

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 TWO (2) KNUCKLE BOOM LOADERS		BID NO. 9020-010616-1											
PAGE 1 OF 8 PAGES	BIDS WILL BE OPENED AT 2:00 PM ON JANUARY 6, 2016 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 TUSCALOOSA, AL 35401 AND MAY NOT BE WITHDRAWN FOR THIRTY (30) DAYS AFTER SUCH DATE & TIME.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 12/17/2015										
 <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> <table border="0" style="width: 100%;"> <tr> <td>CITY CLERK (ACTING) DEBRA K. CLEMENTS</td> <td>PURCHASING AGENT DAVID COGGINS</td> </tr> </table>		PHYLLIS W. ODOM	MATTHEW CALDERONE	HARRISON TAYLOR	KIP TYNER	CYNTHIA LEE ALMOND	EDDIE PUGH	SONYA McKINSTRY		CITY CLERK (ACTING) DEBRA K. CLEMENTS	PURCHASING AGENT DAVID COGGINS	<p style="text-align: center;">Vendor Information (SECTION TO BE COMPLETED BY VENDOR)</p> <hr/> <p>Company Name (Please Print)</p> <hr/> <p>Phone Number Fax Number</p> <hr/> <p>Email Address</p> <hr/>	
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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 requests 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(s) 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 Jimmy Sexton at (205) 248-5875 or (205) 361-3117.

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 elsewhere in this document
- Completed and signed Minimum Specifications pages
- 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.

MINIMUM SPECIFICATIONS FOR KNUCKLE BOOM LOADER

It is the intent of these specifications to describe a Truck Mounted, Hydraulic Operated Knuckle Boom Trash Loader. These specifications are describing and stating the minimum requirements needed for this piece of equipment to perform a certain function. Bids submitted not meeting all of these minimum specifications or equal to, are subject to bid rejection. Bidders stating equal to must provide documentation to support their statement. Fill in all blanks with: a "YES" if meeting or exceeding the numbered specification(s) or a "NO" if exception(s) is taken to the numbered item. A checkmark will not suffice. This form must be correctly completed and returned in order to constitute a valid bid. Failure to do this will subject your bid to rejection. ALL "NO" ANSWERS MUST BE FULLY EXPLAINED ON BIDDER'S LETTERHEAD.

- _____ 1. **Loader:** To be mounted on a 4300 International Chassis that has 84 inch CA now but will have to be extended to 106 inch CA by awarded vendor. The City of Tuscaloosa will deliver chassis to awarded vendor for loader mounting and CA extension.
- _____ 2. **A-Frame:** To be constructed of twenty-one (21) inch wide I-beams at 50 pounds per foot. Top of frame to be constructed of 1½" steel plate, surfaced and drilled to accommodate slewing ring bearing. Bottom of frame to be constructed of 1" plate steel drilled to accommodate (8) 1" tie bolts. A-frame to be enclosed with two removable steel cover plates which will shield hydraulic valve and other hydraulic components from operator. A-frame will incorporate manual stops to prevent continuous pedestal rotation. Stops shall allow 320° rotation minimum.
- _____ 3. **Pedestal Top:** To be constructed of a 1½" bottom plate surfaced and drilled to accommodate slewing ring bearing. Side uprights constructed of 1 ¾" plate with bushings to accommodate main boom and main boom lift cylinder connections. Pedestal top to incorporate manual stops to prevent continuous boom rotation. Stops shall allow 320° rotation minimum. Pedestal top to incorporate a metal enclosure to cover slewing ring and 8" OD retaining tube.
- _____ 4. **Boom Rotation:** Rotation to be accomplished utilizing a slewing ring bearing 2¾" thick and 22-7/8" in diameter. Slewing bearing to have (40) 5/8" grade 8 top and bottom bolts properly torqued. Bearing grease fitting will be marked and easily accessible. A White hydraulic motor will drive a pinion gear that will engage the outside diameter of the slewing ring producing boom swing. Pinion gear will attach to a 2¼" hardened tapered shaft minimum.
- _____ 5. **Main Boom:** To be constructed of two (2) 4" x 8" x 3/8" wall tubes. Main boom to be of twin design and will incorporate a manual stop for tip boom to prevent tip cylinder from bottoming out in the extended position. Boom will have bushings to utilize a 2" main boom hinge pin, 1½" cylinder connection pins and a 2¼" hardened tip boom hinge pin. All through boom, hydraulic tubes will be installed between and below the top surface of main boom tubes.
- _____ 6. **Tip Boom:** To be constructed of a 4" x 6" x 3/8" wall tube. Tip boom will utilize a 2¼" hardened hinge pin and replaceable hardened bushings. Tip boom cylinder connection will have bushings to utilize a 1½" pin. Tip boom will have provision for connection of trash grapple with bushings to utilize a 1½" connecting bolt.
- _____ 7. **Boom Length:** Total length of boom to be 18 feet.
- _____ 8. **Lifting Capacity:** At sixteen feet (16') loader must lift 3,500 pounds "pay load" in addition to weight of grapple. Main boom must have two (2) cylinders with a minimum of 4" ID with locking valves.
- _____ 9. **Loader Stabilizers:** Loader must be equipped with hydraulic operated stabilizers. Stabilizers to be positioned for maximum stability when lifting a 3,500 lb load at sixteen feet (16'). Stabilizers to be equipped with street pads and shall not be placed in such a manner to cause blocking of traffic, or create a hazard in the street. Stabilizer cross tube to be mounted under truck frame. Cross tube size will be 7" x 7" x 3/8" wall thickness. Outside stabilizers will be 7" x 7" x 1/4" tubing. Inside tubing size for stabilizers will be 6" x 6" x 3/8" tubing. Stabilizer cylinders will be mounted inside inner tubing and easily removed from the top of the stabilizer. Cylinders will not be exposed. Stabilizers will have a maximum of 10' spread in the down position.

