

**Area Cooperative Educational Services
350 State St.
North Haven, CT 06371**

INFORMATION FOR BIDDERS

COVER SHEET

REQUEST FOR PROPOSALS

Area Cooperative Educational Services, (ACES), acting by its Board of Education (the "Owner") will accept bids for the following contract: **Laptop, Non-Touch Desktop, Touch Desktop, Laptop Two-in-One Touch, and Chromebooks for ACES**

Bids will be received until:

Date: Friday, June 1, 2018 Time: 11:00 a.m.

Submit Bids To:

Lon Harrigan
Senior Network Manager
ACES - Technology Services
204 State Street
North Haven, CT 06473
RFPTech@aces.org

Type of bid: Sealed _____ Electronic xxx _____ Quotation _____

Bid Security: Required _____% None Required xxx

Questions should be directed to Lon Harrigan, ACES Senior Network Manager at RFPTech@aces.org

Questions and answers will be posted on the ACES website:

<https://www.aces.org/our-agency/request-for-proposals>

Instructions:

All bidders must carefully familiarize themselves with the following bid specifications and any other contract documents related to the work. Bidders choosing to submit a bid must fill out the bid form included hereto.

Persons choosing not to bid must fill out the No Bid Response Form in order to be certain of staying on ACES's solicitation list.

ACES

BID SPECIFICATIONS

I. INSTRUCTIONS

These bid specifications accompany all contracts for supplies, services and construction for the Board of Education for ACES. (The District and its Board of Education are collectively referred to herein as the "Owner".)

Certain of these specifications will apply only to certain types of contracts, as will be apparent from the content.

The Owner has provided information about the contract on the Cover sheet. This bid Specifications may also be accompanied by other contract documents depending on the type of contract. Bidders should review those carefully and include with their bid any additional sheets that are to be filled out, including alternates and unit prices.

The Owner is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax. These taxes must not be included in bid prices nor added to any items specified.

II. BIDDING PROCEDURE

Bids will be accepted until the date and time indicated on the Cover Sheet.

In the interest of the environment, bids must be sent electronically.

Any bid may be withdrawn prior to the scheduled bid opening as indicated on the specification Cover Sheet, or prior to an authorized postponement date thereof.

Any bid received after the date and time specified on the specification Cover Sheet for receipt of the bid or an authorized extension thereof, will not be considered.

If the Cover Sheet indicates that bid security is required, each bid must be accompanied by a certified check or cashier's check drawn upon a bank to the order of Area Cooperative Educational Services, or the bid must be accompanied by a bid bond, having as surety one or more surety company or companies authorized to do business in the State of Connecticut. No certified check or cashier's check on hand will be returned until the bid is awarded. If you are awarded the bid, your check will be held until it is replaced with performance and payments bonds.

No bidder may withdraw its bid for a period of 60 days following the actual time of bid opening.

Any questions by bidders must be submitted in writing, not orally. If appropriate the Owner will respond by Addenda via our web site.

III. REVIEW AND AWARD OF BID

The Owner will make a determination of whether a bidder is responsible based on the following criteria:

- The bidder has been in the business of providing the equipment, technical support and service specified on the "Minimum Specifications for RFP" for a minimum of five (5) years.
- The bidder is able to provide technical support by telephone twenty-four (24) hours per day, seven (7) days a week for support of the equipment specified.

- The bidder shall have a minimum of three (3) service technicians, located in the state of Connecticut, available during regular business hours to service the equipment specified. If the service technicians are not employees of the successful bidder than the successful bidder shall identify the service technicians by company that employs them and shall give references of services performed in public schools by the third party service technicians.
- The bidder shall provide four (4) references of both public and private sector clients for whom they have provided equipment and/or service similar to that which is specified in this bid document in the last three years. The bidder shall have sold and supported at least 20,000 computers per year for the last five years.

The Owner reserves the right to reject any and all bids.

The Owner reserves the right to negotiate with any bidder prior to award.

The Owner reserves the right to waive any informalities in bids.

