

RFP29-08

City of Concord, New Hampshire

Purchasing Division

DUMP BODY AND PLOW SET-UP FOR A 6-WHEEL CLASS 8 TRUCK CHASSIS

Prepared for, and in coordination with the

**GENERAL SERVICES DEPARTMENT
EQUIPMENT SERVICES DIVISION**

Proposal Documents
Specifications

Firm: _____

**PROPOSAL DUE DATE/TIME: JANUARY 29, 2008
NOT LATER THAN 2:00 PM**



City of Concord, New Hampshire

PURCHASING DIVISION

41 GREEN STREET

CONCORD, NH 03301

(603) 225-8530 FAX: (603)230-3656

www.onconcord.com/purchasing

REQUEST FOR PROPOSALS

The City of Concord, New Hampshire wishes to engage the services of a qualified private firm to provide and install 3 each dump bodies with plow set-up for a 6-wheel class 8 truck chassis for the City's General Services Department, Equipment Services Division. The firm must be lawfully engaged in providing and installing dump bodies and plows in the State of New Hampshire.

An overview and detailed specifications are provided later in the Request for Proposal (RFP).

Proposals must be received **not later than 2:00 PM on January 29, 2008** from interested firms, to be eligible for consideration by the City. Each proposal shall be submitted to the **Purchasing Division, City of Concord, City Hall, 41 Green Street, Concord, NH 03301** in a sealed envelope which is clearly marked,

"RFP29-08

DUMP BODY AND PLOW SET-UP FOR A 6-WHEEL CLASS 8 TRUCK CHASSIS"

Requests may be issued only by the Purchasing Agent, or his designee, to authorized firms, and are not transferable unless authorized by the Purchasing Agent.

Complete copies of this Request for Proposals are available from the Purchasing Division, City of Concord, City Hall, 41 Green Street, Concord, NH 03301 (603-225-8530) or on-line at www.onconcord.com/purchasing.

All proposals received will be considered confidential and not available for public review until after a vendor has been selected.

The City reserves the right to reject any or all proposals or any part thereof, to waive any formality, informality, information and/or errors in the proposal, to accept the proposal considered to be in the best interest of the City, or to purchase on the open market if it is considered in the best interest of the City to do so.

Failure to submit all information as detailed on the Proposal Submission Checklist and/or submission of an unbalanced proposal are sufficient reasons to declare a proposal as non-responsive and subject to disqualification.

All proposals are advertised, at the discretion of the City, in various publications, and are posted publicly at (1) City of Concord, City Hall, 1st Floor, 41 Green Street, Concord, NH 03301 and (2) on the City of Concord web site at www.onconcord.com/purchasing.

CITY OF CONCORD, NEW HAMPSHIRE

Douglas B. Ross, Purchasing Agent

Date: _____

Proposal Due Date/Time: January 29, 2008 not later than 2:00 PM

GENERAL TERMS AND CONDITIONS

PREPARATION OF PROPOSALS:

Proposals shall be submitted on the forms provided and must be signed by the Proposer or the Proposer's authorized representative. The person signing the proposal shall initial any corrections to entries made on the proposal forms.

Proposers must quote on all items appearing on the proposal forms unless specific directions in the advertisement, on the proposal form or in the special provisions allowed for partial Proposals. Failure to quote on all items may disqualify the proposal. When proposals on all items are not required, Proposers shall insert the words "no proposal" where appropriate.

Alternative proposals will be considered, unless otherwise stated, only if the alternate is: (1) Described completely, including, but not limited to, sample(s), if requested, and specifications sufficient so that a comparison to the request can be made; and (2) Submitted as part of the base proposal response, i.e. it shall not be a separate document which could be construed as a second proposal.

Unless otherwise stated in the Request for Proposal (RFP), the Proposer agrees that the proposal shall be deemed open for acceptance for Sixty (60) calendar days subsequent to submittal to the City of Concord.

Any questions or inquiries must be submitted in writing, and must be received by the Purchasing Agent (**603-230-3656; Fax; dross@onconcord.com**) no later than seven (7) calendar days before the Request for Proposals due date to be considered. Any changes to the Request for Proposals will be provided to all Proposers of record.

The Proposer shall not divulge, discuss or compare this proposal with other Proposers and shall not collude with any other Proposer or parties to a proposal whatever. (Note: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery materials is allowed. Any such violation will result in the cancellation and/or return of materials, as applicable, and the removal from Proposal List).

The name of manufacturer, trade name, or catalog number mentioned in this Request for Proposal is for the purpose of designating a minimum standard of quality and type. Such references are not intended to be restrictive, although specified color, type of material and specified measurements may be mandatory. Proposals will be considered for any brand which meets or exceeds the quality of the specifications listed. On all such proposals, the Proposer shall specify the product they are proposing and shall supply sufficient data to enable a comparison to be made with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.

When samples are required, they must be submitted free of cost and will be returned unless otherwise specified.

Items left for demonstration purposes shall be delivered and installed free of charge and shall be removed by the vendor at no cost to the City. Said demonstration units shall not be offered to the City as new equipment unless mutually agreed to.

The vendor may be required to supply proof of compliance with proposal specifications. When requested, the vendor must immediately supply the City with certified test results or certificates of compliance. Where none are available, the City may require independent laboratory testing. All costs for such testing, certified test results or certificates of compliance, shall be the responsibility of the vendor.

Unless otherwise stated, all prices are F.O.B.: Destination. No charge for packing or drayage will be allowed. All deliveries are to be pre-paid, C.O.D.'s will not be accepted.

Each shipment shall be identified by Purchase Order and/or RFP number, commodity description and packing list. All items, packages, etc. shall have clearly identifiable external markings or tags for ease of identification.

SUBMISSION OF PROPOSALS:

Proposals must be submitted as directed in the Notice to Proposers, and on the forms provided unless otherwise specified. Proposals must be typewritten or printed in ink. Proposals must be mailed or delivered in person. Proposals that are faxed or e-mailed will not be accepted.

