



## OSWEGO COUNTY PURCHASING DEPARTMENT

County Office Building • 46 East Bridge Street • Oswego, NY 13126  
315-349-8234 Fax 315-349-8308 [www.oswegocounty.com/admin-purchasing.shtml](http://www.oswegocounty.com/admin-purchasing.shtml)  
*Philip R. Church, Director*

# Notice of Award

## Solicitation Number and Title:

Bid 1-07 Turbine Diaphragm Repair

## Date of Opening:

1-22-07

## Date of Award:

1-24-07

## Contract Period:

2-22-07

## Renewal:

3-26-07

## Vendor:

Energy Resources Group, Inc  
23 Commerce Park Way  
Farmington, NH 03835

## Contact:

A. J. Maggio, General Manager  
603-335-2539  
[ergincorp@aol.com](mailto:ergincorp@aol.com)

## Pricing:

Materials:	\$250.00
Labor	<u>\$47,000.00</u>
Total:	\$47,250.00



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January 4, 2007

### LEGAL NOTICE

Sealed Bids will be received by the Oswego County Purchasing Department, 46 East Bridge Street, Oswego, NY until **2 p.m., Monday, January 22, 2007** for:

### **Turbine Diaphragm Repair**

Specifications are available at the Purchasing Department at the above address Monday through Friday, 9:00 am to 5:00 pm. and online at [www.oswegocounty.com](http://www.oswegocounty.com). Bids will be publicly opened and read aloud at the Purchasing Department at the above date, time and place.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

Philip Church  
Purchasing Director

## **SECTION 1 - GENERAL CONDITIONS**

### **Award**

It is understood and agreed that in case there is a question of interpretation in the specifications incorporated herein, the County does expressly have the right to determine the meaning and shall control the decision and said decision shall be in every case binding and final.

The right is reserved by the County to waive any irregularities or informalities in any bid, to reject any or all bids, to award the contract to one vendor or portions to more than one vendor, to re-advertise for bids if desired, and to accept the bid which, in the judgment of the County, is deemed the most advantageous for the public and the County. Any bid that is incomplete, conditional, obscure, or which contains additions not called for, or irregularities of any kind, including unbalanced bids, may be cause for rejection. An unbalanced bid is defined as one in which the amount proposed for one or more separate items is substantially out of line with current market prices for the services rendered. In the event of default of the successful Vendor, or Vendor's refusal to enter into an agreement with the County, the County reserves the right to accept the bid of another applicant without necessity to re-advertise.

### **Pricing**

All prices and discounts are to be quoted firm against increase on an F.O.B. destination, freight prepaid basis, unless otherwise indicated.

### **Taxes**

The County is exempt from payment of manufacturers excise and all other taxes imposed by the Federal Government and/or the State of New York. Such taxes must not be included in the bid price. Exempt certificates will be executed upon request.

### **Deviations**

These specifications are deemed to be minimum standard for the purpose for which the equipment is to be used. Points of variance from these specifications shall be clearly defined by the bidder.

### **Specifications Discrepancy**

Should a bidder find a discrepancy in, or omissions from the specifications, requirements for contract, or bid proposal form, or should he be in doubt as to their meaning, he shall at once notify in writing the Purchasing Director, who will send written instructions to all bidders. All such addenda shall become a part of the contract and all bidders shall be bound by such addenda, whether or not received by the bidders. The County will not be responsible for any oral instructions.

### **Brand Names**

Specifications and/or brand names of a certain manufacturer may be quoted in this bid. This is not to be construed as limiting the competition. Proposals by manufacturers and distributors of other equipment that equals or exceeds the performance of the specified item will be given full consideration.

**Conditions of Contract**

The bidder hereby understands and agrees that no plea of ignorance relating to any data, conditions, policies or requirements of the County or its Purchasing Department that may exist or that may reasonably be encountered pursuant to this contract will be accepted as a result of failure or omission on the part of the bidder to fulfill in every respect all the circumstances as a basis for any type of claim whatsoever for extra charges, for start up costs, or for the rendering of proper service hereunder. Further said claims for charges shall be without prejudice to the County or its Purchasing Department not honored by said County or Purchasing Department.

The parties hereto understand and agree that each and every provision of Law or clause required by Law to be inserted in this contract shall be deemed to have been inserted herein, and if through mistake or inadvertence, such provision is not inserted said clause shall be deemed to have been inserted and shall have full force and effect of Law.

