



CITY OF NIXA, MISSOURI
PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL (RFP)

Bid #: RFP-Parks-11-9-0-2016/MT
Title: Photography Services
Issue Date: November 10, 2016

Buyer: Mary Tronnes
Phone: 417-449-0555
E-mail: mtronnes@nixa.com

BID RESPONSES MUST BE RECEIVED BY: December 2, 2016 @ 2:00PM, Local Time

Please submit any questions regarding this bid in writing to the Purchasing Manager, Mary Tronnes at mtronnes@nixa.com

All bid forms and addenda will be posted on: <http://nixa.com/departments/purchasing/current-bids>

MAILING INSTRUCTION: Print or type Bid Title and Due Date on the lower left hand corner of the envelope or package. **Delivered SEALED BIDS must be received in the Purchasing Department prior to 2:00PM on Friday, December 2, 2016.** Bids will be opened by the Purchasing Manager at the location listed below.

RETURN BID TO: City of Nixa, Purchasing Department
 Attn: Mary Tronnes
 1111 W. Kathryn, PO Box 395
 Nixa, MO 65714

By signing this cover page, the bidder shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions. The bidder shall further agree that the language of this **RFP** shall govern in the event of a conflict with his/her bid. In addition, the bidder shall further agree that upon receipt of an authorized purchase order from the City of Nixa or when a Contract Resolution is signed and issued by an authorized official of the City of Nixa, a binding contract shall exist between the bidder and the City of Nixa.

SIGNATURE REQUIRED / RETURN WITH BID

LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.	DOING BUSINESS AS (DBA) NAME
MAILING ADDRESS	
CITY, STATE, ZIP CODE	
CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
TAXPAYER ID NUMBER (TIN)	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input type="checkbox"/> FEIN <input type="checkbox"/> SSN
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC, Class _____ <input type="checkbox"/> Other _____	
AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE

The City of Nixa reserves the right to accept or refuse any or all bids.

CITY OF NIXA, MISSOURI
GENERAL TERMS AND CONDITIONS OF BIDDING

1. **Opening Location:** Sealed proposals will be received at Nixa Public Works, 1111 W. Kathryn, Nixa, MO 65714, until the proposal closing date and time indicated above.
2. **Opening of advertised proposals:** The vendor and public are invited, but not required, to attend the opening of proposals. No decision related to an award of a contract or purchase order will be made at the opening.
3. **Submittal of Proposals:** Proposals must be submitted in a sealed envelope identified with the bid title and date of closing on the outside. Facsimile, telephone and email proposals will NOT be considered. Proposals will not be accepted after the due date and time.
4. All proposals shall be submitted FOB Destination Nixa, Missouri 65714, freight prepaid (unless otherwise stated).
5. **Prices Bid:** Give unit price, extended total or both if applicable. Price must be stated in units of quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the Bid, the unit price of the Bid will govern. Each item must be bid separately and no attempt is to be made to tie any item or items in with any other item or items.
6. **Taxes:** Do NOT include Federal Excise Tax or Sales and Use Tax in the bid prices, as the City is exempt from them by law. Tax Exemption Certificate will be furnished if required.
7. **Estimated Quantities:** The estimated quantities indicated in this Request for Proposal represent anticipated requirements only. The right is reserved to exceed or diminish these estimates.
8. **Bid Forms, Variances, and Alternates:** Bids must be submitted on attached City bid forms, although additional information may be attached. Bidders must indicate any variances from the City requested specifications and/or terms and conditions, on the Affidavit of Compliance. Otherwise, bidders must fully comply with the City requested specifications and terms and conditions. Alternate Bids may or may not be considered at the sole discretion of the City of Nixa.
9. **“Or Equal” Interpretation:** When a particular manufacturer’s name or brand is specified along with the words “or equal”, Quotations will be considered on other brands or the product of other manufacturers. On all such Quotations the bidder shall indicate clearly the product (brand and model number) on which he is bidding, and shall supply a sample or sufficient data in detail to enable an intelligent comparison to be made with the particular brand or manufacturer specified. Catalog cuts and technical descriptive data shall be attached to the original copy of the quote where applicable. Failure to submit the above information may be sufficient grounds for the rejection of quote.
10. **Withdrawal of Bids:** Bids or proposals may be revised, modified, or withdrawn by the bidder at any time prior to opening. Any such revision, modification, or withdrawal shall be in writing. After the bids are opened, they shall be irrevocable for the period sixty (60) days. Bids or proposals may not be withdrawn or revised after opening unless specified in the RFP.

