

City of Charleston

*Procurement Division
116 Meeting Street
Charleston, SC 29401
TEL: (843) 724-7312 FAX: (843) 720-3872*

REQUEST FOR PROPOSALS

DATE: **JUNE 8, 2005**

SOLICITATION NUMBER: **05-P023H**

DESCRIPTION OF WORK: **INSTALLATION AND MAINTENANCE OF AN INTERNET SERVICE FOR A WIRELESS FIDELITY SYSTEM (WiFi) – Term Contract**

OPENING DATE/TIME: **JUNE 28, 2005 at 3:00 P.M.**

LOCATION: **Procurement Division
116 Meeting Street
Charleston, SC 29401**

DIRECT ALL INQUIRES TO: _____
**Debbi Hinson, CPPB
Buyer
hinsond@ci.charleston.sc.us**

NOTE(S) TO OFFERORS:

This solicitation does not commit the City of Charleston to award a contract, to pay any cost incurred in the preparation of applications submitted, or to procure or contract for the services.

All proposals must be submitted under sealed cover and *mailed* or *hand-delivered* to City of Charleston Procurement Division, 116 Meeting Street, Charleston, SC 29401. Each sealed envelope containing a proposal shall be marked on the outside with the Offeror's complete name, address, and Proposal Number. If the Offeror chooses not to respond to this solicitation you are encouraged to return the "No Bid Response Form" attached hereto.

If you plan to submit a response to this solicitation, after downloading, you must send an e-mail to Debbi Hinson at the e-mail address listed above so that your company can be added to the mail-list to receive any future amendments. Include the solicitation number, company name, phone number, fax number and e-mail address.

Questions regarding this solicitation must be submitted in writing by e-mail to Debbi Hinson at hinsond@ci.charleston.sc.us, or faxed to (843) 720-3872, not later than 12:00 p.m. on Friday, June 17, 2005.

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Part I: GENERAL INFORMATION AND INSTRUCTIONS TO OFFERORS

1. **PROPOSAL PREPARATION:** All Proposals should be complete and carefully worded and must convey all the information requested by the City of Charleston. If significant errors are found in the Offeror’s proposal, or if the proposal fails to conform to the essential requirements of the RFP, the City, and the City alone, will be the judge as to whether that variance is significant enough to require rejection of the proposal.
2. **RECEIPT OF PROPOSALS:** Proposals must be submitted to and received by the City no later than the date and time specified in this RFP. Offerors mailing proposals should allow a sufficient mail delivery period to insure timely receipt (Opening Date and Time) of their proposals by the City. Proposals received after the scheduled due date and time will be disqualified.
3. **NUMBER OF PROPOSALS TO BE SUBMITTED:** Each Offeror must submit (1) original and eight (8) copies of the proposal. The Offeror must mark on the envelope or wrapping containing the proposal the RFP identification number specified in the RFP
4. **PROPOSAL FORMAT:** Proposals are to be prepared in a manner designed to provide the City with a straightforward presentation of the Offeror’s capability to satisfy the requirements of this RFP. Proposal shall be bound in a single volume, and all documentation submitted with the proposal should be bound in that single volume, where practical.
5. **QUESTIONS:** Every effort has been made to insure that all information needed by the offeror is included herein. Offerors shall notify in writing the person designated herein with questions or requests for additional information or clarification. Deadline for receipt of all written questions regarding this RFP are due no later than the date set forth in *NOTES TO OFFERORS* on the cover page.
6. **AMENDMENTS:** All questions and written responses, interpretations, corrections or changes to the RFP will be made by Addendum. Addenda will be mailed or otherwise delivered to all Offerors who have notified the City Procurement Division of receipt of the proposal (see *NOTES TO OFFERORS*).

7. **WITHDRAWALS:** Proposals may be withdrawn by written request received from the Offeror prior to the time set for opening of Proposals, but not thereafter.