**The parties hereto expressly agree that if any provision, sentence, clause or part thereof in this agreement or within any specifications or plans made a part hereof is held by proper authority to be unconstitutional, illegal, or invalid, such findings shall neither affect nor impair such provision(s), sentence(s), or clause(s) which remain. Except for so much that is held to be unconstitutional, illegal or invalid this agreement shall remain in full force and effect.**

This specification as well as any contract, plans, drawings, exhibits or schedules to which it is attached and made a part of constitutes the entire agreement and understanding between the parties hereto and shall be binding upon each party and their successors. Any additions, changes or deviations to or from said specifications, contracts, plans, drawings, exhibits, or schedules will invalidate the agreement between the parties in its entirety unless in every case such changes shall be previously agreed upon by the parties hereto in consideration of all applicable legislation.

It shall be understood by and between the parties that this agreement shall be deemed executory to the extent of the moneys available to the County for said purposed and no liability on account thereof shall be incurred by the County beyond moneys available for said purposes.

**End of Section 1**

**SECTION 2: CONDITIONS SPECIFIC TO THIS BID**

Sealed Bids will be received by the Oswego County Purchasing Department, 46 East Bridge Street, Oswego, NY until **2:00 p.m., Monday, January 22, 2007**. Applicants shall submit a signed original bid and (1) one copy in a sealed envelope indicating the company's name and bid title:

**BID #1-07 Turbine Diaphragm Repair**

The County may consider informal any bid not prepared and submitted in accordance with the provisions hereof, and may waive any informality or reject any or all bids. Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified will not be considered and will be returned unopened.

**Statement of Work**

The County of Oswego is seeking bids for the repair of the steam cuts in both upper and lower diaphragm halves of the 2<sup>nd</sup> and 3<sup>rd</sup> stages of both turbines at the Oswego County Energy Recovery Facility (ERF), located at 2801 State Route 481, Fulton, NY 13069. The work shall be completed as indicated herein.

**Vendor's Responsibilities**

It is the Vendor's responsibility to meet the entire intent of these specifications. Vendors shall carefully examine the terms of this document and shall judge for themselves all the circumstances and conditions affecting their bid. Failure on the part of any Vendor to make such examination and to investigate thoroughly shall not be grounds for any declaration that the Vendor did not understand the terms and conditions herein. The County of Oswego shall not be liable for any costs associated with the preparation or transmittal of the bid response.

It is the responsibility of each Vendor to:

- (A) Examine the bid documents thoroughly;
- (B) Consider federal, state and local laws and regulations that may affect the bid;
- (C) Study and carefully correlate Vendor's observations with the bid document;
- (D) Visit the site to become familiar with local conditions that may affect the bid.

**Site visit is recommended, but not mandatory. Bidders should call Ron Kingsley at the number below to schedule a site visit.**

Notwithstanding the details presented in these specifications, it is the responsibility of the vendor to verify the completeness of the materials and the suitability of the devices to meet the intent of these specifications.

**Communications**

Communications with the County shall be solely through the Oswego County Purchasing Department and the Oswego County Energy Recovery Facility, as indicated below. Vendors are specifically directed not to contact any other County officials or employees in any fashion regarding this bid without prior approval from the Purchasing Department. Unauthorized communications may result in the rejection of the bid.

<b>General questions regarding bid process:</b>	<b>Site Visit/Specifications/Technical Questions:</b>
Philip Church Purchasing Director 46 East Bridge Street Oswego, NY 13126 (315) 349-8307	Frank Visser, Director of Solid Waste, or Ron Kingsley, Plant Engineer 2801 State Route 481 Fulton, NY 13069 (315) 591-9280

**Billing & Payment**

Upon completion of the work, and acceptance of the work by the County, the Vendor will invoice the Oswego County Energy Recovery Facility, 2801 State Route 481, Fulton, NY 13069.

**Indemnification**

The relationship of the contractor to the County shall be that of an independent contractor. That the said contractor in accordance with its status as an independent contractor, covenants and agrees that it will conduct itself in accordance with such status, that it will neither hold itself out as nor claim to be an officer or employee of the County by reason thereof, and that it will not by reason thereof, make any claim, demand, or application to or for any rights, or privilege applicable to an officer or employee of the County, including but not limited to Workers' Compensation coverage, Unemployment Insurance Benefits, Social Security coverage, or retirement membership or credits.

**Non-Discrimination**

The Contractor agrees to comply with the nondiscrimination in employment policies as required by applicable State and Federal laws and regulations regarding employment discrimination. The Contractor assures the County that, in accordance with applicable law, it does not, and agrees that it will not, discriminate in any manner on the basis of age, color, gender, creed, national origin, race, religious belief, sexual preference, or handicap.