11. **Clarification and Addenda:** Each bidder shall examine all Bid documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries or suggestions, concerning interpretation, clarification, or additional information pertaining to the Request for Proposal shall be made through the Purchasing Department in writing or through email. The Purchasing Department shall not be responsible for oral interpretations given by any City employee, representative, or others. The issuance of written addenda is the official method whereby interpretation, clarification, or additional information can be given. It shall be the responsibility of each bidder, prior to submitting their Bid, to contact the Purchasing Department at phone number 417-449-0555 or email, to determine if addenda were issued and to make such addenda a part of their Bid. Any and all addendums will be posted on the City's web site (nixa.com) under Current Bid Opportunities on the Purchasing page and on DemandStar.
12. **Contract Forms:** Any agreement, contract, or purchase order resulting from the acceptance of a Bid shall be on forms either supplied by or approved by the City.
13. **Reserved Rights:** The City reserves the right to make such investigations as it deems necessary to make the determination of the bidder's responsiveness and responsibility. Such information may include, but shall not be limited to: current financial statement, verification of availability of equipment and personnel, and past performance records.
14. **The Right to Audit:** The bidder agrees to furnish supporting detail as may be required by the City to support charges or invoices, to make available for audit purposes all records covering charges pertinent to the purchase, and to make appropriate adjustments in the event discrepancies are found.
15. **Applicable Law:** All applicable laws and regulations of the State of Missouri and the City will apply to any resulting agreement, contract, or purchase order.
16. **Right to Protest:** Protestors shall seek resolution of their complaints initially with the City Purchasing Agent. Any protest must state the basis upon which the solicitation or award is contested and shall be submitted within ten (10) calendar days after such aggrieved person knew or could have reasonably been expected to know of the facts giving rise thereto.
17. **Quality Guaranty:** If any product delivered does not meet applicable specifications or if the product will not produce the effect that the bidder represents to the City, the bidder shall pick up the product from the City at no expense. Also, the bidder shall refund to the City any money which has been paid for same. The bidder will be responsible for attorney fees in the event the bidder defaults and court action is required.
18. **Quality Terms:** The City reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship, manufacturing, or shipping damages.
19. **No-Bid:** In the event you are unable to quote on this requirement, please return the "No-bid Response Form", on or before the bid closing date. Please indicate the reason(s) you are unable to participate in this solicitation.
20. **Bid Tabulation:** Bidders may request a copy of the bid tabulation of the Request for Bid through the City's purchasing department.
21. **Expenses:** All expenses for making Proposals to the City of Nixa are to be borne by the bidder.

22. **Collusion:** By offering a submission to this Request for Bid, the bidder certifies the bidder has not divulged, discussed, or compared the Bid with other bidders and has not colluded with any other bidder or parties to this RFB whatsoever. Also, the bidder certifies, and in the case of a joint Bid, each party thereto certifies as to their own organization, that in connection with this RFB:
- a. Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other bidder or with any competitor.
 - b. Any prices and/or cost data for this Bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor.
 - c. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.
 - d. The only person or persons interested in this Bid, principal or principals are named therein and that no person other than therein mentioned has any interest in this Bid or in the contract to be entered into.
 - e. No person or agency has been employed or retained to solicit or secure the contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee exempting bona fide employees or established commercial agencies maintained by the Purchaser for the purpose of doing business.

23. **Liability and Indemnity:**

- a. In no event shall the City be liable to the Contractor for special, indirect, or consequential damages, except those caused by the City's gross negligence or willful or wanton misconduct arising out of or in any way connected with a breach of this contract. The maximum liability of the City shall be limited to the amount of money to be paid or received by the City under this contract.
- b. The Contractor shall defend, indemnify and save harmless the City, its elected or appointed officials, agents and employees from and against any and all liability, suits, damages, costs (including attorney fees), losses, outlays and expenses from claims in any manner caused by, or allegedly caused by, or arising out of, or connected with, this contract, or the work or any subcontract thereunder (the Contractor hereby assuming full responsibility for relations with subcontractors), including, but not limited to, claims for personal injuries, death, property damage, or for damages from the award of this contract to Contractor.
- c. The Contractor shall indemnify and hold the City harmless from all wages or overtime compensation due any employees in rendering services pursuant to this agreement or any subcontract, including payment of reasonable attorneys' fees and costs in the defense of any claim made under the Fair Labor Standards Act, the Missouri Prevailing Wage Law or any other federal or state law.