WITHDRAWAL OF PROPOSALS:

Proposals may be withdrawn prior to the opening date and time upon written, faxed, e-mailed or telegraphic request of the Proposer to the Purchasing Agent. Negligence on the part of the Proposer in preparing this proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening. Proposals may not be withdrawn for a period of sixty (60) days after the date of opening indicated herein or as modified by addenda.

PROPOSERS INTERESTED IN MORE THAN ONE PROPOSAL:

If more than one proposal is offered by any one party, or by any person or persons representing a party, all such proposals shall be rejected. A party who has quoted prices to a Proposer is not thereby disqualified from quoting prices to other Proposers or from submitting a direct proposal in its own behalf.

RECEIPT AND OPENING OF PROPOSALS:

Proposals shall be submitted prior to the time fixed in the Notice to Proposers. Proposals received after the time so indicated shall be returned unopened.

PROPOSAL RESULTS:

All proposals received shall be considered confidential and not available for public review until after a vendor has been selected. All proposals shall be subject to negotiations prior to the award of a contract.

NO TELEPHONE REQUESTS FOR RESULTS WILL BE ACCEPTED OR GIVEN.

TIE PROPOSALS:

When identical Proposals are received, with respect to price, delivery, financial resources, experience, ability to perform and quality, award may be made by a toss of coin, with the following exception: When a tie proposal exists between a local (a business establishment within City limits) Proposer and an out-of-town Proposer, preference will be given to the local Proposer. Any Proposer having a local agent who is a bona fide resident of the City is considered a local Proposer. If a tie proposal exists between two local Proposers, or two out-of-town Proposers, the decision may be made by a toss of coin.

LIMITATIONS:

This Request for Proposal (RFP) does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

The City reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this RFP, if it is in the best interest of the City to do so.

PROPOSAL EVALUATION:

In an attempt to determine if a proposer is responsible, the City, at its discretion, may obtain technical support from outside sources. Each proposer will agree to fully cooperate with the personnel of such organizations.

AWARD OF CONTRACT:

Any contract entered into by the City shall be in response to the proposal and subsequent discussions. It is the policy of the City that contracts be awarded, among other considerations, only to responsive and responsible Proposers. In order to qualify as responsive and responsible, a prospective vendor must meet the following standards as they relate to this request:

- Have adequate financial resources for performance or have the ability to obtain such resources as required during performance;
- Have the necessary experience, organization, technical and professional qualifications, skills and facilities;
- Be able to comply with the proposed or required time of completion or performance schedule;
- Have a demonstrated satisfactory record of performance; and
- Adhere to the specifications of this proposal and provide all documentation required of this proposal

The contract will be awarded to a responsive and responsible Proposer based on the qualifications and experience of the Proposer, the quality of the equipment/product/service to be provided, the Proposer's ability to provide ongoing technical support, the Proposer's timeframe for providing the equipment/product/service and the Proposer's fee/price proposal. **See the proposal evaluation sheet for more detail concerning how each proposal shall be evaluated.** The Proposer selected will be the most qualified and not necessarily the Proposer with the lowest price.

The City of Concord reserves the right to waive any formality, informality, information and/or errors in the proposals submitted and the right to reject any or all proposals at its discretion and to accept the proposal which will be in the best interest of the City; or to purchase on the open market if it is considered in the best interest of the City to do so. In case of error in the extension of prices, the unit prices proposed shall govern and the unit prices in writing shall take precedence over the unit prices in figures. Also, in the event of a discrepancy between the total of the items and the lump sum total stated, the total of the items shall govern.

MODIFICATIONS AFTER AWARD:

The City reserves the right to incorporate minor modifications, which may be required by it. The Vendor will incorporate these changes at no additional cost, but may protest such action and not be bound by any such request of it can prove that the timing or extent of the modifications implies a major effort on its part.

CANCELLATION OF AWARD:

The City reserves the right to cancel the award without liability to the Proposer at any time before a contract has been fully executed by all parties and is approved by the City.

CONTRACT:

Any Contract between the City and the Vendor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto and (2) the Vendor's proposal in response to the RFP. In the event of a conflict in language between documents (1) and (2) referenced above, the provisions and requirements set forth and referenced in the RFP shall govern. However, the City reserves the right to clarify any contractual relationship in writing with the concurrence of the Vendor, and such written clarification shall govern in case of conflict with the applicable requirements contained in the RFP and the Vendor's proposal. In all other matters, not affected by written clarification, if any, the RFP shall govern. The submitter is cautioned that this proposal shall be subject to acceptance without further clarification.

EXECUTION OF AGREEMENT:

The successful Proposer shall sign (execute) the necessary agreements for entering into the contract and return such signed agreements to the City within ten (10) calendar days from the date mailed or otherwise delivered to the successful bidder.

APPROVAL OF AGREEMENT:

Upon receipt of the agreement that has been fully executed by the successful Proposer, the owner shall complete the execution of the agreement in accordance with local laws or ordinances and return the fully executed agreement to the Contractor. Delivery of the fully executed agreement, along with a Notice to Proceed and a City purchase order, to the Contractor shall constitute the City's approval to be bound by the successful Proposer's proposal and the terms and conditions of the agreement.

FAILURE TO EXECUTE AGREEMENT:

Failure of the successful Proposer to execute the agreement within ten (10) calendar days from the date mailed or otherwise delivered to the successful Proposer shall be just cause for cancellation of the award.

DISQUALIFICATION:

Awards will not be made to any person, firm or company in default of a contract with the City, the State of New Hampshire or the Federal Government.