**Laws, Codes & Regulations**

The Contractor shall, without additional expense to the County, be responsible for complying with any and all applicable laws, codes, and regulations in connection with the services described in the proposal.

**Assignment & Subletting**

The Contractor shall not assign or transfer any interest or claim under this contract except as authorized in writing by the County and, except as set forth in the Contractor's bid, no contract shall be made by the Contractor with any other parties for furnishing any of the work or services under this contract without the approval of the County.

The Contractor shall not assign, transfer, sub-lease, surrender, or otherwise encumber or dispose of this contract or any estate created by this contract or any interest in any portion of the same, or permit any other person or persons, company or corporation to perform, without the written consent of the County first being obtained.

**Non-Waiver**

Any waiver of any breach of covenants herein contained to be kept and performed by the contractor shall not be deemed or considered as a continuing waiver and shall not operate to bar or prevent the County from declaring a forfeiture for any succeeding breach either of the same conditions or covenant or otherwise.

**Pertaining To General Municipal Law**

The contractor shall agree that Section 103A and 103B of the General Municipal Law relative to installation of contract by municipal corporation to testify and disqualification to contract with municipal corporation are made part as though fully set forth herein.

**Non-Collusion**

Pursuant to Section 103D of the General Municipal Law, each bidder must submit an affidavit of non-collusion signed by an officer of the company.

**Requirements for Contract**

The contract requirements as well as the statements and specifications that accompany the bids which are accepted by the County, shall be in such form and contain such terms and conditions as approved by the County Attorney.

**Commencement Of Work**

Upon execution and delivery of the contract, including any required Certificates of Insurance and/or bonds and the approval thereof by the County Attorney, the successful bidder will be notified to proceed with the work of the contract. Such notification will be in the form of a letter from the County's Purchasing Director.

**End Of Section 2**

## **SECTION 3 – SPECIFICATIONS**

### **Background**

The County of Oswego is seeking bids for the repair of the steam cuts in both upper and lower diaphragm halves of the 2<sup>nd</sup> and 3<sup>rd</sup> stages of both turbines at the Oswego County Energy Recovery Facility (ERF), located at 2801 State Route 481, Fulton, NY 13069. The number 2 and 3 diaphragms of the two (2) style S-8 Dresser-Rand (Turbodine) turbines are steam cut at the outer edge of the horizontal joint. The damage has progressed to the outer keyway slot.

The turbine drives a 2000 KW generator, turbine operating speed is 5502 RPM; generator is coupled to a “Turbodyne” reduction gear and spins at 1800 RPM. Turbine generator set were commissioned in 1985 and have 68,000 operating hours. Diaphragms were last removed in 1998 at 40,000 hours. Turbines were last inspected in Feb and Mar of 2006. The turbine is an S-8 frame has one curtis stage and six ratau stages. Inlet steam is 250 PSIG, saturated; exhaust is 4 inches Hga.

### **Scope of Work**

1. The Contractor shall perform all work required to remove, repair, re-install and align the two diaphragms, upper and lower halves.
2. The Contractor must supply all tools and supplies required to perform the work.
3. The Contractor shall be responsible to open the turbine casing and remove the upper half of the turbine housing.
  - A. If the turbine rotor needs to be removed to provide access to the lower diaphragm halves, then this shall be included in the scope of the work.
  - B. If interstage labyrinths need to be replaced, then the County will provide these parts.
4. Upon reassembly the contractor must demonstrate proper fit of the diaphragm halves by blueing or similar method acceptable to the County.
5. The Contractor shall assemble the turbine; the Contractor will not be released until after the County has tested the turbine under full load. Any steam leaks along the horizontal split must be remedied by the Contractor to the satisfaction of the County.

### **Timeline**

The County intends to have the **work performed starting Feb 26, 2007**. The work must be completed in no less than 15 consecutive working days (Monday - Friday). Work must be **completed by March 16, 2007**. Turbines can be tested immediately upon request by the contractor. Turbines must be overhauled and assembled consecutively so that one turbine is always available for use by the Owner. Site access is 24 hrs per day.

### **Qualifications**

The Contractor must be familiar with the worksite; the turbine room is “small” and may have an impact on the work that needs to be performed.

The Contractor must provide references of similar work performed in the last five years.