Part II: TERMS AND CONDITIONS

1. **COMPETITION:** This solicitation is intended to promote full and open competition. If any language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the Procurement Division in writing no later than five (5) business days prior to the scheduled due date and time.
2. **BIDDERS QUALIFICATION:** The City reserves the right to request satisfactory evidence of their ability to furnish services in accordance with the terms and conditions listed herein. The City further reserves the right to make the final determination as to the Offerors ability to provide said services.
3. **MATERIAL AND WORKMANSHIP; WARRANTIES AND REPRESENTATIONS:**
 - A. If equipment, materials and supplies are to be a part of the service provided, all equipment, materials, and supplies incorporated in the work covered by the Proposal and provided by the successful Offeror(s) are to be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in this RFP, reference to any equipment, material, supply or patented process, by trade name, make or catalog number, shall not be construed as limiting competition. When requested, the successful Offeror(s) shall furnish to the City for approval the name of the manufacturer, the model number, and other identifying data and information respecting the performance, capacity, nature and rating of the machinery and mechanical and other equipment which the successful Offeror(s) contemplates incorporating in the Work. When required by this Contract or when called for by the City the successful Offeror(s) shall provide full information concerning the material or supplies which he contemplates incorporating in the Work. Machinery, equipment, material and supplies installed or used without the required prior approval shall be at the risk of subsequent rejection.
 - B. By signing its proposal, the successful Offeror(s) will be deemed to have represented that its staff is knowledgeable about and experienced in performing the Work required in this RFP and warrants that it will use best skill and attention to provide above described Work in a professional, timely manner.
 - C. The City may, in writing, require the successful Offeror(s) to remove from the Work any employee the City deems incompetent, careless or otherwise objectionable.
4. **REJECTION:** The City of Charleston reserves the right to reject any and all bids, to cancel or withdraw this solicitation, and to waive any technicality if deemed to be in the best interest of the City.

5. **WAIVER:** The City reserves the right to waive any Instruction to Offerors, General or Special Provisions, General or Special Conditions, or specifications deviation if deemed to be in the best interest of the City.
6. **RESPONSE PERIOD:** All responses shall be good for a minimum period of 60 calendar days.
7. **DEVIATIONS FROM SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible therefor. Deviations must be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Unidentified deviations found during the evaluation of the response may be cause for rejection.
8. **CONFIDENTIAL INFORMATION:**

Pursuant to the South Carolina Freedom of Information Act, certain commercial and financial information is exempt from disclosure to the public. Examples of confidential commercial and financial information may include trade secrets, work products, design approach, gross receipts, fee proposals, and other documents incidental to proposed contractual arrangements. See S.C. Code Ann. 30-4-40 (Supp. 2000). The Offeror must clearly mark with the word “CONFIDENTIAL,” each part of the proposal that the Offeror considers confidential. In addition, if the Offeror is interviewed as part of the selection process, the Offeror must advise the interviewing committee at least 24 hours in advance of the interview whether any portion of the oral presentation is to be treated as confidential. The City reserves the right to determine whether information designated as confidential should be exempt from disclosure, and legal action may not be brought against the City or its agents for a determination in this regard.
9. **GRATUITIES AND KICKBACKS:**
 - A. **Gratuities.** It shall be unethical for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement of a contract or subcontract, or to any solicitation or proposal therefore.
 - B. **Kickbacks.** It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor, or to hire any subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

10. **INDEPENDENT CONTRACTOR:** Offeror is an independent contractor and shall not be deemed the agent or employee of the City of Charleston for any purpose whatsoever.
11. **SUSPENSION OF WORK:** The City may order the successful Offeror(s) in writing to suspend, delay, or interrupt all or any part of the Work for such period of time as the City may determine to be appropriate for the convenience of the City of Charleston, or for noncompliance with the contract requirements.
12. **TERMINATION:**
 - A. **For Convenience:** The City reserves the right to terminate this Agreement when it is in the best interest of the City, including, but not limited to non-appropriation of funds. If this Agreement is so terminated, the City shall provide the contractor with thirty (30) days written notice. No costs shall be allowed for a termination for convenience. No damages shall be allowed for a termination for convenience.
 - B. **For Default:** If the Contractor fails to comply with the terms of this Agreement the City shall notify the Contractor in writing of the specifics regarding such noncompliance. If the contractor fails to begin cure the noncompliance within five (5) days after the notice, the City shall terminate this agreement by written notice to the Contractor within ten (10) days thereafter. The Contractor shall not be entitled to any costs or damages resulting from a termination under this section.
13. **DEFAULT:** In case of default by the contractor, the City reserves the right to purchase any or all items in default in the open market, charging the contractor with any excessive costs. Should such charge be assessed, no subsequent solicitation response of the defaulting contractor will be considered until the assessed charge has been satisfied.
14. **INDEMNIFICATION:** Except for expenses or liabilities arising from the negligence of the City, the Contractor hereby expressly agrees to indemnify and hold the City harmless against any and all expenses and liabilities arising out of the performance or default of this Contract or arising from or related to the Work as follows:

Contractor expressly agrees to the extent that there is a causal relationship between its negligence, action or inaction, or the negligence, action or inaction of any of its employees or any person, firm, or corporation directly or indirectly employed by the Contractor, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the City and its employees or by any member of the public, to indemnify and save the City and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of this Contract or arising from or related to the Work. Such costs are to include defense, settlement and reasonable attorneys' fees incurred by the City and its employees. This promise to indemnify shall include bodily injuries or death occurring to Contractor's employees and any person, directly or indirectly employed by Contractor (including without limitation any employee of any subcontractor), the City's employees, the employees of any other independent contractors, or occurring to any member of the public. When the City submits notice, Contractor shall promptly defend any aforementioned action.

The prescribed limits of insurance set forth herein shall not limit the extent of the Contractor's responsibility under this Section. The terms and conditions contained in this Section shall survive the termination of this Agreement or the suspension of the Work hereunder.

15. **FORCE MAJEURE:** The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor and without excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
16. **ARBITRATION:** Under no circumstances and with no exception will the City of Charleston act as arbitrator between the Contractor and any subcontractor.
17. **PUBLICITY RELEASES:** Contractor agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the User. The contractor shall not have the right to include the City's name in its published list of customers without prior approval of the City. With regard to news releases, only the name of the City, type and duration of contract may be used and then only with prior approval of the City. The contractor also agrees not to publish, or cite in any form, any comments or quotes from the City's Staff unless it is a direct quote from the Public Information Officer.
18. **GOVERNING LAWS:** The laws of South Carolina shall govern this Agreement. All litigation arising under said Agreement shall be litigated only in a Circuit Court within the Ninth Judicial Circuit of Charleston County, Charleston, South Carolina.
19. **COMPLIANCE WITH LEGAL REQUIREMENTS:** All applicable Federal, State and local laws, ordinances, and rules and regulations of any authorities shall be binding upon the successful Offeror(s) throughout the pendency of this Project. The successful Offeror(s) shall be responsible for compliance with any such law, ordinance, rule or regulation, and shall hold the City harmless and indemnify same in the event of non-compliance as set forth in the Contract.
20. **PERMITS AND LICENSES:**
 - A. The successful Proposer(s) shall, without additional expense to the City of Charleston, be responsible for obtaining all necessary licenses and permits required by the State of South Carolina, or the City of Charleston or any other authority having jurisdiction.

B. Contractors and subcontractors are responsible at all times for obtaining applicable work permits and licenses of any kind.

21. **ASSIGNMENT:** The Contractor shall not assign in whole or in part any contract resulting from this Request for Proposals without the prior written consent of the City of Charleston.

The Contractor shall not assign any money due or to become due to him under said contract without the prior written consent of the Owner.

22. **AFFIRMATIVE ACTION:** The successful Offeror will take affirmative action in complying with all Federal and State requirements concerning fair employment and treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.

23. **NOTICE OF AWARD OF CONTRACT:** The successful Offeror(s) will be notified of acceptance of his Proposal by a written Notice of Award of Contract. Successful Offeror(s) shall not undertake any work, and City will not be responsible for payment for any work whatsoever undertaken by the successful Offeror(s) prior to issuance of the Notice to Proceed.

24. **NOTICE TO PROCEED:** A Notice to Proceed will be issued after the successful Proposer(s) has executed an agreement and has submitted acceptable Insurance Certificate(s) and Endorsement(s) to the City as well as other submittals specified herein as required to be delivered before the Notice to Proceed is issued.

The successful Proposer(s) shall not deliver any equipment to the work site or commence work until he has received a written Notice to Proceed from the City's Procurement Division.