INSURANCE:

The successful proposer shall procure and maintain insurance, in the amounts and coverage detailed by the proposal documents, acceptable to the City, at the proposer's sole expense, with reputable and financially responsible insurance companies, insuring against any and all public liability, including injuries or death to persons and damage to property, arising out of or related to the goods or proposer's performance hereunder and shall furnish to the City certificates of such insurance and renewals thereof signed by the issuing company or agent upon the City's request. Such certificates shall name the City of Concord as an additional insured. Such policies shall provide for cancellation only subsequent to 30 days prior written notice to the City.

The City's examination of, or failure to request or demand, any evidence of insurance hereunder, shall not constitute a waiver of any requirement and the existence of any insurance shall not limit the proposer's obligation under any provision hereof.

Except to the extent of comparable insurance acceptable to, or express waiver by the City, the proposer shall, or shall cause any carrier engaged by the proposer, to insure all shipments of goods for full value.

If the agreement with the proposer involves the performance of work by the proposer's employees at property owned or leased by the City, the proposer shall furnish such additional insurance as the City may request in respect thereof, but in any event and without such request, workers' compensation insurance and unemployment compensation insurance as required by laws of the State of New Hampshire and public and automotive liability and property damage insurance. In no event shall such employees of the proposer be deemed to be the employees of, or under the direction or control of the City for any purpose whatsoever.

WORKER'S COMPENSATION:

All proposers and subcontractors at every tier under the proposer will conform with the requirements of RSA 281 Title XXIII, Section 281-A:2 with close attention to sections VI(a), VI(c) and VII(a) as well as Section 281-A:4.

DISAGREEMENTS AND DISPUTES:

All disagreements and disputes, if any, arising under the terms of any agreement, either by law, in equity, or by arbitration, shall be resolved pursuant to the laws and procedures of the State of New Hampshire, in which state any agreement shall be deemed to have been executed. No action at law, or equity, or by arbitration shall be commenced to resolve any disagreements or disputes under the terms of any agreement, in any jurisdiction whatsoever other than the State of New Hampshire and Merrimack County.

TERMINATION OF CONTACT FOR CAUSE:

If, through any cause, the Vendor shall fail to furnish in a timely and proper manner its obligations under any Contract, or if the Vendor shall violate any of the covenants, agreements or stipulations of any Contract, the City shall thereupon have the right to terminate any Contract by giving written notice to the Vendor of such termination. In such event, all finished or unfinished work, services, plans, data programs and reports prepared by the Vendor under this Contract shall become the City's property and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed.

Notwithstanding the above, the Vendor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of any contract, and the City may withhold any payments until such time as the exact amount of damages due the City is determined.

TERMINATION FOR THE CONVENIENCE OF THE CITY:

The City may terminate any contract at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

In that event, all finished or unfinished work, services, documents and materials shall become the City's property. If any Contract is terminated by the City as provided herein, the Vendor will be paid an amount which bears the same ratio to the total compensation as the services covered by any contract, less payments of compensation previously made.

SAFETY DATA SHEET (Right to Know):

Any vendor who receives an order resulting from this Request for Proposal agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to RSA 277-A when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to RSA 277-A. Failure to submit an MSDS and/or label on each container will place the vendor in noncompliance with that purchase order. Failure to submit MSDS and/or labels on each container may result in civil or criminal

penalties, including proposal debarment and action to prevent the vendor from selling said substances, or mixtures containing said substances within the City. All vendors furnishing substances or mixtures subject to RSA 277-A are cautioned to obtain and read the law referenced above.

PATENT PROTECTION:

The successful proposer agrees to indemnify and defend the City of Concord from all claims and losses resulting from alleged and actual patent infringements and further agree to hold the City of Concord harmless from any liability arising under RSA 382-A, 2-312 (3). (Uniform Commercial Code).

OWNERSHIP OF REPORTS:

All data, materials, plans, reports and documentation prepared pursuant to any contract between the City of Concord and the successful proposer shall belong exclusively to the City.

ASSIGNMENT PROVISION:

The successful proposer hereby agrees that it will assign to the City of Concord all cause of action that it may acquire under the anti-trust laws of New Hampshire and the United States as the result of conspiracies, combination of contracts in restraint of trade which affect the price of goods or services obtained by the City under this contract if so requested by the City of Concord.

DELIVERY:

Deliveries are to be made only to the department or division indicated on the purchase order and in accordance with accepted commercial practices, without extra charge for packing or containers.

Deliveries, which do not conform to the specifications or are not in good condition upon receipt, shall be replaced promptly. Deliveries shall be inside the building, and accepted weekdays between the hours of 8:30 AM and 3:30 PM unless otherwise stated. Delivery arrangements must be made with requesting department prior to delivery.

INVOICING:

Unless otherwise stated, invoices are to be submitted in duplicate upon delivery or pick-up to the user department or division. The invoice must include an itemization of all items, supplies, repairs or labor furnished, including unit list price, net price, extensions and total amount due. In addition, on projects that will involve partial/progress payments and/or retainage a summary statement in the following format will be provided with each invoice:

Original Contract Amount	\$\$\$\$\$\$\$\$
Plus/minus Change Orders	\$\$\$\$\$\$\$\$
Total Adjusted Contract Amount	\$\$\$\$\$\$\$\$
Work Completed to Date	\$\$\$\$\$\$\$\$
Less Previous Invoices	\$\$\$\$\$\$\$\$
Less Retainage (if any)	\$\$\$\$\$\$\$\$
Equals: Balance due this Invoice	\$\$\$\$\$\$\$\$
Balance Remaining on Contract	\$\$\$\$\$\$\$\$

All invoices shall reference a valid City of Concord Purchase Order Number.

PAYMENT:

Unless otherwise stated, payment will be made within thirty (30) days of the completion of delivery of all goods, equipment or services, in acceptable condition, to the City and receipt of invoice, whichever is later. City acceptance will only occur after successful inspection of the goods, equipment or services by the City.

ANY CASH DISCOUNT SHALL BE READ TO MEAN CITY PAYDAY, CPD.

TAX:

The City is exempt from all sales and Federal excise taxes. Our exemption number is 02-6000177. Please bill less these taxes.