The Owner reserves the right to negotiate and award the bid to different vendors for each of the categories of computers:

- Laptop
- Non-Touch Desktop
- Touch Desktop
- Chromebook
- Laptop Two-in-One

The Owner may reject any bid deemed non-responsive or conditional.

The Owner may make such investigations as it deems necessary to determine the ability, qualifications and experience of the bidder to perform the work. The bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request.

If no responsive bids are received, the Owner reserves the right to negotiate with all responsible bidders for the award of the contract.

In the event that only one bid is received, a price and/or cost analysis may be made before the award of the contract. A price analysis is the process of comparing the bid to other similar procurements. Where it is impossible to conduct a valid price analysis, it may be necessary to conduct a cost analysis of the bid price. The single bidder will then be required to provide sufficient information and data so that this analysis can be made.

IV. CONTRACT GENERAL CONDITIONS

Bonds

If this is a construction project the successful bidder will post performance and payment bonds for 100% of the contract price.

Insurance

Prior to the start of work the bidder shall submit to the Owner certificates of insurance in the amounts indicated by the Insurance Requirements Chart attached hereto. The certificates shall indicate that both "ACES" and "ACES Board of Education" are additional insured under the applicable policies.

Prevailing Wage

If this is a construction project, this contract may be subject to Connecticut General Statutes Sect. 31-53, as amended. Generally, that statute applies to new construction projects totaling \$400,000.00 and over, and repair or rehabilitation projects totaling \$100,000.00 and over. The statute imposes certain wage requirements and reporting requirements on contractors and subcontractors, and carries serious penalties for violation of the law. If it appears to the Owner that the statute applies to this project, a current listing of prevailing wages is included in the contract documents. As stated in the statute the contractor will provide the Owner with time records of their employees and their subcontractors' employees who work on the project.

Subcontracting

Unless specifically indicated in the contract documents, no part of the contract may be subcontracted or sub-let without written permission of the Owner.

Cancellation

The Owner reserves the right to cancel the contract for its convenience at any time. In such event, the contractor's recourse shall be limited to its actual costs and shall in no instance include lost profits or consequential damages or charges related to reputation.

Warranties

All products and work shall be warranted for a period of three years unless a longer period is stated in the contract documents.

If this bid is not for construction, any applicable product or service warranty must be submitted with the bid. All such warranties shall inure to the benefit of the Owner.

Products, Substitutions and Samples

Unless otherwise indicated, specification references to commercial types, styles, trade names and catalogues are intended to be descriptive only, not restrictive, and indicate to the bidders the type and quality of articles considered satisfactory. Each bid shall be accompanied by the manufacturer's date covering the item on which the bid is submitted the required information shall be quoted on the specification sheet. If more space is required, please submit an attachment and reference the item number of the item and a description of the proposed alternate. If the item differs from the minimum specifications set forth, a letter shall accompany the proposal outlining the variance; otherwise it will be assumed that the proposal conforms strictly to these specifications. The name and address of the proposed manufacturer must accompany the proposal. Rights of substitution shall cease upon acceptance of the proposal by the Owner. In the event there is ambiguity or question as to what type of equipment or material the bidder has proposed, the higher quality item shall be required.

If you propose a substitution you must indicate in your bid substitutions identified by name or catalogue number and the net difference in cost to the Owner. Listed substitutions will be considered for approval only after the award of the contract; the Owner reserves the right to require the originally specified material or equipment at the price submitted by the bidder in his bid, notwithstanding the fact that the bidder may have based a price for a specific item on a proposed substitution. In this regard, the Owner shall make its determination made in good faith, on the basis of the quality and type of the article listed. Any benefit in price reduction due to a substitution shall accrue to the Owner.

Wherever an item number is indicated with an asterisk, a sample properly tagged shall be submitted by each bidder before the time of the bid opening. The tag on the sample shall indicate the item number, and the name of the company submitting the sample. A double asterisk when shown with an item number requires that a descriptive catalogue cut or other identifying material be submitted

for that item. All samples may be retained by the Owner until bidders are notified to remove them. The Owner will not be responsible for any equipment samples not picked up within 30 days of the notification to bidders to do so. Samples of supplies (consumable items) will not be returned to bidders. Bidders agree that the Owner will incur no liability for samples which are damaged, destroyed or consumed in testing processes. Samples requested are to be delivered to the Location Address indicated on the Cover Sheet.