25. **CONTRACT ADMINISTRATION:** Questions or problems arising after any resulting agreement shall be directed to the City's Procurement Division by calling (843) 724-7312. Copies of all correspondence concerning this project shall be sent to the Procurement Division, located at 116 Meeting Street, Charleston, SC 29401.

All requests must be sent certified mail to ensure delivery.

26. **INCORPORATION BY REFERENCE:** The contents of this RFP, including all drawings, attachments, specifications, and any addenda, will become part of the agreement for this Project.

Part III: INTRODUCTION AND SCOPE OF WORK

1. **INTRODUCTION:** The City of Charleston, South Carolina (City) is soliciting proposals for the third party installation, maintenance and provision of a non-exclusive free Internet service for a Wireless Fidelity System (WiFi). This request will require the descriptions of all necessary equipment and installation for such a system as well as back-end support.

Although the City will provide no public subsidy, the City may provide other in kind support, the nature of which must be clearly identified and requested in Offeror's response to this solicitation.

2. **SCOPE OF WORK:**

- A. **Equipment Installation.** The proposed WiFi system will provide free wireless Internet access via IEEE 802.11g and 802.11b (WiFi) standard-based technologies to the areas listed below. The City prefers that respondents propose a system that supports both standards, but systems supporting only 802.11b will be given consideration. The WiFi system will be capable of providing Internet access directly to a subscriber using a standard computer or PDA with WiFi capability.
- B. **Required Coverage Area.** The first (pilot) phase of the installation, the subject of this RFP, will be on peninsular Charleston.
- C. **Back-end Support Including Internet Service.** The City requires that the WiFi system provide Internet connectivity at a minimum of 250 kilobits for all users.
- D. **Equipment Maintenance.** The respondent shall be required to provide 24/7 maintenance and support of the equipment and backhaul telecommunications lines.
- E. **Walled Garden Services.** It is anticipated that the WiFi system will include “walled garden” services that will have the ability to provide a service portal with user disclaimer and information for both existing subscribers and new visitors to the system as well as the ability to provide these users with city information based on their present location within the coverage area. The Offeror’s proposal must describe how this walled garden will be implemented, what capabilities it will offer and how it will be managed on an ongoing basis.

3. **CONTRACT TERM:** The initial term of this contract shall be of two (2) years from date of execution. The City reserves the right to extend the contract if deemed to be in its best interest; said extension will be on an annual basis and shall not exceed three (3) additional years for a maximum of five (5) years.

Part IV: PROPOSAL CONTENTS

The City will only consider individuals or firms who have clearly demonstrated through past performance their experience with installation, maintenance and provision of Internet service for a Wireless Fidelity System (WiFi). So the City can consider your proposal, please submit as a minimum the following information:

- Company name, key contact information, background (age of company or years of experience) and qualifications in WiFi systems.
- Provide a list of specific current and past clients of WiFi services, including a brief description of the work performed.
- Provide a list of at least three (3) references for WiFi services. The list must show the year of the completed work, name of firm or institution and a contact person’s name and telephone number.

- Company’s approach to perform the contract and their ability to meet all the stated requirements listed in the Scope of Work.
- A reviewed financial statement indicating financial capability to complete the project. This should include equity available to the Offeror and sources of financing. At its sole discretion, the City reserves the right to require additional documents demonstrating Offeror’s ability to meet the requirements of this RFP. Also, the Offeror must indicate if they have ever defaulted on a contract or been denied a bid due to non-responsibility to perform within the last 5 years. If so, provide the facts and circumstances surrounding such denial.
- Provide a detailed timeline/schedule for completion of work.
- Provide a detailed description of any in-kind services or support requested to be provided by the City.
- Provide a detailed Fee Schedule for potential users and/or services being proposed

Part V: SELECTION AND AWARD CRITERIA

1. **SELECTION PROCESS:** The City shall select the most qualified Offeror on terms which are considered to be most advantageous to the City. In making this decision, the City shall consider all established evaluation criteria listed herein and required submittals as detailed above.

Each response shall be subject to the same review and evaluation process. However, final approval may rest with the City Council for the City of Charleston.

