

REQUEST FOR QUALIFICATIONS
FOR

ARCHITECTURAL PROFESSIONAL SERVICES
FOR

Calcasieu Parish Sheriff's Office
DAMAGED BUILDINGS DUE TO HURRICANE LAURA AND DELTA

Request for Qualifications – CPSO Damaged Buildings
Request for Qualifications Due 10:00 A.M., MARCH 9, 2021

Issued By:

Calcasieu Parish Sheriff's Office

Calcasieu Parish Sheriff's Office

ARCHITECTURAL PROFESSIONAL SERVICES

REQUEST FOR QUALIFICATIONS – CPSO DAMAGED BUILDINGS FROM HURRICANE LAURA AND DELTA

Submittal shall be sent to:
Calcasieu Parish Sheriff's Office
c/o Nicole Ory, CFO
1011 Lakeshore Dr. Fl.6 Suite606
Lake Charles, LA 70601

Sealed Proposal should be clearly marked:
RFQ – CPSO DAMAGED BUILDINGS AND NEW
CONSTRUCTION DUE TO HURRICANE LAURA
AND DELTA
ARCHITECTURAL PROFESSIONAL SERVICES

SUBMITTAL COVER SHEET

The Entity and the Officer with authority to commit for the Entity are:

RESPONDENT:	FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NO.	TOLL FREE TEL. NO (800)
NAME & TITLE OF PERSON SIGNING:	FAX NUMBER:	E-MAIL:
PROPOSAL IS FROM A/AN: () Corporation organized and existing under the laws of the STATE OF _____ () Partnership () Individual		

NON-COLLUSION

The undersigned certifies that the Entity has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered by this proposal invitation.

PROPOSAL CERTIFICATION

The Undersigned certifies that to the best of their knowledge:

- () There is no officer or employee of the Calcasieu Parish Sheriff's Office who has, or whose relative has, a substantial interest in any contract award subsequent to this proposal.
() The names of any and all public officers or employees of the CPSO have, or whose relative has, a substantial interest in any contract award subsequent to this proposal are identified by name as part of this submittal.

The Undersigned further certifies that the Entity ___is or ___is not currently debarred, suspended or proposed for debarment by any federal or State agency. The undersigned agrees to notify the CPSO of any change in this status, should one occur, until such time as an award has been made under this action.

Date: _____

Entity Name: _____

By: _____

Print Name: _____

Calcasieu Parish Sheriff's Office

ARCHITECTURAL PROFESSIONAL SERVICES

REQUEST FOR QUALIFICATIONS – CPSO DAMAGED BUILDINGS

SIGNATURE PAGE

In compliance with this RFQ, the undersigned agrees to furnish the services in accordance with the attached Proposal or as mutually agreed upon by subsequent negotiation.

Company Submitting Proposal

Address

City State Zip

Phone Number

Fax Number

Email

Web Address

Authorized Person Submitting RFQ (Print)

Title

Signature

Date

STATEMENT OF NEED

The intent of this Request for Qualifications (RFQ) is to solicit from architects a submittal of qualifications to provide architectural professional services for the
CPSO DAMAGED BUILDINGS AND NEW CONSTRUCTION DUE TO HURRICANE LAURA AND DELTA

that the Calcasieu Parish Sheriff's Office (CPSO) lost or were damaged from Hurricane Laura and Delta August 27, 2020 and October 9, 2020 .

CPSO encourages minority, woman, veteran owned and small businesses to submit on this RFQ.

The scope includes, but not limited to the following:
Fleet, Logistics, Farm Build, Central Lake Charles LEC and CSP

CALENDAR OF EVENTS

Listed below are the dates and times by which stated actions must be taken or completed. If CPSO determines, in its sole discretion, that it is necessary to change any of the dates and times, it will issue an Addendum to this RFQ. All listed times are applicable local times for Lake Charles, LA.