- _____ 10. **Power Source:** Unit to be mounted on any acceptable truck chassis utilizing a heavy duty hotshift PTO and direct mount single pump. Pump to produce a minimum of 20 gpm at 1200 rpm for smooth and efficient operation of loader. PTO controls will be integrated with truck chassis and will not engage unless truck chassis is in neutral and parking brake is set. An interruption of either of these conditions will terminate PTO operation.
- _____ 11. **Control Valve:** Unit to be equipped with a 7-section valve assembly. Control valve to be equipped with main pressure reducer and adequate port pressure reducers. Valve to be capable of hydraulic flows of up to 24 gpm and a main pressure setting of 2150 psi. Control valve to be mounted underneath of operators cab. Control valve mounted inside of cab is unacceptable.
- _____ 12. **Control Valve Controls:** Unit to be equipped with manually operated control handles. Main loader control handles to be positioned between operators legs with outrigger controls mounted at floor level below seat and foot operated swing control mounted in floor of cab.
- _____ 13. **Operators Station:** Unit to be equipped with an operator's platform mounted to the pedestal top curbside. Platform to incorporate an operator's enclosed cab, seat with seat belt, manually operated valve control handles, float controls, and throttle control switch.
- _____ 14. **Operator's Cab:** Each cab is formed of 10 gauge steel, ¼" plate for floor, ¾" attaching arms and ¼" plexiglass windows. Height of cab is 59". Bottom width is 34", with length of 44" and top length of 48". Door is 33½" x 57 ½". Two (2) sliding windows at 24" x 34", door window being 27½" x 43½", 24½" x 9½" and front window being 27½" x 24".
- _____ 15. **Cab A/C:** System to incorporate an air conditioning unit mounted in cab and utilizing a condenser with appropriate receiver/drier unit. Air conditioning to have separate compressor mounted on engine of truck. **Tapping into existing truck compressor is unacceptable.**
- _____ 16. **Cab Heater:** Cab to be equipped with 300 watt, 12V, 15 amp rating, direct ceramic heater/fan.
- _____ 17. **Oil Tank Filters:** Hydraulic system must be equipped with a 50 gallon oil tank, oil level and temperature gauge and utilizing a 50 gallon per minute externally mounted return oil filter with a replaceable 10 micron absolute filter element. Pressure to be installed in hydraulic system after pump and prior to any other hydraulic components. Pressure filter to be equipped with a condition sensor and dash mounted light. Light will remain on when filter element needs servicing.
- _____ 18. **Throttle Control:** Unit to have a throttle control integrated with truck chassis to maintain proper engine speed while loader is in operation. Engine speed will not increase unless truck chassis is in neutral, parking brake is set and PTO is engaged. Engine speed will return to idle when any of these conditions are terminated. Throttle control parameters will be set in such a way as to prevent engine speeds being increased above 1500 rpm while PTO is engaged. An engine throttle control switch to be mounted at operators platform for operator convenience.
- _____ 19. **Trash Grapple:** Loader to be equipped with a continuous rotating bucket by means of hydraulic operated rotator with no mechanical stops. Continuous rotator shaft must be 3" in diameter. Rotator to utilize a 3" top and bottom roller bearing. Rotator to have three easily replaceable seals. Trash grapple to have a closing pressure of 3,000 pounds. Grapple to be opened and closed by means of two (2) hydraulic cylinders a minimum of 3" inside diameter with a heavy duty clevis on rod end. Bucket cylinder hinge pin minimum 1½" in diameter. Bucket cylinders and hoses to be enclosed in a removable steel cover to prevent limbs and other debris from damaging cylinders and hoses. Grapple is to be 4 feet long and open to 60 inches, lip to lip. Center of bucket to be 18 inches from ground minimum at fully opened position. Bucket to be equipped with replaceable double edged grader blades at biting point
- _____ 20. **Float Controls:** Loader must have float controls to allow boom/bucket to free-turn and float up/down with trailer while unit is in transit and boom is resting in trailer. Float controls to be located at operators platform.