Packing and Delivery

Orders will be placed by June 11, 2018 and are expected on site on or before July 9, 2018.

All materials delivered on this contract shall be packed in a substantial manner in accordance with accepted trade practice. No charges may be made over and above the bid price for packaging, or for deposits on containers. A packing slip shall be included in each shipment. A CSV file of the equipment including serial numbers must be sent electronically to RFPTech@aces.org. All packages must be clearly marked as to content. Deliveries must be made between 8:00 am and 12:00 noon unless otherwise specified.

All deliveries must be made prepaid and must be delivered to following locations at no cost over and above the bid price indicated in your bid. Deliveries must be made inside the building indicated. In no case will collect shipments or sidewalk deliveries be accepted:

- ACES Thomas Edison Middle School, 1355 No. Broad Street, Meriden, CT 06450
 - Chromebooks – quantity 292

- ACES Wintergreen Interdistrict Magnet School, 670 Wintergreen Ave, Hamden, CT 06514
 - Chromebooks – quantity 249

- Remaining order will be shipped to: ACES – Technology Services, 204 State Street, North Haven, CT 06473
 - Non-Touch Desktop – quantity 45
 - Touch Desktop – quantity 30
 - Chromebook – quantity 209
 - Laptop – quantity 240
 - Laptop Two-in-One – quantity 20

Regulations Governing Product Design, Safety and Composition

All products must conform to strict OSHA standards as required by law. Ingredients contained in products shall conform to Federal and State of Connecticut Regulations governing safety of product for use in our schools.

Certifications of compliance to these standards may be required to be submitted by the bidder awarded the contract.

MSDS identification sheets where required must be mailed to the Owner at its Business Office.

Changes, Deviation From the Specification

Any deviation from the contract requirements or specifications must be completely detailed in writing by the contractor and approved in writing by the Owner prior to the performance of said work. Any change in the work or contract requirements likewise must be detailed in writing by the contractor and approved in writing by the Owner prior to the performance of said work.

Environmental Certifications

If the contract entails any exposure to a regulated material including but not limited to asbestos or lead, the bidder certifies that it and each of its subcontractors and their workers will be certified and trained under all OSHA and other relevant regulations for such work.

Funding Requirements

Some or all of the contract may be funded by state, federal or other grant programs. The bidder is advised that such funding programs may include contractual provisions binding on contractors and which may, for example, require audits or certifications under oath that the contractor has not been debarred, suspended or excluded from any publicly funded project or programs.

Time of Performance; Delays

Bidders are advised to examine the contract documents regarding the time of performance.

If this is a construction project the contract documents may indicate an estimated start date and time of completion, and may include liquidated damages for late completion.

If this is a services contract the contract documents may indicate the period of services sought, and may include provisions for renewal.

If this is a contract for the sale of goods, the bid may include the bidder's proposal for how soon products may be delivered and for how long the bid price will remain available.

The commencement or performance of this contract may be delayed due to events which are not the contractor's responsibility. In such event the contractor shall be entitled to an extension of time but no monetary compensation. However, the successful bidder shall abide by the timelines and delivery dates because it is assumed that the successful bidder has contacted the manufacturer and the manufacturer has agreed to the date and date constraints. Penalties may be assessed if deliveries are not made as agreed to by the owner at the owner's full and total discretion.

Nondiscrimination Clause

The bidder is required to comply with all provisions of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, Executive Orders 11246, 11375, 11478 and if applicable, the Connecticut Fair Employment Practice Law.