**End Of Section 3**

**SECTION 4 – CHECK LIST**

**Minimum Bid Submission Requirements**

Each bidder must submit, in the following order:

- Bid Reply Sheet (attached)
- Vendor Information Sheet (attached)
- Affidavit of Non-Collusion, signed by an officer of the company (attached)
- Resolution for Corporate Bidders (if applicable) (attached)
- Warranty, standard guarantee, including the limit of liability
- Qualifications and references listing of similar projects completed in previous five years.
- Certificate of Insurance (attached)
- Detailed specification sheets listing all options and specifications being bid
- Any deviations from bid specifications must be noted with bid.

Additional submissions may be required within this bid document. Vendors are responsible for ensuring they read the documents thoroughly and meet all submission requirements.

**End of Section 4**

## **INSURANCE REQUIREMENTS**

### **HOLD HARMLESS**

Regarding the operations and responsibilities concerning this agreement, the Contractor further covenants and agrees to indemnify, defend and hold harmless the County of Oswego, its officers, agents and employees from and against any and all loss or expense that may arise by reason of liability for damage, injury or death, or for invasion of personal or property rights, of every name and nature, and whether casual or continuing trespass or nuisance, and any other claim for damages arising at law and equity alleged to have been caused or sustained in whole or in part by or because of any omission of duty, negligence or wrongful act on the part of the Contractor, its employees or agents, or because of any joint omission of duty, negligence or wrongful act on the part of the Contractor and the County, their officers, agents or employees in connection with this agreement.

### **INSURANCE BROAD FORM PROPERTY DAMAGE**

The Contractor agrees to obtain and maintain General Liability Insurance including comprehensive Form, Premises/Operations, Products/Completed Operations, Broad Form Contractual, Independent Contractors and Personal Injury, with minimum limits of not less than one million dollars (\$1,000,000) combined single limit for bodily injury, including wrongful death, and property damage.

The Contractor also agrees to obtain and maintain Automobile Liability Insurance, including for owned, hired and non-owned vehicles with minimum limits of not less than one million dollars (\$1,000,000) combined single limit for bodily injury and property damage.

THE CONTRACTOR SHALL PROVIDE TO THE COUNTY A CERTIFICATE OF INSURANCE EVIDENCING THE ABOVE INSURANCE REQUIREMENTS AND SHALL NAME THE COUNTY OF OSWEGO AS AN ADDITIONAL INSURED. THE CERTIFICATE SHALL CONTAIN A PROVISION THAT THE ISSUING COMPANY WILL NOTIFY THE DIRECTOR OF THE OSWEGO COUNTY PURCHASING DEPARTMENT BY CERTIFIED MAIL THIRTY (30) DAYS PRIOR TO ANY CHANGE IN OR CANCELLATION OF THE POLICY.

### **STATUTORY COMPLIANCE**

In acceptance of this agreement, the Contractor covenants and agrees to comply in all respects with all Federal, State and County laws which pertain hereto regarding services for municipal corporations including but not limited to Workers' Compensation and Employers' Liability Insurance, hours of employment, wages and Human Rights.

### **MAILING INSTRUCTIONS**

The Certificate of Insurance shall be mailed to:

Oswego County Purchasing Department  
46 East Bridge Street  
Oswego, NY 13126

**CERTIFICATE OF INSURANCE**

THIS CERTIFIES to the Oswego County Purchasing Department, 46 East Bridge Street, Oswego, New York 13126 that the following described policies have been issued to, and are in force now for:

NAME & ADDRESS \_\_\_\_\_  
OF INSURED: \_\_\_\_\_  
COVERING: \_\_\_\_\_ Bid 1-07 Turbine Diaphragm Repair \_\_\_\_\_

KIND OF INSURANCE	COMPANY & POLICY NO.	EXPIRATION DATE	LIMITS OF LIABILITY
( X ) Workers' Compensation			Statutory
( X ) Disability Benefits Law			Statutory
( X ) Comprehensive General Liability			CSL of \$1,000,000 OCC/ \$1,000,000 Agg in the Primary Policy
( X ) Comprehensive Auto Liability			CSL of \$1,000,000 per OCC Primary Policy

The above described policies provide the following features or contain the following provisions, by endorsement for this project:

1. The above policies will not expire and/or non-renew by canceled, for any reason or restricted in coverage until at least thirty (30) days prior to written notice has been given, by certified mail, to the Oswego County Purchasing Department.
2. The Comprehensive General Liability policy specifically includes premises/operations, products/completed operations, blanket broad form contractual, and independent contractors liability coverage.
3. Personal injury liability coverage is provided under bodily injury liability insurance.
4. Broad form property damage coverage is provided.
5. The exclusion for actions on a contract by a third party beneficiary arising out of a project for a public authority is deleted from the contractor's and the owner's contractual liability policies.
6. The above described policies have been endorsed as necessary to provide the limits of liability indicated.
7. The CGL policy has been endorsed to include the County of Oswego as an additional insured.