24. **Bid Information is Public:** All documents submitted with any bid or proposal shall become public documents and subject to Missouri State Statute Chapter 610 RSMo., which is otherwise known as the "Missouri Sunshine Law". By submitting any document to the City of Nixa in connection with a bid or proposal, the submitting party recognizes this and waives any claim against the City of Nixa and any of its officers and employees relating to the release of any document or information submitted. Each submitting party shall hold the City of Nixa and its officers and employees harmless from any claims arising from the release of any document or information made available to the City of Nixa arising from any bid opportunity.

25. **Authorized Product Representation:** The successful bidder(s) by virtue of submitting the name and specifications of a manufacturer's product will be required to furnish the named manufacturer's product. By virtue of submission of the stated documents, it will be presumed by the City that the bidder(s) is legally authorized to submit and the successful bidder(s) will be legally bound to perform according to the documents.
26. **Regulations:** It shall be the responsibility of each bidder to assure compliance with OSHA, EPA, Federal, State of Missouri, and City rules, regulations, or other requirements, as each may apply.
27. **Awards:**
- a. Unless otherwise stated in the Request for Bid, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
 - b. As the best interest of the City may require, the right is reserved to make awards by item, group of items, all or none, or a combination thereof; to reject any and all Bids or waive any minor irregularity or technicality in Bids received.
 - c. Awards will be made to the Bidder whose Bid (1) meets the specifications and all other requirements of the Request for Bid and (2) is the lowest and best Bid, considering price, delivery, responsibility of the bidder, and all other relevant factors.
28. **Termination of Award:** Any failure of the bidder to satisfy the requirements of the City shall be reason for termination of the award. Any Bid may be rejected in whole or in part for good cause when in the best interest of the City.
29. **Budgetary Constraints:** The City reserves the right to reduce or increase the quantity, retract any item from the Bid, or upon notification, terminate entire agreement without any obligations or penalty based upon availability of funds.
30. **Additional Purchases by Other Public Agencies:** The bidder by submitting a Bid authorizes other public agencies to "Piggy-Back" or purchase equipment and services being proposed in this Request for Bid unless otherwise noted on the Affidavit of Compliance Form.

**CITY OF NIXA
PHOTOGRAPHY SERVICES RFP**

Purpose:

The City of Nixa is issuing this Request for Proposals (RFP) to solicit responses from professional photographers who specialize in Youth Sports and Event Photography. The sole purpose of this RFP is to designate a preferred photography company for posed photography shots for all Nixa Parks and Recreation sponsored events and activities listed in this RFP.

Scope of Work:

Proposals are to be based on the detailed specifications outlined in this document and all attachments a part of this RFP.

Mandatory Qualifications:

Proposers submitting a proposal **must** provide evidence that the following requirements will be met. Failure to do so may result in disqualification from the selection process.

1. Photographer must have past experience with posed Youth Sports and Event Photography.
2. Photographer and all staff must be able to pass a background check performed by the City of Nixa.
3. Photography services will be provided for all Nixa Parks and Recreation Department team and individual posed photography sessions as well as other sponsored events and activities, as requested.
4. All photography sessions shall take place on City of Nixa Government property.
5. Photography sessions will not conflict with scheduled games or events.
6. Photographer is responsible for providing all equipment and staff necessary for each event (i.e. green screens, event day order forms, staff to organize teams for photographer, etc.).
7. Company must be able to provide a minimum of two (2) professional photographers on sporting photography sessions.
8. For sponsored team, provide a cd with group photo showing sponsorship.
9. May attend coaches meetings so you may speak to them about your packages, time it will take to take the pictures and any special requirements of them, if desired.
10. Photographer must provide order forms to Nixa Parks and Recreation staff at least four (4) weeks prior to each event. Forms should be given to Nixa Parks and Recreation staff to distribute to coaches. Additional forms must be made available on the day of shoot.
11. Photography packages, including specialty items, will be delivered to the Parks Department within three (3) weeks after each photography session.
12. Payments for photography packages shall be between the photographer and purchaser.
13. Photographer is responsible for shipping or delivering orders per the pre-determined manner (i.e. directly to Nixa Parks and Recreation).