Pursuant to Conn. Gen. Stat. Sect. 4a-60, the contractor agrees and warrants that in the performance of the contract, the contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including but not limited to, blindness, unless it is shown by the contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (2) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative

action-equal opportunity employer" in accordance with regulations adopted by the Connecticut Commission on Human Rights and Opportunities; (3) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the contractor agrees to comply with each provision of section 4a-60 and section 46a-68e and 6a-68f and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e, and 46a-68f; (5) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts concerning the employment practices and procedures of the contractor as related to the provisions of this section and section 46a-56.

If this is a construction contract, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials.

Indemnification

To the greatest extent permitted by law, the bidder agrees to defend, indemnify and save harmless ACES, ACES Board of Education, their agents and employees from and against all claims, demands, damages, workers compensation payments, or other loss or expense, including costs and attorney's fees, arising out of or resulting from the performance of this contract, including any bodily injury, including death at any time resulting there from, sustained by any person or persons (including employees of the contractor or any person or persons (including employees of the contractor or any subcontractor) or on account of damage to the property of any person, including the loss caused in any degree by the negligence of ACES, ACES Board of Education, their agents and employees or otherwise.

The existence of insurance shall in no way limit the scope of this indemnification.

Orders

Upon award and issuance of a purchase order by the Owner no changes or modifications to this order shall be allowed unless such change is authorized by the Senior Network Manager.

INSURANCE REQUIREMENTS CHART

	BROAD FORM CGL CONTRACT REQUIRED	AUTO LIAB. REQUIRED	WORKERS COMP. REQUIRED	PROFESS. E&O REQ'D.	UMBRELLA REQUIRED
Construction	\$1,000,000	\$500,000	CGS/100/500/100	\$1,000,000	\$2,000,000
Professional Services/Architectual or Engineering	\$1,00,000	\$500,000	CGS/100/500/100	\$1,000,000	\$2,000,000
Other Goods or Services	\$500,000	\$500,000	CGS/100/500/100		
Rental/All Use	\$500,000				

Asbestos abatement companies are required to provide an asbestos abatement liability policy in the amount of \$1,000,000. This is in addition to the above requirements.

THE CONTRACTOR MUST NAME ACES AND ACES BOARD OF EDUCATION AS ADDITIONAL INSURED ON ALL CERTIFICATES. CONTRACTOR MUST MAINTAIN COVERAGE FOR DURATION OF THE CONTRACT.

NOTE: By bidding on this contract the vendor agrees that any or all past clients may be contacted by ACES. The vendors bidding on this contract also agree to release and discharge by bidding on this contract for the vendor him/herself, his/her heirs executors administrators and assigns, release acquit and forever discharge ACES, its Board of Education and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by ACES to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.

Sincerely,

Lon Harrigan
Senior Network Manager

ACES

COMPLETED ELECTRONIC BID FORMS, PAGES (10) THRU SEVENTEEN (17), MUST BE RETURNED WITH THE BID

BID

All bids must be made on this form. To be responsive this bid must be properly executed, accompanied by the appropriate bid security, and accompanied by any additional bid sheets required by the contract documents.

The undersigned acknowledges that it has carefully examined all of the contract documents bound in with this bid, including any addenda, has participated in any site visit and is familiar with any factors which may affect this contract, and offers to perform, in strict conformity with each and every provision of the contract at the prices set forth in this bid and within the period of time specified for completion in the contract documents. **This offer shall be irrevocable for a period of 60 days.**

By submission of this bid, the undersigned and each person signing on behalf of the undersigned certifies, under penalty of perjury, that: (a) 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; (b) unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the undersigned and will not knowingly be disclosed by the undersigned prior to opening, directly or indirectly to any other bidder or to any competitor; (c) no attempt has been or will be made by the undersigned to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

NOTE: By bidding on this contract the vendor agrees that any or all past clients may be contacted by ACES. The vendors bidding on this contract also agree to release and discharge by bidding on this contract for the vendor him/herself, his/her heirs executors administrators and assigns, release acquit and forever discharge ACES, its Board of Education and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by ACES to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.

BID FORM ACES
COMPLETED BID FORMS MUST BE RETURNED

Name of Contract: Laptop, Non-Touch Desktop, Touch Desktop, Laptop Two-in-One Touch and Chromebooks for ACES

EQUIPMENT AS SPECIFIED ON PAGES twelve through sixteen inclusive.