\_\_\_\_\_  
Name of Insurance Agency

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Address of Insurance Agency

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

**VENDOR BID REPLY SHEET**

Sealed bids are due by **2 p.m. on Monday, January 22, 2007** at the County Purchasing Department; 46 East Bridge Street (3<sup>rd</sup> Floor); Oswego, NY 13126

THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS

Materials	\$ _____	(US Dollars)
Labor	\$ _____	(US Dollars)
<b>Total</b>	<b>\$ _____</b>	<b>(US Dollars)</b>

The undersigned hereby certifies that he/she has examined and fully comprehends the requirements and intent of the specifications for **Bid 1-07 Turbine Diaphragm Repair**, and offers to perform the work as described in the attached bid.

Federal ID Number: \_\_\_\_\_

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_

\_\_\_\_\_  
Date

(\_\_\_\_) / (\_\_\_\_)  
Telephone Number / Fax

**Please attach additional bid information to this sheet.**

**VENDOR INFORMATION REQUIREMENTS**

IN ADDITION TO THE INFORMATION SUPPLIED IN THE BID, PLEASE COMPLETE THE FOLLOWING, WHICH WILL BE USED IF YOU ARE AWARDED A CONTRACT.

PAYMENT TERMS: \_\_\_\_\_ FEDERAL ID NUMBER: \_\_\_\_\_

DELIVERY WILL BE MADE \_\_\_\_\_ DAYS A.R.O.

SEND ORDERS TO:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

INVOICES WILL BE FROM:

Address: \_\_\_\_\_  
\_\_\_\_\_

PERSON TO CONTACT IN  
REFERENCE TO CONTRACT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

ANY SPECIAL ORDERING INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SALES REPRESENTATIVES WHO WILL  
SERVE OSWEGO COUNTY AREA:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNATURE

**NON-COLLUSIVE BIDDING CERTIFICATION**  
**General Municipal Law § 103-d**

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
  - (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  - (2) Unless otherwise required by Law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;
  - (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- (b) A bid shall not be considered for award nor shall any award be made where (a)-(1), (2) and (3) have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a)-(1), (2) and (3) have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same time prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph (a) of this certification.

By submission of this bid, the undersigned hereby affirms the truth of the foregoing certification under the penalties of perjury.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signature

**RESOLUTION FOR CORPORATIONS ONLY**

Resolved that \_\_\_\_\_ (individual) is authorized to sign and submit the bid or proposal of this corporation for the following project:

**Bid 1-07 Turbine Diaphragm Repair**

and to include in such bid or proposal the certificate as to non-collusion required by Section 103-D of the General Municipal Law as the act and deed of such corporation and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury, and to enter into the contract if awarded to this corporation:

\_\_\_\_\_

The foregoing is a true and correct copy of the resolution adopted by \_\_\_\_\_  
\_\_\_\_\_ Corporation at a meeting of its Board of Directors held on the \_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and is still in force on this \_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Secretary

(Seal of Corporation)

**NON-BIDDERS RESPONSE**

The Oswego County Purchasing Department is interested in the reasons why prospective bidders fail to submit bids. Failure to submit a bid without explanation may result in removal of your firm from our bidders' list. If you are NOT submitting a bid in this proposal, please indicate the reason(s) by checking off one or more of the items below and return this form to the above address.

- \_\_\_\_\_ 1. Unable to bid at this time, but would like to receive future bid requests.
- \_\_\_\_\_ 2. Items or material not \_\_\_\_\_ manufactured, \_\_\_\_\_ distributed, \_\_\_\_\_ stocked, \_\_\_\_\_ furnished.
- \_\_\_\_\_ 3. Materials or items we have to offer do not fully meet all the requirements of standards specified.
- \_\_\_\_\_ 4. Specifications not clearly understood or applicable as follows: (ex.: too vague, too rigid, etc.) \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 5. We cannot meet the time of delivery of items or materials specified.
- \_\_\_\_\_ 6. Insufficient time allowed for preparation and submission of bid.
- \_\_\_\_\_ 7. Other reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may remove our name from the bid list for:

\_\_\_\_\_ This Commodity Group      \_\_\_\_\_ This Item or Material      \_\_\_\_\_ All Bids

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number