sheeting manufacturer's name, and date of print on the face of the sign as small as $\frac{1}{4}$ " in height, as illustrated below:



For positioning of text and details of information refer to sign specification and drawings.

5.6 General Characteristics and Packaging

The Sheeting as supplied shall be of good appearance, free from ragged edges, cracks and extraneous materials, and shall be furnished in either rolls or sheets.

The Sheeting and eco-solvent inks shall be packaged in accordance with commercially accepted standards. Each carton shall clearly stipulate the brand, quantity, size, lot or run number, color and type adhesive, where applicable. Stored under sheeting manufacturer's recommended conditions the eco-solvent ink and Sheeting shall be suitable for use for a minimum period of one year as furnished.

Each ink carton shall contain individual 950 mL bags, 440 mL or 220 mL cartridges of eco-solvent ink. Each cartridge or bag shall be clearly labeled with the color, lot number, and date of manufacturing.

6.0 Durability & Warranty Requirements

6.1 Digital Printer Warranty

Each printer shall have a unique serial number which will be registered by the purchasing agency and the Sheeting manufacture at the time of installation. Components classified as consumables, or components required to be replaced in the course of routine maintenance as recommended by the sheeting manufacturer, may not be covered by the manufacturer warranty.

Damage caused by neglect or improper use of the printer as defined by the manufacture's recommendations may not be covered by the manufacturer's warranty.

6.2 Printed Sheeting Field Performance Requirements

Durable traffic signs printed with digital printers shall have a clear acrylic overlay film offered and warranted by the Sheeting manufacturer. Process colors that are not covered with the manufacturer's recommended clear acrylic overlay applied per the manufacturer's recommendations carry no performance warranty for permanent traffic signs.

CMYK inks shall carry no performance warranty.

Work-zone signs and devices shall not require a clear acrylic overlay film.

All measurements shall be made after sign cleaning in according with the Sheeting manufacturer's recommendations.

Signs and devices will be considered unsatisfactory if they have deteriorated due to natural causes to the extent that: (1) the sign or device is ineffective for its intended purpose when viewed from a moving vehicle under normal day and night driving conditions; or (2) the coefficient of retroreflection is less than the values specified in ASTM D4956, as appropriate, at 0.2 degrees observation angle, -4 degrees entrance angle.

Natural causes include effects of exposure to weather. Natural causes exclude (without limitation) damage from exposure to chemicals, abrasion and other mechanical damage (such as from fasteners used to mount the sign, collisions or mishandling), vandalism or malicious mischief.

6.2.1 Durable Traffic Signing – Standard Colors:

Signs printed in standard traffic colors using eco-solvent spot inks and processed in accordance with

the Sheeting manufacturer’s recommendations shall perform effectively for at least the warranted life of the Sheeting.

6.2.2 Durable Traffic Signing – Fluorescent Yellow and Fluorescent Yellow-Green Colored Sheeting:

Fluorescent yellow and fluorescent yellow-green colored sheeting processed and applied to sign blank materials in accordance with the Sheeting manufacturer’s recommendations shall perform effectively for at least 10 years for all sheeting types.

6.2.3 Temporary Work-Zone Signing

Signs and devices intended for work-zone usage processed in accordance with the Sheeting manufacturer’s recommendations shall perform effectively for at least 3 years for all sheeting types.

Retroreflectivity shall meet 50% of values listed in ASTM D 4956-13, as required for each color and Sheeting.

6.3 Purchasing Agency Obligation

The purchasing agency shall be responsible for requiring the dating of all signs at the time of application, as required in 5.5. That date constitutes the start of the field performance obligation period.

7.0 Applicable Documents

The following documents, of issues in effect on the date of invitation for bid, form a part of this specification to the extent specified herein.

7.1 ASTM Standards:

D 4956-13 Standard Specification for Retroreflective Sheeting for Traffic Control

E 810 Standard Test Method for Coefficient of Retroreflection of Retroreflective Sheeting

7.2 AASHTO Standards:

M268-13 Standard Specification for Retroreflective Sheeting for Flat and Vertical Traffic Control Applications

BIDDER'S RESPONSE FORM

MESSAGE TO BIDDERS: Please review your bid documents for accuracy, completeness, required documentation, and necessary signatures before submitting. Please label the outer mailing/shipping package with the bid information as directed.

COMPANY NAME: _____

CONTACT PERSON: _____

COMPLETE MAILING ADDRESS: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TELEPHONE NUMBER: _____ **FAX NUMBER:** _____

E-MAIL ADDRESS: _____

BID PRICE: _____

BRAND/MAKE/MODEL: _____

DELIVERY TIME: _____

COPIES SUBMITTED:

_____ **VENDOR MUST SUBMIT AN ORIGINAL BID AND ONE COMPLETE COPY OR THE BID MAY BE REJECTED.**

NOTE: BY SIGNING THIS CONTRACT, THE CONTRACTING PARTIES AFFIRM, FOR THE DURATION OF THE AGREEMENT, THAT THEY WILL NOT VIOLATE FEDERAL IMMIGRATION LAW OR KNOWINGLY EMPLOY, HIRE FOR EMPLOYMENT, OR CONTINUE TO EMPLOY AN UNAUTHORIZED ALIEN WITHIN THE STATE OF ALABAMA. FURTHERMORE, A CONTRACTING PARTY FOUND TO BE IN VIOLATION OF THIS PROVISION SHALL BE DEEMED IN BREACH OF THE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DAMAGES RESULTING THEREFROM.

FAILURE TO COMPLETE ALL OF THE ABOVE WITH AN AUTHORIZED SIGNATURE MAY SUBJECT BID TO REJECTION.

NON-BIDDERS RESPONSE FORM

For purposes of maintaining accurate bidder's list and facilitating your firm's response to our invitation for bid, the City of Tuscaloosa is interested in ascertaining reasons for prospective bidders' failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to Mr. David Coggins, Purchasing Agent, 2201 University Blvd., Tuscaloosa, Alabama 35401. Failure to either submit a bid proposal or return this form may result in removal of your firm's name from our bidder's lists. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s):

___ Items or materials request not manufactured by us or not available to our company.

___ Our items or materials do not meet specifications.

___ Specifications not clearly understood or applicable (too vague, too rigid, etc.)

___ Quantities requested are too small.

___ Insufficient time allowed for preparation of bid.

___ Incorrect address used: Correct mailing address is:

___ Our branch/division handles this type of bid. Correct name and mailing address is:

___ Other reason(s): _____

Company Name: _____

Address: _____

City/State/Zip: _____

Signature: _____