14. Photographer is responsible for resolving service and product concerns with customers directly.
15. Photographer is required to submit to Nixa Parks and Recreation a Sales Volume Report from each event within two (2) weeks of photography session.

Additional Requirements:

Proposer shall submit a work resume with their proposal. The resume shall include projects which are similar in nature to the type of work being solicited for which the proposer had directed control over and was charged with full responsibility of the outcome.

Proposer shall define a “Standard Photograph Package,” pricing guide, and a list of offered specialty items, if any, with their proposal. If proposer has a website where additional photographs and/or specialty items may be purchased give URL for reference.

Proposer shall submit samples of posed photography sessions, both team and individual. These photographs will not be returned.

Incentives:

The City of Nixa deems the public interest best served through volunteer coaches and allowing all eligible Nixa citizens to participate in Parks and Recreation activities regardless of financial circumstances. Therefore, Nixa Parks and Recreation is soliciting the following incentive packages:

- Coaches’ gifts (mailed with photography packages); and
- A percentage of gross sales to be given to Nixa Parks and Recreation as Facility Use Fee.

Contract Term:

Contract for these services will be from January 1, 2017 through December 31, 2017. Prices must remain as bid for the term of the contract. This contract is eligible for two (2) additional one (1) year contract periods after the initial contract term. Any price increase must be made known to the City of Nixa Purchasing Department ninety (90) days in advance of any annual renewal.

The contract shall terminate absolutely and without further obligation at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the City under this contract.

If, at any time, the City determines it is in its best interest to discontinue use of these services the City of Nixa reserves the right to cancel this Agreement by giving thirty (30) days advance written this provision.

Events to be Photographed:

The services provided will be to photograph teams and individual participants in various sports programs and special events. Last year we had approximately 3,000 participants total in these sports. Participating teams may include, but are not limited to:

Type of Event	Schedule – Month of Photo Session	Average Past Number of Participants
Soccer	Spring: March Fall: September	Spring: 615 Fall: 600
T-ball, 3-4 year old	May	450
Baseball, Youth	May	225
Softball	May	225
Basketball	Session One: November Session Two: January	Session One: 575 Session Two: 450
Volleyball, Girls	Spring: March Fall: September	Spring: 150 Fall: 150
Swim Team	June	75
Flag Football	March	100
Special Events:		
Sports Clinic		
Proposer shall offer a makeup day of retakes for each sporting activity within two (2) weeks of original photography schedule, if needed.		

Qualifications Based Selections:

Members of the Evaluation Committee will independently score the qualifications submissions within the possible point range in each of the following categories:

Rating Criteria	Possible Points
Experience in Youth Sports & Event Photography	20
Photography packages offered	20
Prices of photography packages	20
References	15
Incentives package to Nixa Parks and Recreation	10
Availability to meet schedule	15
Total:	100 Points

Nixa Parks and Recreation shall be the sole judge of the provider’s ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. Nixa Parks and Recreation reserves the right to act in its best interest in this determinations process, to waive all technicalities, and to select the most responsible and responsive provider.

Bidder’s Check List:

Submitting proposers should adhere to the following order when preparing a Request for Proposal. Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the submittal is the sole responsibility of the respondent. The following documents are also required to be included in your proposal packet:

- Work Resume
- Samples of Photograph Packages (standard, premiere, specialty items, etc.) with Pricing, Sample Photographs of Photography Sessions (team and individual)
- Bidder’s Financial Proposal
- Execution of Proposal
- Addenda Acknowledgement (if applicable)
- Reference Form
- Completed W-9 Form
- Copy of current business license
- Insurance Certificate of Liability/Workers Compensation

Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the qualification package. However, Nixa Parks and Recreation reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.

The City of Nixa reserves the right to accept the response that is determined to be in the best interest of the City. The City reserves the right to reject any and or all proposals.

City of Nixa
“Bidder’s Financial Proposal”
Photography Services

Company Name: _____

The undersigned agrees, if awarded the contract, to pay Nixa Parks & Recreation _____% (percent) of gross sales to be given to Nixa Parks and Recreation to be used as Facility Use Fee.

Authorized Signature

Title

Print Name

Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PROPOSAL.