FUNDING OUT:

The City of Concord's obligations to pay any amount due under a contract are contingent upon availability and continuation of funds for the purpose. The City may terminate the contract, for non-appropriation of funds, and all payment obligations of the City cease on the date of termination.

ASSIGNMENT OR SUB-CONTRACTING:

None of the work or services covered by the contract shall be assigned in full or in part, or sub-contracted without the prior approval of the City.

EXCLUSIVITY:

This contract will be for the goods/services described above; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these goods/services from any other vendor.

PRICING:

Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor, material and transportation costs, and any discounts offered. No fuel surcharges shall be allowed at any time.

AUDIT:

For a period of at least three (3) years after completion of any contract, it is the responsibility of the vendor to make available at the vendor's place of business, upon demand, all price lists, documents and other records pertaining to purchases made under contract for the purposes of audit by the City of Concord.

INSPECTION & EVALUATION:

The City of Concord reserves the right to inspect the vendor's facilities during operating hours to determine that the level of inventory is adequate for the City's needs. The conditions and operations of the facility shall be taken into consideration in making the award of this contract.

FUGITIVE DUST AND PUBLIC NUISANCE ORDINANCES

All work shall be conducted in conformance with Title I, General Code

1. Chapter 11, Public Nuisances, Article 11-3 Fugitive Dust: and
RFP29-08 Dump Body and Plow Set-up for a 6-Wheel Class 8 Truck Chassis

2. Chapter 13, Public Health, Article 13-6-8 Public Nuisance

GUARANTEES & WARRANTY:

All parts and labor related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the contractor must inform the City, in writing, prior to the delivery of an item or any work being performed. Non-guaranteed work must be offered at a discount rate from the proposal prices. **Inspection, testing and final determination of non-warranty work shall be performed at no cost to the City.**

FORCE MAJEURE:

Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of God.

NOTIFICATION:

Notification of the parties shall be considered to have been constructively received when it is mailed via the United State Postal Service or delivered in hand to the parties as stated in the contract.

SEVERABILITY:

If any of the GENERAL TERMS AND CONDITIONS is held to be invalid or unenforceable, it will be construed to have the broadest interpretation which would make it valid and enforceable under such holding. Invalidity or the inability to enforce a term or condition will not affect any of the other GENERAL TERMS AND CONDITIONS.

PROVISION REQUIRED BY LAW DEEM INSERTED

Each and every provision and clause required by law to be inserted in any subsequent Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion or correction.

ENERGY STAR® COMPLIANCE

The vendor shall provide products that earn the Energy Star® and meet the Energy Star® specifications for energy efficiency. The vendor is encouraged to visit www.energystar.gov for complete product specifications and updated lists of qualifying products.

DISADVANTAGED BUSINESS ENTERPRISES

The City hereby notifies all Vendors that it will affirmatively insure that in any contract entered into pursuant to this Request for Proposals, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age or disability in consideration for an award.

NON-DISCRIMINATION

Contracts for work resulting from this Request for Proposals shall obligate the Vendor/Contractor and the Subcontractors not to discriminate in employment practices on the grounds of race, color, national origin, religion, sex, age or disability. Statements as to non-discriminatory practices may be requested from the successful Vendor(s)/Contractor(s).

DEFINITIONS:

Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services.

Proposers shall also mean vendors, offerors, bidders, contractors or any person or firm responding to a Request for Proposals.

GOVERNING LAW:

The Laws of the State of New Hampshire shall govern all contracts entered into by the City of Concord. Any disputes shall be resolved within the venue of the State of New Hampshire and Merrimack County.

FAILURE TO ACKNOWLEDGE THIS PROPOSAL MAY RESULT IN WITHDRAWAL FROM THE PROPOSAL LIST FOR THIS COMMODITY OR SERVICE.

FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN THE CANCELLATION OF AN ORDER OR CONTRACT.

MINIMUM SPECIFICATIONS

DUMP BODY AND PLOW SET-UP FOR A 6 WHEEL CLASS 8 TRUCK CHASSIS

CITY OF CONCORD, DEPARTMENT OF GENERAL SERVICES

EQUIPMENT SERVICES DIVISION

SCOPE

The City of Concord is looking to purchase **three (3)** each dump bodies with plow set-up for a 6-wheel class 8 truck chassis. The units will be utilized as city dump trucks with snow plow and wing and dump body. Unless otherwise stated, proposals shall be for fully installed and fully operational systems. **Depending upon available funds, the City, at its sole option, shall select any combination of dump body options and optional equipment.**

BODY - Dump Body

10 foot (6 to 8 yard) **monoshell** design heatable dump body with 36” cab protector; 24” high sides and 30” high tailgate.

Tubular dirt shedding boxed top rail.

Vertical side bracing.

3/16” 190,000 psi steel sides and front wall.

¼” 190,000 psi floor and six panel tailgate.

LED MVSS #108 clearance lights & reflectors.

3 oblong light cut-outs on each side of the rear corner posts, one for stop/tail, one for back-up, and one for strobe, said lights to be installed by the City.

Front & rear mudflaps.

Body to be chemically washed or shot blasted and primed prior to painting.

Painted to match cab (one color), using base coat/clear coat method.

Paint shall come with an expressed 2 year (or greater) warranty.

25 Ton Mailhot **nitrided** hoist assembly with safety brace and backup alarm.

Hoist cylinder to be mounted in front of body in such a way that there is no “doghouse” in the body, i.e. a flush front wall.

Air operated tailgate.

3 coal doors in tailgate.

Electric direct drive (asphalt) body cover with aluminum arms.

Driver’s side fold-up or stow-away ladder.

Vendor to include manufacturer’s literature specific to the equipment being quoted.