DATE / TIME	ACTION
February 4,11,18, 2021	Advertising of Request for Qualifications
Same Day	Request for Qualifications documents released to potential Respondents
10:00am C.S.T. February 18, 2021	Last day and time for Respondents to submit written communications and/or inquiries
February 25, 2021	Addenda, if any, responding to written communications/inquiries
10:00am C.S.T. March 9, 2021	Deadline for submittals
March 15, 2021	Recommendation of selected Respondent to CPSO for approval

SECTION I: **SCOPE OF SERVICES**

The Design Professional shall provide comprehensive services including, but not limited to, civil, structural, mechanical, interior design, and interior/exterior signage, construction administration; and all specialty consultants as required. The Design Professional shall be responsible for all roads and parking; utility infrastructure, common area and coordination with CPSO's other professionals to assure compatible design and construction documents. The Design Professional shall become familiar with the site conditions, including preparation of applicable as-built plans on renovation and building expansion projects. The Design Professional shall attend and assist CPSO at all required meetings and shall be responsible for recording and distributing minutes of all proceedings during the Design Phases.

These services shall be provided in two (2) Phases, each Phase composed of various stages. The Design Professional shall not proceed to the Design Development Stage in Phase One without CPSO's written approval. Nor shall the Design Professional proceed to Phase Two without CPSO's written approval

- 1.1. **Phase One** comprehensive services include the Schematic Design Stage along with assisting CPSO in budget and schedule development. Additionally, Design professionals may submit a proposal for Programming Services and/or CPSO may elect to solicit additional proposals for programming from such firms as CPSO deems qualified to provide programming services and may elect to contract such services. *If then authorized in writing by CPSO, this stage will enter the Design Development. *If then authorized in writing by CPSO, this stage will enter the Construction Document Stage.
 - 1.1.1. **The Programming Stage** shall produce a document describing gross facility areas, space requirements, approximate assignable areas, spatial relationships and adjacencies. This comprehensive document shall provide a narrative of the program as well as the tabular data and illustrations required to fully describe the program and its components. Programming shall comply with CPSO Design Standards.
 - 1.1.2. **The Schematic Design Stage** shall include development of the Project site plan, floor plans, elevations, selection of all building systems, and selection of major construction materials. Schematic Design documents shall completely describe and depict Project requirements in sufficient detail to allow approval by CPSO. These details may include some combination of study models, perspective sketches or digital modeling. The Design Professional shall assist CPSO with updating the preliminary Project budget and schedule.
 - 1.1.3. *If authorized in writing by CPSO, **the Design Development Stage** shall produce documents that define and describe the size, character and location of all Facility systems, components, finishes and other items that may be appropriate; satisfy program requirements; comply with the Town's comprehensive Plan and CPSO Design Standards; and comply with all applicable codes and regulations. The Design Professional shall provide detailed plans, elevations, sections, typical details and outline specifications of all building components and systems. Value architectural and lifecycle cost studies, environmentally responsible design alternates and other items to aid in CPSO decision making shall be provided as required by CPSO. Documents shall include, but not be limited to, criteria, evaluation of alternates and recommendation of structural systems, HVAC systems, electrical systems and energy conservation alternates. The Design Professional, in coordination with the Project Manager, shall assist CPSO with development of probable cost to verify that the Project remains within the established budget.
 - 1.1.4. *If authorized in writing by CPSO, **the Construction Document Stage** services shall

result in a comprehensive set of construction drawings and specifications in sufficient detail as determined by CPSO for procurement of construction services and construction of the Project including the preparation and certification of a Storm Water Pollution Prevention Plan. The Design Professional shall also assist CPSO with an update of probable cost, preparation of procurement packages, value architectural and bid alternates development, if required. The Design Professional shall be responsible for submissions to and coordination with governing bodies having jurisdiction over the Project and revisions and modifications to the documents mandated by such governing bodies if required. Final Construction Documents shall be reasonably coordinated and free of any material errors or omissions, and the Design Professional shall document corrections in a timely manner.