City of Nixa
“Execution of Proposal”
Photography Services

DATE: _____

The potential Contractor certifies the following by placing an "X" in all blank spaces:

- ___ That this proposal was signed by an authorized representative of the firm.
- ___ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- ___ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- ___ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Proposals**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within thirty (30) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

Business Name

Authorized Signature

Printed Name and Title

Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PROPOSAL.

City of Nixa
“Addenda Acknowledgement”
Photography Services

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Business Name

Authorized Signature

Printed Name and Title

Date

Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.

All bid forms and addenda will be posted on: <http://nixa.com/departments/purchasing/current-bids>

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PROPOSAL.

City of Nixa
“Vendor References”
Photography Services

List at least three (3) references for whom you have performed similar services as the specifications of this bid.

Company Name: _____

Address: _____

Contact Person: _____

Telephone #: () _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone #: () _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone #: () _____

State how long you have been operating under your present company name. _____

Have you ever defaulted on a contract? _____

If so, where and why? _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PROPOSAL.

Notice and Instructions to Bidders/Vendors

Regarding Sections 285.525 through 285.550 RSMO, Effective January 1, 2009 and Section 292.675 RSMO, Effective August 28, 2009

Effective January 1, 2009 and pursuant to the State of Missouri's RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e.g., City of Nixa, MO., Christian County, Mo.) to a business entity, the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

RSMO 285.530 pertains to all solicitations for services over \$5,000. RSMO 285.530 does not apply to solicitations for commodities only. If a solicitation is for services and commodities, RSMO 285.530 applies if the services portion of the solicitation is over \$5,000.

~~Effective August 28, 2009 and pursuant to the State of Missouri's RSMO 292.675, Contractors and subcontractors who sign a contract to work on public works projects must provide a 10-hour OSHA construction safety program, or similar program approved by the Department of Labor and Industrial Relations, to be completed by their on-site employees within sixty (60) days of beginning work on the construction project. Contractors and subcontractors in violation of this provision will forfeit to the public body \$2,500 plus \$100 a day for each employee who is employed without training. Public bodies and contractors may withhold assessed penalties from the payment due to those contractors and subcontractors.~~

In order to comply with sections 285-525 through 292.675 RSMO, the City requires the following bid and contract documents.

Required Affidavit for Service Contracts over \$5,000.00 (US) – Effective 1/1/2009, Company shall comply with the provisions of Section 285-525 through 285-550 R.S.Mo. Contract award is contingent on Company providing an acceptable notarized affidavit stating:

That the Company is enrolled in and participates in a federal work authorize program with respect to the employees working in connection with the contracted services; and

That the company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

~~**Required Affidavit for any Public Works Project Contract – Effective 08/28/2009,** Company shall comply with the provisions of Section 292.675 R.S.Mo. Within 60 days of issuance of Notice to Proceed, Company shall provide an acceptable notarized affidavit stating that the Company has verified the completion of a 10-hour construction safety program with respect to the employees working in connection with the contracted services.~~

Additionally, Company must provide documentation evidencing current enrollment in a federal work authorization program (e.g. electronic signature page from E-Verify program’s Memo of Understanding (MOU)).

The City of Nixa encourages companies that are not already enrolled and participating in a federal work authorizing program to do so. E-Verify is a sample of this type of program. Information regarding E-Verify is available at:

E-Verify Contact information:

Website: <http://www.dhs.gov/how-do-i/verify-employment-eligibility-e-verify>

Phone: 888-464-4218

Email: e-verify@dhs.gov

If you have any questions, please contact the City Purchasing department at 417-449-0555.

City of Nixa
“No-Bid Response Form”
Photography Services

COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO SUBMIT A PROPOSAL RESPONSE.

If you do not wish to respond to this proposal request, but would like to remain on the City of Nixa vendor list, please fill out this form and return to the Purchasing Department by email or fax.

RETURN TO: Mary Tronnes, Purchasing Manager
Email: mtronnes@nixa.com
Fax: 417-725-2480

We the undersigned have declined to bid on your proposal for the following reasons:

- Insufficient time to respond to invitation for bid.
- We do not offer this product/s or equivalent.
- Unable to meet specifications.
- Unable to meet insurance requirements.
- Our schedule would not allow us to perform.
- Specifications are too “tight”, i.e. geared towards one brand or manufacturer.
- Specifications unclear.
- Other (please specify below).

Comments: _____

VENDOR INFORMATION:

Company Name: _____
Signature and Title: _____
Phone #: _____
Email: _____