Dump body shall be fully operational

**MINIMUM SPECIFICATIONS
POWER HYDRAULIC CONTROLS
CITY OF CONCORD, DEPARTMENT OF GENERAL SERVICES**

EQUIPMENT SERVICES DIVISION

GENERAL

The system shall be a pump drive arrangement; consisting of a pump, control valve assembly, hydraulic cylinders, oil reservoir, all necessary hose lines and fittings for operating the equipment noted within the specifications.

OIL RESERVIOR:

The hydraulic oil reservoir shall be of a minimum 30 gallon capacity, fabricated from 12 gauge phosphate coated sheet steel, equipped with a vented fill cap with integral screen and must include a ½” coupling in its bottom for draining. The reservoir shall also be fitted with a spin-on type 15-micron return line filter, an oil level temperature sight gauge and two (2) internal baffles. It shall be frame mounted behind the driver’s side door or on top of frame rails, back of cab.

The tank shall have shut off valves that shall not create an insertion loss. (Purpose: removal of tank without loss of fluid).

Low oil level warning light for hydraulic oil reservoir.

VALVE BANK

Valve assembly shall be “Stack type” having a minimum capacity rating of 35 GPM at pressures to 2,500 PSI. It shall have an adjustable relief on the inlet section preset at 1,500 PSI, and power beyond capability. The valve assembly shall include working sections for: Plow lift, power reverse, front of wing, rear of wing, wing arms and dump. The valve body assembly shall be mounted in a covered valve enclosure on the left side of the truck (exact location and routing of lines to be determined).

POWER BEYOND HYDRAULICS

Schedule 80 pipe, 3 pipes to rear,

Return pipe to at least 1”,

All pipes shall be welded / secured as to not vibrate or chafe during normal operation

Gates quick disconnect fittings.

G94521-1212, ID # 12fqpi 12fp

G94511-1212 ID #12mqpi 12fp

G94511- 0808 ID # 8mqpi-8fp

CAB CONTROLS

All control cables shall be of the bulkhead mounting type utilizing a 3/16” diameter inner-operating member traveling through a plastic liner. Cables shall be equipped with a wiper so as to minimize the entrance of contaminants into the inner cable and the ends shall be threaded to 5/16 UNF-2 . Routing of the cables shall be done in such a way as to avoid contact with the exhaust system or the drive shaft of the chassis.

The cables shall connect directly to the valve spools without the use of mechanical linkage.

Control handles shall feather out 1” per handle.

Push - pull cable operation, Cam operated or cam controlled cables will not be accepted.

PUMP

Shall be a commercial front-mounted gear type, tandem “dry valve” pump with electric shut-offs. Shall be driven from a carrier engine crankshaft P.T.O. via a Spicer driveshaft. The drive shaft shall be no less than 1310 tubing with quick disconnect collar.

DOCUMENTATION / TRAINING MATERIAL, /NEEDS

At least one (1) parts manual, two (2) operational manuals and one (1) complete set of shop manuals shall be provided.

A minimum of 2 hours of operational and 2 hours of mechanical training shall be provided for the cab and chassis.

If quoting equivalent equipment vendor must provide full body documentation and specifications and sales literature.

MINIMUM SPECIFICATIONS

POWER TILT PLOW FRAME ATTACHMENT

CITY OF CONCORD, DEPARTMENT OF GENERAL SERVICES

EQUIPMENT SERVICES DIVISION

Shall consist of ½ “ side plates reinforced and mounted as far back on the truck as feasible. Upper and lower horizontal support members shall be constructed from no less than 6” x 3” x ¼” and 6” x 4” x 3/8” wall rectangular tubing respectively, the vertical risers shall be from not less than 4” x 3” x ¼” wall rectangular tubing. The horizontal member, to which the base of the lift cylinder pins are attached, shall be a minimum of 4” x 4” x ¾” angle while the pump mounting bracket shall be a minimum 6”x 4” x ½” angle with 1/2 plate gussets on either side of the pump flange holes. The attachment shall provide a selection of two push heights on 30 ½” hole centers for the connection of the plow

The plow lift cylinder shall be double acting with a 4” bore 10” stroke, nitrate piston rod, adjustable chevron type packings and piston wiper. The base of the cylinder shall attach to the horizontal member, while the cylinder rod attaches to a horizontal, pivoting lift yoke weldment from ¾” plate. It shall be possible to lock-out plow lift action and instead hydraulically tilt the entire center portion of the plow attachment and any applicable side wing attachments forward to accommodate a tilted hood truck chassis. This function shall utilize the same cylinder as mentioned previously.

In addition, it shall be possible, with the removal of two pins and two 1 ½” x 5” NC bolts, to quickly detach the plow lift device (and any applicable side wing attachments) from the truck. The 1 ½” x 5” NC bolts will also serve as the pivot bolts for the A-frame to tilt on. There shall be two safety chains leading from the truck attachment to the detachable plow lift device to prevent the hitch from tilting to the ground. Hitch / tilt frame assembly shall be commercially bead blasted and sprayed with anti corrosive red primer and PPG (or similar) brand high quality black enamel finish.

PLOW LIGHTS

To be furnished and installed by the City of Concord, Equipment Services Division

MINIMUM SPECIFICATIONS

RIGHT WING MOUNT

CITY OF CONCORD, DEPARTMENT OF GENERAL SERVICES

EQUIPMENT SERVICES DIVISION

REAR MAST ARRANGEMENT

Patrol Mount, The rear mast shall be located within a clear space behind the cab and in front of the dump body. The bottom of the rear mast shall serve as a cross-member and to add strength to the general assembly.

FRONT OF WING CYLINDERS:

Shall not be less than a 3" diameter x 20" stroke double acting type cylinder which shall be located integrally at the front mast.

FRONT MAST

The front mast shall be fabricated from an 8" I-beam at 18.4#/ft. Built into the top of the beam shall be a sheath housing which shall incorporate a 5" O.D. malleable iron sheath turning on a cold drawn 1" diameter steel pin with grease fitting.