- 1.1.5. **Phase Two** comprehensive services, *if authorized in writing by CPSO, shall include the Bidding Stage and the Construction Administration Stage.
- 1.1.6. **Bidding Stage** services shall include, but not be limited to, assisting with bidder list development; printing and distributing bid documents; attending pre-bid conference and general contractor interviews; preparing responses to questions from prospective bidders; providing clarification and interpretation of bid documents; reviewing bid alternates, exceptions and substitutions; and assisting with evaluation of contractor proposals and contract negotiations.
- 1.1.7. **Construction Administration Stage** services shall include, but not be limited to, attendance at regular construction meetings simultaneously with construction observation, preparation of meeting reports, review and approval of contractor submittals and pay applications, response to Requests for Information, evaluation of change proposals, preparation of a final punch list and one follow-up punch list, assistance in correction of punch list deficiencies, attendance at Substantial and Final Completion inspections and assistance with Project acceptance and contract close-out activities. The Design Professional shall also conduct a one (1) year warranty inspection with applicable subcontractors, prepare a deficiency report and assist with resolving warranty issues. The Design Professional, and its subcontractors as applicable, shall visit the site at a minimum of weekly intervals and also as needed to respond to construction issues and to determine in general if the work observed is being carried out in accordance with the contract documents; however, the Design Professional shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. The Design Professional shall report to CPSO any known deviations from the contract documents and any defects and deficiencies observed in the work. The Design Professional agrees that its representatives during the construction phase shall be qualified by training and experience to make decisions and interpretations of plans and specifications and shall be empowered by the Design Professional to do so; such decisions and interpretations shall be binding upon the Design Professional as if made by him, and all such decisions shall be confirmed in writing at the earliest reasonable date. The Design Professional shall have no liability for site safety or the means and methods employed by the contractor.

SECTION II:
SUBMITTAL
FORMAT and PREPARATION GUIDELINES

Send Sealed Submittal To

Calcasieu Parish Sheriff's Office
c/o Nicole Ory, CFO
1011 Lakeshore Dr. Fl.6 Suite606
Lake Charles, LA 70601

Clearly Marked on Outside Envelope

CPSO DAMAGED BUILDINGS AND NEW CONSTRUCTION DUE TO DAMAGE FROM HURRICANE LAURA AND DELTA

ARCHITECTURAL PROFESSIONAL SERVICES – CPSO DAMAGED BUILDINGS

Due Date: 10:00am C.S.T. March 9, 2021

Instructions to Professionals

Respondents are to submit one (1) original complete submittals with signatures in blue ink, and four (4) copies and one (1) electronic form of the complete submittal package that can be reproduced.

At due date and time, all submittals received by the due date will be opened for the sole purpose of recording the names of the individuals or firms submitting written responses.

If the submittal is mailed, sufficient time must be allowed to ensure CPSO's proper receipt of the package by the time specified above. Allow an additional 24 hours for CPSO's internal mail process. It is the responsibility of the firms to ensure that the properly marked and sealed submittal arrives at **Calcasieu Parish Sheriff's Office (Magnolia Life Building), c/o Nicole Ory, CFO, 1011 Lakeshore Dr. Fl6 Suite 606, Lake Charles, LA 70607**. Submittals received after the due date and time will be returned to Respondent unopened.

Any submittal not prepared and received in accordance with provisions stated herein will be considered an informal response and any/or all of the submittal may be rejected.

Withdrawal of submittal will be accepted until the submission due date and time above. No submittal may be withdrawn after the deadline.

Each firm will pay all costs associated with the preparation of the submittal, and, if applicable, subsequent oral presentations if requested by CPSO.

This file becomes a matter of public record and is open for review by the public upon the full execution of the agreement.

Submittal Content

The following information should, but not limited to, be included in the submittal packet:

1. Signed Proposal Cover Sheet.
2. Acknowledgement of number and date of addenda received
3. Company profile including but not limited to:
 - State of Louisiana License
 - General Reputation and Performance Capabilities: Describe the general reputation and performance capabilities of the firm and explain how these characteristics translate to optimizing results for CPSO.
 - Years in business under current name, and project team members.
4. Description of the staff members of your firm and detailed resumes (can be an attachment)
5. Proposed technique(s) that will be utilized for life cycle costing.
6. Description of the quality of products to be considered to improve facilities, improve comfort and efficiency in reducing energy consumption and operating costs.
7. RFQ Signature Page.
8. Five (5) professional references for similar projects completed within the last five years:
 - Services and equipment provided, project cost, and benefits to the owner.
 - Client Name
 - Contact Name, Title
9. Contact Person: Phone/Fax Number/Email Address

If the Respondent fails to supply all required information, the submission may be deemed non-responsive at the discretion of the CPSO.

Submittal Format

Submittal shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements and an understanding of CPSO needs.

Submittals should be printed on letter size paper (8 ½" x 11") and bound with a spiral type binding that will allow the submittal to lie flat when open. Do not use metal-ring hard cover binders.