Please provide the equipment type and detailed specifications of the equipment with your bid reply.

Laptop

	Per Unit	Total
Qty		
240 Base Price Per Unit	\$	\$
240 Cost Per Unit for USB Type-C dock if laptop includes Type-C	\$	\$

Non-Touch All-in-One

	Per Unit	Total
Qty		
45 Base Price Per Unit	\$	\$

Touch Desktop All-in-One

	Per Unit	Total
Qty		
30 Base Price Per Unit	\$	\$

Chromebook

	Per Unit	Total
Qty		
750 Cost Per Unit with ADP Warranty	\$	\$

Laptop Two-in-One

	Per Unit	Total
Qty		
20 Base Price Per Unit	\$	\$
20 Cost Per Unit for USB Type-C dock if laptop includes Type-C	\$	\$

The undersigned will extend the pricing to other school districts in the State of Connecticut.

YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NO	<input type="checkbox"/>	Signed Name	Printed Name

IN WITNESS WHEREOF, the undersigned has caused this Bid to be signed and delivered as of the date bids are opened by the Owner.

NAME OF BIDDER	<input type="text"/>
	(Exact Name of Individual, Firm or Corporation)
Signature of Officer	<input type="text"/>
Typed Name and Title of Officer	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>

CERTIFICATE IF BIDDER IS A CORPORATION

I, the undersigned, as Secretary to the corporation submitting the foregoing bid, hereby certify that under and pursuant to the by-laws and resolutions of said corporation, each officer who has signed such bid on behalf of the corporation, including the foregoing assurance of irrevocability, is fully and completely authorized so to do.

 (Typed Name)
 Secretary

Laptop:

Minimum Specifications for RFP (Minimum)	Specifications of vendor's proposed solution (Proposed solution may exceed minimum)
Proposed Make and Model	
Operating System – Genuine Windows 10 Home (minimum) Note: ACES is eligible for the discounted licenses referred to as National Academic or Shape the Future licenses.	
Processor – 7th Generation Intel® Core™ i3 (Minimum)	
Display Size - 14-inch	
Display Resolution - 1920 x 1080	
Video – Integrated graphics card	
Memory - 8 GB DDR3/DDR4 SDRAM	
Internal Storage – 256GB SSD or M.2 (Minimum)	
Keyboard - Backlit	
Touchpad pointing device	
Wireless LAN – 802.11ac 2x2	
Wired LAN – 10/100/1000	
A/C Adapter	
Minimum 40WHr Li-ION primary battery Note – Must be a single primary battery. External or secondary batteries will not be considered.	
3 USB ports	
1 external HDMI (full size)	
Integrated Web Cam	
Warranty – 3 years onsite, next business day	
Required pricing for optional USB Type-C Dock if laptop has USB Type-C	

Non-Touch All-in-One:

Minimum Specifications for RFP (Minimum)	Specifications of vendor's proposed solution (Proposed solution may exceed minimum)
Proposed Make and Model	
Operating System – Genuine Windows 10 Home (minimum) Note: ACES is eligible for the discounted licenses referred to as National Academic or Shape the Future licenses.	
Processor – 7th Generation Intel® Core™ i3 (Minimum)	
Display – 19.5" display (Minimum)	
Display Resolution - 1366 x 768 (Minimum)	
Memory – 8 GB DDR3/DDR4 SDRAM	
Internal Storage – 500GB SATA HDD (7200 RPM) or 500GB SSHD	
DVD+R/-R Drive	
Wireless LAN – 802.11ac 2x2	
Wired LAN – 10/100/1000	
Integrated Graphics	
USB Optical scroll mouse	
USB Keyboard	
4 USB ports	
Warranty – 3 years onsite, next business day	

Touch All-in-One:

Minimum Specifications for RFP (Minimum)	Specifications of vendor's proposed solution (Proposed solution may exceed minimum)
Proposed Make and Model	
Operating System – Genuine Windows 10 Home (minimum) Note: ACES is eligible for the discounted licenses referred to as National Academic or Shape the Future licenses.	
Processor – 7th Generation Intel® Core™ i3 (Minimum)	
Display – 19.5" display (Minimum)	
Display Resolution - 1366 x 768 (Minimum)	
Memory – 8 GB DDR3/DDR4 SDRAM	
Internal Storage – 500GB SATA HDD (7200 RPM) or 500GB SSHD	
DVD+R/-R Drive	
Wireless LAN – 802.11ac 2x2 (Cisco compatible)	
Wired LAN – 10/100/1000	
Integrated Graphics	
USB Optical scroll mouse	
USB Keyboard	
4 USB ports	
Warranty – 3 years onsite, next business day	

Chromebook:

Minimum Specifications for RFP (Minimum)	Specifications of vendor's proposed solution (Proposed solution may exceed minimum)
Proposed Make and Model	
Operating System – Chrome OS	
Processor - Intel Celeron N3060 (Minimum)	
Display Size – 11.6-inch or larger - non-touch	
Display Resolution - 1366 x 768 (Minimum)	
Video – Integrated Graphics	
Memory - 4 GB	
Internal Storage – 16GB (Minimum)	
Touchpad pointing device	
Wireless LAN – 802.11ac 2x2	
A/C Adapter	
Minimum 33WHr Li-ION primary batter Note: Must be a single primary battery. External or secondary batteries will not be considered.	
2 USB ports	
1 external HDMI (preferred)	
Integrated Web Cam	
Under 5 lbs with battery	
Warranty – 3 years onsite, next business day with Accidental Damage Protection with number of covered incidents.	

Laptop Two-in-One:

Minimum Specifications for RFP (Minimum)	Specifications of vendor's proposed solution (Proposed solution may exceed minimum)
Proposed Make and Model	
Operating System – Genuine Windows 10 Home (minimum) Note: ACES is eligible for the discounted licenses referred to as National Academic or Shape the Future licenses.	
Form Factor - 2 in 1	
Processor – 7th Generation Intel® Core™ i3 (Minimum)	
Display Size - Touch Display 13.3 inch to 14"	
Display Resolution - 1920 x 1080 (Minimum)	
Video – Integrated graphics card	
Memory - 8 GB DDR3/DDR4 SDRAM	
Internal Storage – 256GB SSD or M.2 (Minimum)	
Keyboard - Backlit	
Touchpad pointing device	
Wireless LAN – 802.11ac 2x2	
Wired LAN – 10/100/1000	
A/C Adapter	
Minimum 40WHr Li-ION primary battery Note – Must be a single primary battery. External or secondary batteries will not be considered.	
3 USB ports	
1 external HDMI (full size)	
Integrated Web Cam	
Active Pen Included	
Warranty – 3 years onsite, next business day	
Required pricing for optional USB Type-C Dock if laptop has USB Type-C	

NO BID RESPONSE FORM

CONTRACTOR NAME:

CONTRACTOR ADDRESS:

CONTRACTOR CITY, STATE AND ZIP CODE

CONTRACTOR TELEPHONE:

CONTRACTOR FAX:

BID CONTRACT NAME

REASONS FOR NOT BIDDING ON THE REFERENCED CONTRACT:

(Check all that apply)

- _____1. Contractor acquired plans as a potential subcontractor only.
- _____2. Size of this contract is not within the interest of contractor.
- _____3. Contractor had an insufficient amount of time to prepare bid. (Please give the date that the Contractor acquired plans and specifications and any other pertinent information.)
- _____4. Contract work not within the specialty of the Contractor. (Please cite Contractor's area of specialty.)
- _____5. Other. (Please explain in comment section below.)

COMMENTS (Please use additional sheets if necessary)

Signature

Title

FAILURE TO COMPLETE AND RETURN THIS FORM IN A TIMELY MANNER MAY RESULT IN THE REMOVAL OF THE CONTRACTOR'S NAME FROM ACES'S SOLICITATION LIST