The sheath shall also be equipped with a bronze bushing. A 3" diameter 20" stroke **nitrided** double acting cylinder shall be integrated into the front mast with 1/2"(8x19 I.P.S.) wire rope reeved over a 5" malleable sheath. The front mast shall provide a minimum of 40" lift for the front of the wing. The front mast shall be bolted to, and supported by, a lower 6" x4"x3/8" rectangular structural tube member extending from the truck hitch. It shall be further supported and braced by an upper 6"x3"x1/4" rectangular structural tube member extending from the truck hitch.

All cylinders shall be piston type rods, packing and a rod wiper to clean its piston rod as it retracts into the cylinder tube. Front and rear of the wing cylinders shall be reeved with a 1/2" diameter fiber core (8X19 I.P.S.) wire rope cable (not direct coupled) over malleable iron sheaves, which include bronze bushings and turn on 1-3/8" C.D.S. sheathe pins fitted with grease fittings. Weaving shall be such that it provides a minimum of 40" of the front slide travel.

All mast and plow framework to be primed and painted gloss black.

MINIMUM SPECIFICATIONS

HEAVY DUTY LEVELING WING

CITY OF CONCORD, DEPARTMENT OF GENERAL SERVICES

EQUIPMENT SERVICES DIVISION

Overall length of 11 feet (for a 10' cutting edge)

Nose height 29"

Discharge height 36"

Moldboard, 8 gauge **steel**

REINFORCEMENT

The top of the moldboards shall incorporate an integral channel shaped 8-gauge continuation

The bottom cutting edge shall be from not less than 6" x 4" x 3/4" structural angle with 1/2"

reinforcing gussets welded the entire length of the edge

The moldboards shall have 5 vertical reinforcement ribs of 1/2" plate

Located between the two outside ribs at the discharge end shall be 4 horizontal ribs of 1/2' plate, 2 upper and 2 lower all with a series of holes to provide for a selection of attachment points for upper and lower stand off arms.

Nose portion of wing shall have 2 mounting holes for an attachment with a 1 1/2" hex head bolt at the front mast hinge.

CUTTING EDGE - to be supplied and installed by the City of Concord

Bolt pattern for cutting edge attachment shall be AASHO standard "highway" punch.

VENDOR SHALL ITEMIZE THE COST OF THE WING BLADE ASSEMBLY

WING ARM ASSEMBLY

The stand-off arms shall be full moldboard tripping style, inner arms made of 2 1/8" solid bar stock and the outer arms to be made of 2 1/2" schedule 80 pipe . Arms are to be equipped with a swivel to prevent damage to arms when the wing is lifted to the carrying position

Arms shall be adjustable in length ranging from 61" to 76", upper arm shall have 5 positions and the lower arm to have 3 positions

The upper arm shall be fitted with an extension spring not less than 3 3/16" O.D x 29" long

The extension spring shall allow for the spring-loaded telescopic action of the top arm, whenever the plow cutting edge is "tripped"

Both the front and rear torsion springs shall be load adjustable and equipped with lockout pins for shelving operations.

Nitrided wing arm lift cylinder shall be included.

MINIMUM SPECIFICATIONS

POWER REVERSIBLE, 11 FOOT, TRIP EDGE SNOW PLOW WITH HEAVY DUTY TUBULAR REVERSING FRAME

CITY OF CONCORD, DEPARTMENT OF GENERAL SERVICES

EQUIPMENT SERVICES DIVISION

MOLDBOARD

The trip edge reversible shall be of the same brand of the power tilt plow frame previously mentioned. The top edge shall have a built-in full length snow deflector. It shall extend forward beyond the cutting edge a minimum of 12". It shall be 12" long and 42" high. The moldboard **shall be steel**, ¼" minimum thickness, 11' wide. The bottom of the moldboard shall be reinforced by not less than 5" x 5" x ½" angle. It shall be provided with eight one piece ½" plate vertical ribs and shall be equipped with two 10 degree moldboard shoes made of abrasion resistant steel (minimum Brinell hardness of 360)

CUTTING EDGE - to be supplied and installed by the City of Concord

CUTTING EDGE REINFORCEMENT

Shall not be less than 4" x 4" x ¾" angle with a minimum of eight ½" steel plate gussets, four ¾" plate gussets, four ¾" plate hinge lugs, and three 1 -1/4" plate hinge lugs

Bolt pattern for cutting edge attachment shall be AASHO standard "highway" punch.

TRIP MECHANISM:

Shall be of the single section trip edge type. It shall consist of five (5) 7/8" allow wire torsion springs with sixteen (16) coils 17- 3/8" long. It shall have two (2) hinge rods made from 1-1/2" HR steel which must slide through the springs and hinge lugs to support the trip edge mechanism. Each spring shall have provision for pre-load adjustment.

REVERSING FRAME:

The reversing frame shall be fabricated from 4"x4"X 3/8" square tubing and 4" x 3" x ¼" rectangular structural tubing gusset at key stress points. Three (3) sets of ½" thick reinforced connecting lugs, spanning 80" shall be welded to the 4"x4"x3/8" member of the reversing circle. These lugs will serve as connection points to the moldboard.

"A" FRAME

The "A" frame shall be constructed from 3/8" formed plates and 3/8" x 1-1/2" bar stock gusseted at key stress points. The "A" Frame shall connect to the reversing frame with a 1-15/16" diameter cold drawn steel pin through a 3" O.D. x ½" wall tube. Truck attachment lugs shall be 1-1/4" plate set on 30-1/2" push lug centers. Provision shall be made for plow oscillation so to allow the plow to follow the road contour.

REVERSING MECHANISM:

Shall be of the cushion valve protection type design. It shall include (2) **nitrided** 3-1/2" diameter x 15" stroke double acting cylinders (piped in series) providing plowing positions up to 35 degrees either right or left of center. A cushion valve shall be installed at the plow drive-frame and plumbed in line before the cylinders, to provide protection for both the plow and hydraulic components while the moldboard is in a hold position.