Include a Table of Contents page for the entire submittal and give sequential page numbers for each part of the submittal including attachments. Arrange the submittal in the order listed in the SUBMITTAL CONTENT section of this RFQ. Additional optional attachments that are listed in the SUBMITTAL CONTENT section may be included at the end of the submittal packet.

Separate each part of the submittal packet by use of a divider sheet with a tab for ready reference. Tab references shall correspond with the Table of Contents page.

Submittals are to be double sided with each side counted as a page. Table of Contents, 1 page Cover Letter, Submittal Cover Sheet and Divider tabs do not count toward total page count.

Each complete submittal will contain a maximum of thirty (30) pages, a cover letter, the Submittal cover sheet, the relevant requested Submittal information, and the required signature page. Brevity is a plus.

At the discretion of the respondent, a maximum of ten (10) additional qualifications related or marketing informational pages can be included in the submittal.

Detailed staff resumes including list of industry certifications may be included as a second attachment to the submittal packet. These additional pages will not be counted against the thirty (30) pages of the main content or the ten (10) additional pages of information.

Interpretation or Correction

CPSO is not liable for interpretations/misinterpretations or other errors or omissions made by the Respondent in responding to this Request. Any required addendum to the RFQ and all clarifications, answers to questions, or changes to this RFP shall be provided through a CPSO-issued Addendum, which shall be distributed to vendors by email and posted at www.CPSO.com. Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered “unofficial” and shall not bind the City to any requirements, terms or conditions not stated herein.

The CPSO shall make every possible, good faith effort to issue any and all addenda(s) no later than seven (7) days prior to the due date for proposals. Any addendum issued after this date, shall be for material, necessary clarifications to the Request for Proposal.

Any person, firm or corporation submitting a response is deemed to have read, understood and agreed to all terms, conditions and requirements set forth in the specifications. Respondent agrees to conform in general to the terms of these specifications, details of which will be set forth in a signed agreement mutually acceptable to and executed by CPSO and the Respondent.

From the date of issuance until CPSO takes final agency action, the Respondent **must not** discuss their submittal or any part thereof with any employee, agent, or representative of CPSO except as expressly requested by CPSO in writing. Violation of this restriction will result in rejection of the Respondent’s response.

No negotiations, decisions, or actions shall be initiated or executed by the Respondent as a result of any discussions with any CPSO employee with the exception of Jeff Cole. All inquiries, requests for clarification, change of condition or requirement, specification omissions, doubt as to meaning, or requests for additional information must be submitted, in writing, or via email to **Jeff Cole at Jcole@cpsocom**. In the written request, the Respondent must identify him/herself and provide the page number, section, and paragraph of the conditions or requirements in question. The Respondent must also recommend specific written changes to the specified condition(s) or requirement(s).

All written inquiries or requests for changes or information must be received by Jeff Cole no later than the scheduled date shown in the Calendar of Events outlined in this document. All Respondent inquiries or requests, the CPSO responses to these inquiries or requests, and other needs as may apply will be provided to all prospective Respondents by addendum. All addenda issued by CPSO shall become a part of the RFQ, and Respondents shall acknowledge receipt of each addendum by number and date in its response.

Inquiries concerning Request for Qualifications – CPSO Damaged Buildings should be addressed as follows:

Jeff Cole
1011 LakeShore Dr. Suite 606
Lake Charles, LA 70601

Provisions for Recommendation

It is understood that CPSO reserves the right to the following:

1. Reject any and/or all Proposal submittals.
2. Accept any submittal or portion thereof most advantageous to CPSO.

3. Revise the RFQ and/or issue addenda to the RFQ, in the event it becomes necessary to revise any or part of the RFQ. Addenda will be provided to all those who received the RFQ.
4. Cancel or re-issue the Request for Qualifications, in whole or in part, prior to execution of a contract.
5. Negotiate with the Respondent.
6. Award contract based on the overall best business decision for the CPSO including firm location or services offered.
7. Waive any informalities or regularities.
8. Award to single or multiple firms.
9. Request additional information or require a meeting with the Respondent for clarification.
10. Request presentations from Respondents following submission of the Proposals submittal.
11. Modify timelines, as issued in the form of an addendum.