- _____ 21. **Cylinders:** All cylinders to be of high quality utilizing chrome rods and replaceable bushings/bearings. Loader to be equipped with (2) main boom cylinders to be 4" bore x 24" stroke with 2%" rods and locking valves, (1) tip boom cylinder to be 4" bore x 32" stroke with 2 1/4" rod and locking valve,(2) bucket cylinders to be 3" bore x 8" stroke with 1 3/4 rods and (2) outrigger cylinders to be 3" x 16" stroke with 1-3/4" rods and locking valves.
- _____ 22. **Selector:** To have a selector valve to divert hydraulic oil from loader controls to dump trailer controls and quick couplers at trailer connection point. Quick couplers to be compatible with equipment in current use by the City.
- _____ 23. **Electrical:** To be equipped with high quality electric brake control located in truck cab and a 6 and 7 pole trailer electrical connector located at trailer connection point.
- _____ 24. **Hardware:** To be equipped with fenders over rear wheels and mud flaps. To have a steel rack between truck cab and loader pedestal for storage of bucket when not resting in trailer. Must have full-length sub-frame running from behind cab to the end of the truck frame.Sub-frame to be 2 x 3 tube minimum. Must be equipped with a cab protector and attached tool rack. To have adequate ladder/steps to access operators platform from ground level. Tie bolts must incorporate frame spacers to prevent frame collapse when tightening.
- _____ 25. **Towing:** To be equipped with a rear pintle hook. Pintle hook to be rated at 30,000.00 lbs. D-ring style safety chain hooks to be attached to rear bumper of truck.
- _____ 26. **Paint:** All metal to be properly cleaned, primed and painted one standard color. Color Choice: Safety Yellow.
- _____ 27. **Frame:** Frame extended past outriggers a minimum of 10'. Heavy duty flat metal welded to frame for pintle hitch. Ladder type steps mounted from outrigger frame up to cab for ease of operator entering cab & protection against bending by trailer.
- _____ 28. **Freight:** F.O.B. City of Tuscaloosa
- _____ 29. **Literature:** ALL literature enclosed with specifications attached/included.
- _____ 30. **Warranty Requirements:**
 - Entire unit to have a three (3) year parts & labor warranty and a three (3) year structural warranty.
 - All warranty work to be done on-site at customer's location.
 - Failure to provide such warranties may result in your bid being deemed non-responsive.

TWO (2) KNUCKLE BOOM LOADERS

Company _____

BID NO. 9020-010616-1

Signature _____

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.

LOADER MAKE: _____

LOADER MODEL: _____

BID PRICE EACH: _____

TOTAL BID: _____

DELIVERY TIME: _____

COMPANY NAME: _____

CONTACT PERSON: _____

COMPLETE MAILING ADDRESS: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

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: _____