The combined weight of the moldboard and twin cylinder power reverse push-frame shall be approximately 2000 pounds.

**VENDOR SHALL ITEMIZE THE COST OF THE
POWER ANGLE PLOW BLADE ASSEMBLY**

OPTIONS

MATERIAL SPREADER CONTROL

Vendor shall offer and install a completely operational and calibrated CS440 Rex Roth ground speed control system with manifold valve connected to hydraulic system.

Vendor shall include **one (1)** Palm Pilot for the purpose of downloading & saving info.

Literature of the proposed system shall be furnished with proposal (The City shall provide a spreader as required.)

(Please Itemize this cost)

MATERIAL SPREADER CONTROL - LIQUID SPRAY SYSTEM

Vendor shall offer and install a completely operational system identical to the City of Concord's existing Compuspread CS230. LDS-VB 150-h SOL-1 two 75 GL tanks. Literature of the proposed system shall be furnished with proposal (The city shall provide a material spreader as required.)

(Please Itemize this cost)

DIFFERENT DIMENSIONS

Same specifications except the dump body to have 42" high sides and a 30" high tailgate.

(Please Itemize this cost)

HEATED BODY

Price to provide a heated body. Vendor shall state the method of accomplishing this and include any pertinent literature.

(Please Itemize this cost)

ROAD WATCH

"Road Watch" temperature sensor (installed and operational) which indicates both ambient and road surface temperature.

(Please Itemize this cost)

Stainless Steel Piping

Utilize Stainless Steel (in lieu of plain steel) hydraulic line piping wherever possible.

(Please Itemize this cost)

PROPOSAL SUBMISSION CHECKLIST

In order to be considered responsive, each prospective vendor must submit the following documents, in **one (1) original and one (1) identical copy** as part of his/her proposal:

1. Proposal Sheet
2. Specifications Exception Form
3. Alternate Form W-9
4. City of Concord Indemnification Agreement
5. Manufacturer's Sales and Specifications Literature for all:
 - a. Optional Equipment Proposed (see Proposal Sheet)
 - b. Equivalent Equipment Proposed
6. Warranty Documentation

The successful vendor must submit, prior to contract signing, his/her insurance certificate (naming the City of Concord as an Additional Insured) that meets the minimum required levels of coverage

**RFP29-08
PROPOSAL SHEET**

THE UNDERSIGNED AGREES TO PROVIDE AND INSTALL THE BELOW LISTED EQUIPMENT IN ACCORDANCE WITH THE TERMS, CONDITIONS AND SPECIFICATIONS OF RFP29-08 FOR THE FOLLOWING FIRM, FIXED NOT TO EXCEED UNIT PRICES:

1. Dump Body: Unit cost for Dump Body with plow & wing frame hardware and hydraulics necessary to properly operate the dump body, plow & wing assembly and material controls:

\$ _____

Dump Body Manufacturer: _____

Please itemize the UNIT cost for one (1) each the following optional equipment:

-Wing blade assembly \$ _____

-The Front Power Angle Plow Blade assembly. \$ _____

-3/8" single piece dump body floor plate overlay \$ _____

-Material Spreader control system \$ _____

-Material Spreader control "Liquid Spray" system option \$ _____

-Dump Body dimensions to be 42" sides with 30" tailgate \$ _____

-Heated dump body option \$ _____

-Road Watch temperature sensor system \$ _____

-Stainless Steel piping in lieu plain steel \$ _____

ALL itemized, optional equipment that is proposed must be submitted with the manufacturer's sales and specifications literature.

DELIVERY TIME IN CALENDAR DAYS AFTER RECEIPT OF ORDER (ARO): _____

Depending upon available funds, the City, at its sole option, shall select any combination of dump body options and optional equipment.

THE UNDERSIGNED ACKNOWLEDGES:

1. THAT HE/SHE IS AN AUTHORIZED AGENT OF THE VENDOR SUBMITTING THIS PROPOSAL
2. THE RECEIPT OF THE FOLLOWING ADDENDA _____
3. THE FIRM SUBMITTING THIS PROPOSAL HAS NEVER DEFAULTED ON ANY MUNICIPAL, COUNTY, STATE, FEDERAL OR PRIVATE CONTRACT

COMPANY: _____

SIGNED BY: _____

PRINTED OR TYPED NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

TOLL FREE NUMBER: _____ E-MAIL: _____

CELL PHONE NUMBER: _____ PAGER: _____

PRIMARY POINT OF CONTACT: _____

PAYMENT TERMS AND CONDITIONS: _____

LENGTH OF WARRANTY PERIOD: _____

WARRANTY COVERAGE, i.e. Parts, Labor, Travel: _____

PLEASE FILL OUT, SIGN AND RETURN TO:

The City of Concord
Douglas B. Ross, Purchasing Agent
41 Green Street
Concord, NH 03301
603-225-8530
603-230-3656 (Fax)
dross@onconcord.com

Due Date/Time: January 29, 2008 Not Later Than 2:00 PM

CITY OF CONCORD, NEW HAMPSHIRE
SPECIFICATIONS EXCEPTION FORM

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of the City of Concord to ferret out information concerning the materials which you intend to furnish.

If your bid/quotation does not meet all of our specifications you **must** so state in the space provided below:

Proposals on equipment, vehicles, supplies, service and materials not meeting specifications may be considered by the City, however, all deviations must be listed above.

If your proposal does not meet our specifications, and your exceptions are not listed above, the City of Concord may claim forfeiture on your proposal bond, if submitted.

Signed: _____

I DO meet specifications

Signed: _____

I DO NOT meet specifications as listed in this bid; exceptions are in the space provided.

Failure to submit this form with your RFP response may result in your Proposal being rejected as unresponsive.

Alternate Form
W-9 (rev 01/08)

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company – Enter the tax classification (D =Disregard entity, C = Corporation, P = Partnership) <input type="checkbox"/> <input type="checkbox"/> Other	Exempt from backup withholding <input type="checkbox"/>
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	City of Concord 41 Green Street Concord NH 03301
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).