SECTION III:
EVALUATION CRITERIA
AND SELECTION PROCESS

All proposals shall be initially evaluated based on criteria listed below by members of an advisory evaluation committee. Such advisory committee shall consist of individuals who have expertise regarding, or some experience with, the subject matter of the RFQ or, individuals who could be characterized as recipients, beneficiaries, or users of the RFQ's subject matter. The committee may consist of CPSO clients. All qualified proposals shall be evaluated by the committee using a point earned matrix. Evaluations and selection of the successful Respondent shall be based on the information submitted in the proposal.

In determining the professional services firms whose Proposals are in the best interests of CPSO and a Quality Based Selection. The following criteria, among possible others, will be considered:

1. General Professional Impression	10 pts
2. Quality and successful completion of projects of similar size and cost.	20 pts
3. Firm's proximity to geographic location of the project.	10 pts
4. Firm's ability and capacity to perform the work.	20 pts
5. Time schedule and past experience at timely delivery of design documents.	10 pts
6. Firms ability to demonstrate understanding of the project requirements (based on available information)	10 pts
7. Financial controls (ability to accurately estimate and complete the project within available budget)	20 pts
Total Points	100 pts

By submitting a response to this RFQ, the Respondent accepts the evaluation process and acknowledges and accepts that determination of the most qualified firm(s) will require subjective judgments by CPSO.

SECTION IV:
GENERAL
TERMS AND CONDITIONS

Firms are cautioned to read the information contained in this RFQ carefully and to submit a complete response to all requirements and questions as directed.

CPSO reserves the right to reject any and all submittals and to waive any irregularities or technical defects in the response and reserves the right to select the best total program. CPSO is not liable for any expense incurred by the professional services firm in the preparation and presentation of proposals.

Acceptable Sealed Submittals

Any submittal not prepared and received in accordance with provisions stated herein, will be considered an informal response and any/or all of the submittal may be rejected. CPSO reserves the right to accept submittals or amendments to submittals that arrive after due date as deemed appropriate.

It is the responsibility of the firm to ensure that the properly marked and sealed submittal package arrives at CPSO by the due date and time.

Governing Law and Venue

This RFQ and resulting contract, if any, and any disputes there under will be governed by the laws of the State of Louisiana, Calcasieu Parish and City of Lake Charles.

Appropriated Funds

The purchase of any service, which arises from this solicitation, is contingent upon the availability of appropriated funds. If funds are withdrawn or do not become available, CPSO can cancel the service contract by giving the firm written notice of its intention to cancel not less than ninety (90) days prior to the end of the term without penalty. Upon cancellation of the contract, CPSO shall not be responsible for any payment of any services received that occur after the end of the current contract period.

Sales and Use Tax

CPSO as a public entity and some cases exempt from state and local sales taxes.

Invoices

Payment terms on services that have been received and accepted by CPSO will be net forty-five (45) days.

Observance of CPSO Rules and Regulations

Firm agrees that at all times its employees will observe and comply with all policies and procedures of CPSO, including but not limited to smoking, parking and security directives. The firm will be required to follow CPSO policies in dealing with improper conduct and discrimination and shall report all incidents or injuries to the CPSO.

Non-Exclusive Contract

This is not an exclusive contract and will not restrict in any way CPSO's rights to contract with other firms for services and/or commodities similar to those specified within this RFQ.

Limitations of Remedies and Indemnification

Any firm awarded the RFQ accepts full responsibility for acts or conduct of its employees or agents, or services rendered, and agrees to indemnify, defend and hold harmless the CPSO Board of Aldermen, Trustees and its officers, agents and employees from any and all claims, demands, damages, actions and costs or expenses in connection therewith that may relate to any subsequent agreement, or acts of

the firm's employees or agents. CPSO will not be liable for any damage or injury to the firm's employees or its properties. CPSO does not agree to indemnify the vendor.

The professional services firm will obtain all insurance required under this agreement before commencing work. The firm awarded this RFQ shall furnish the CPSO with a certificate of insurance as proof of coverage. The certificate shall include CPSO as an additional insured. No cancellation of this insurance may be effected without thirty (30) days prior written notice to CPSO. Companies writing insurance under this article must be licensed to do business in the State of Louisiana. All costs for insurance will be borne by the firm. The professional services firm shall affect and maintain comprehensive general liability, automobile liability, workers' compensation, and occupational disease insurances at statutory limits, and professional liability insurance. With the exception of professional liability, all policies shall be written on an "occurrence" not "claims made" basis. The policies shall have a minimum combined single limit of \$1 million with a \$2 million aggregate.