Social Security number –	Employer identification number –
--------------------------	----------------------------------

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number, and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

Sign Here	Signature of U.S. Person	Date:
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Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Pursuant to IRS Regulations, you must furnish your Taxpayer IRS Identification Number (TIN) to the City whether or not you are required to file tax returns. If this number is not provided, you may be subject to required withholding on each payment made to you. To avoid this withholding & to ensure that accurate tax information is reported to the IRS, **A RESPONSE IS REQUIRED.**

CITY OF CONCORD, NEW HAMPSHIRE

**THE FOLLOWING INDEMNIFICATION AGREEMENT SHALL BE, AND IS
HEREBY A
PROVISION OF ANY CONTRACT**

The successful contractor agrees to indemnify, investigate, protect, defend and save harmless the City, its officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the contractor in the performance of this contract. In any case, the foregoing provisions concerning indemnification shall not be construed to indemnify the City for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City or its employees. This indemnification shall survive the expiration or early termination of this contract.

COMPANY _____

TAXPAYER IDENTIFICATION NUMBER _____

AUTHORIZED SIGNATURE _____

ADDRESS _____

TELEPHONE _____

TOLL-FREE NUMBER _____

FAX NUMBER _____

E-MAIL ADDRESS _____

Failure to submit this form with your RFP response may result in your Proposal being rejected as unresponsive.

City of Concord, New Hampshire
RFP29-08, Dump Body & Plow Set-up for a 6-Wheel Class 8 Truck Chassis
Insurance Requirements for All Contractors

Additional Coverage is Required if Checked *Minimum Limits Required*

Commercial General Liability

General Aggregate	\$2,000,000
Products-Completed Operations Agg.	\$2,000,000
Personal and Advertising	\$1,000,000
Each Occurrence Injury	\$1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 10,000

- Occurrence
- Claims Made

Additional Coverage to Include

- | | |
|---|----|
| <input type="checkbox"/> Owners & Contractors' Protective – Limit | NA |
| <input type="checkbox"/> Underground/Explosion and Collapse | |

Commercial Automobile Liability

Combined Single Limit	\$1,000,000
-----------------------	-------------

- Any Auto, Symbol 1
- Include Employees as Insured

Additional Coverage to include:

- | | |
|---|----|
| <input type="checkbox"/> Garage Liability | NA |
| <input type="checkbox"/> Garage Keepers Legal Liability | NA |

Workers Compensation

NH Statutory including Employers Liability
 - Each Accident/Disease-Policy Limit/Disease-Each Employee \$100,000/\$500,000/\$100,000

Commercial Umbrella

May be substituted for higher limits required above	NA
<input type="checkbox"/> Follow Form Umbrella on ALL requested Coverage	

Other

- | | |
|---|----|
| <input type="checkbox"/> 1. Professional/Errors & Omissions | NA |
| <input type="checkbox"/> 2. Builders Risk – Renovation Form | |
| All Risk completed value form including Collapse | NA |
| Sublimit for Soft Cost Coverage | NA |
| <input type="checkbox"/> 3. Installation Floater (Equipment) | NA |
| <input type="checkbox"/> 4. Riggers Liability | NA |
| <input type="checkbox"/> 5. Environmental – Pollution Liability | NA |
| <input type="checkbox"/> 6. Aviation Liability | NA |
| <input type="checkbox"/> 7. Watercraft – Protection & Indemnity | NA |

(X) **The City of Concord must be named as Additional Insured**

PROPOSAL EVALUATION FORM

FIRM: _____ DATE: _____

PROJECT: RFP29-08, Dump Body & Plow Set-up for a 6-Wheel Class 8 Truck Chassis

DEPARTMENT/DIVISION: GENERAL SERVICES DEPARTMENT, EQUIPMENT SERVICES DIV.

RATING CATEGORY	WEIGHT	RATING	SCORE
<u>Proposal:</u>			
All Required Documentation Submitted	5		
Meets Minimum Specifications	10		
Warranty	10		
Can Meet City Schedule	10		
Cost	10		
<u>Firm/Organization:</u>			
Relevant Experience & Qualifications	10		
Record of Satisfactory Performance	10		
Financial Resources	10		
Total:			

Rating Scale: Rate Each Category on a Score of 0-10 - Unacceptable 0, Average 5, Excellent 10

Score: Multiply the Weight by the Rating to determine the Score for each Category. Add the Scores for all Categories to determine the Total Score. The vendor with the highest Total Score is awarded the contract.

City of Concord,
New Hampshire



Finance Department

Purchasing Division

CITY HALL 41 GREEN STREET

Concord, NH 03301

(603)225-8530 FAX(603)230-3656

Reference: RFP29-08

If you choose not to propose, please complete the questionnaire below and return it with your response by the proposal opening date. Your assistance in helping us to analyze no proposal rationale is very much appreciated. Thank you.

* * * * * No Proposal Questionnaire * * * * *

A no proposal is submitted in reply to the City of Concord Request for Proposals, RFP29-08, Dump Body and Plow Set-up for a 6-Wheel Class 8 Truck Chassis, for the following reasons:

- _____ Item/Service not supplied by our company.
- _____ Proposal specification (give reason(s), e.g., too restricted, not clear, etc.):

- _____ Profit margin on municipal proposals too low.
- _____ Past experience with City of Concord (give specifics, e.g., payment delay, proposal process, administrative problems, etc) _____
- _____ Insufficient time allowed to prepare and respond to proposal request.
- _____ Proposal requirement too large _____ or too small _____ for our firm.
- _____ Priority of other business opportunities limit time/other resources available to deliver or perform according to proposal specifications
- _____ Other reason(s), please specify: _____



Company Name and Address: _____

Phone: () _____

(Signature)

(Typed/Printed Name & Title)