The firm may not assign, transfer, convey or otherwise dispose of this agreement or any right, title or interest herein without the prior written consent of CPSO. Any contract resulting from this RFQ may only be amended in writing and signed by the firm and CPSO using the same degree of formality evidenced in the contract resulting from this RFQ.

The professional service firm shall not name Calcasieu Parish Sheriff's Office (CPSO) in its external advertising, marketing programs or other promotional efforts, any data, pictures or other representation of CPSO except on the specific, written authorization in advance by CPSO's City Secretary. .

The agreement between the firm and CPSO may be cancelled by mutual written agreement of both parties upon ninety (90) days notice. CPSO may cancel the agreement effective thirty (30) days after a written notice from CPSO is provided to the firm if the firm does not provide satisfactory service or fails to follow a reasonable schedule of agreed upon services, or otherwise fails to operate in a professional manner.

The professional services firm is subject to and must comply with provisions of CPSO's policies and applicable state and federal anti-discrimination laws.

Insurance

Prior to beginning work, successful bidder shall deliver certificates of insurance as evidence of the coverage indicated below; such evidence shall include documentation of thirty (30) day prior written notice to the CPSO of cancellation, non-renewal or material change in coverage.

The insurance certificates should be delivered to:

Jeff Cole
1011 Lakeshore Dr. Suite 606
Lake Charles, La 70601

Each insurance policy maintained by **Contractor** must be endorsed as follows:

1. "Calcasieu Parish Sheriff's Office is Named an Additional Insured." (Except the Workers' Compensation)
2. "Underwriters waive all rights of subrogation against CPSO."
3. "The coverage afforded herein shall be primary in relation to any policies carried by CPSO.
4. Provide thirty (30) days written notice of cancellation or reduction of any coverage to CPSO.

Contractor shall maintain the following:

1. Workers' Compensation and Employers' Liability Insurance in accordance with all applicable State laws. Employers' Liability Insurance, including Occupational Disease, with limits of liability of not less than \$500,000 each accident and \$500,000 each employee.
2. Commercial General Liability Insurance with limits of liability of not less than \$1,000,000 combined single limit per occurrence for bodily injury (including death), property damage and fire damage. Such insurance shall include, but not be limited to personal injury (libel, slander and false arrest), broad form property damage, blanket contractual liability and products/completed operations insurance.

Comprehensive Automobile Liability Insurance including owned, hired and non-owned vehicles with limits of liability of not less than \$500,000 combined single limit per occurrence for bodily injury (including death) and property damage.

NO PROPOSAL NOTIFICATION

CALCASIEU PARISH SHERIFF'S OFFICE
Request for Qualifications – CPSO DAMAGED BUILDINGS

ARCHITECTURAL PROFESSIONAL SERVICES

Calcasieu Parish Sheriff's Office (CPSO) is interested in receiving competitive pricing on all products and services. CPSO places significant value on quality vendors and desires to keep interested companies as vendors and suppliers of materials, equipment, and services. It is important for CPSO to determine the reasons that vendors do not respond to this contract item. The CPSO will evaluate responses and attempt to determine if future changes are necessary in our specification development or procedures.

_____ **WILL NOT SUBMIT A RESPONSE**
Vendor Name

REASON FOR NO RESPONSE: *(Please place an **X** by one or more of the reasons listed below.)*

- _____ Do not supply the requested product or service.
- _____ Quantities offered or scope of project is TOO SMALL to be supplied by our company.
- _____ Quantities offered or scope of project is TOO LARGE to be supplied by our company.
- _____ Cannot bid against MANUFACTURER on this item.
- _____ Cannot bid against RESELLER on this item.
- _____ Specifications not clear enough to submit a response *(please explain)*.
- _____ Time frame for bidding is too short *(please explain)*.
- _____ Time frame to produce the product or service is too short.
- _____ Other *(Please state the reasons.)* _____

FOR PURPOSES OF FUTURE SUBMITTALS, PLEASE INDICATE:

- _____ My Company would like to remain on the vendor list.
- _____ My Company **does not** want to remain on the vendor list.

Signature Date

Address City State Zip

Phone Number Fax Number Email Address

END OF RFQ