- A. To select the most qualified Offeror, a selection committee will review and evaluate all responses. The selection shall be made in order of preference based on the criteria included in this solicitation. Award will be made to the most responsive, responsible, Offeror whose proposal is most advantageous to the City.
- B. If the City determines that interviews are necessary to assist in the evaluation process, a second phase will occur consisting of an oral presentation and possible submission of additional information as required by the selection committee. Such interviews will be conducted within the City of Charleston at a location determined by the City. All expenses incurred to participate in the oral presentation are the responsibility of the Offeror.
- C. The Selection Schedule tentatively proposed for this project is listed below. Please note that all dates are subject to change at the City’s sole discretion.

- | | |
|--|-----------------------------------|
| ▪ Deadline for Receipt of Questions | 12:00pm, June 17, 2005 |
| ▪ Deadline for Issuance of Answers | 12:00pm, June 22, 2005 |
| ▪ Proposal Submittal Deadline | 3:00pm, June 28, 2005 |
| ▪ Notification of Selection | No later than July 8, 2005 |

2. **SELECTION CRITERIA:**
Final selection shall be based on the following criteria:

- Demonstrated Ability of the Offeror to accomplish the

Scope of Work and Objectives of the Services requested

- Background and Experience
- Proposed Schedule for completion of the Work
- References
- Financial Stability

Part VI: INSURANCE REOUIREMENTS

Contractors working for the City of Charleston are required to procure and maintain, for the duration of their contract with the City, insurance against claims for injuries to persons or damages to property which may arise from or in connection with work performed by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be the responsibility of the Contractor.

A. The Contractor shall carry liability insurance with a reliable company licensed to do business in South Carolina. Coverage shall include at a minimum:

1. Insurance Services Office Commercial General Liability Coverage Form (“occurrence”) CG 00 01 10 93.
2. Insurance Services Office Business Auto Coverage Form CA 00 01 6 92 covering automobile liability, code 1 “any auto”.

B. Contractor shall carry workers’ compensation as required by the State of South Carolina and Employers Liability insurance (including applicable occupation disease provisions and all state endorsements.)

C. Contractor shall maintain limits no less than the following:

1. **GENERAL LIABILITY** : \$1,000,000 combined single limit per occurrence for bodily injury, property damage, and personal injury with a \$2,000,000 general aggregate limit.
2. **AUTOMOBILE LIABILITY**: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. **WORKERS’ COMPENSATION**: Statutory limits are required by South Carolina state law, and employer’s liability limits of \$100,000 per accident.

D. Required policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

The City of Charleston, its officials, employees and volunteers are to be covered as additional insureds as respects: Liability arising out of activities performed by or on behalf of the Contractors; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City of Charleston, its officials, employees or volunteers. To accomplish this objective, the City of Charleston shall be named as an additional insured under the Contractor’s

general liability policy by attaching Insurance Services Office Commercial General Liability Endorsement CG2010 10 93 (Additional Insured - Owners, Lessees or Contractors - Form B) or its equivalent. Contractors' insurance coverage shall be primary insurance as respects the City of Charleston, its officials, employees and volunteers. Any insurance or self-insurance maintained by the City of Charleston, its officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not be required to contribute. To accomplish this objective, the following wording should be incorporated in the previously referenced additional insured endorsement.

Other Insurance: This insurance is primary, and our obligations are not affected by any other insurance carried by the additional insured whether primary, excess, contingent or on any other basis.

Any failure to comply with reporting provisions of the Contractor's policies shall not affect coverage provided to the City of Charleston, its officials, employees or volunteers.

2. Workers' Compensation

The Contractor shall agree to waive all rights of subrogation against the City of Charleston, its officials, employees and volunteers for losses arising from work performed by the Contractor for the City of Charleston.

- E. Any deductibles or self-insured retentions shall be the responsibility of the Contractor.
- F. Each insured policy required by the City of Charleston shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits.
- G. All coverages for subcontractors shall be subject to all the requirements stated herein.
- H. Insurance must be placed with an approved insurance company with current Best's rating of A+, A, or A-. Exceptions to this requirement must be approved in writing by the Department of Risk Management.
- I. Contractor shall furnish the City of Charleston with Certificates of Insurance noting the endorsements. The Certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the City of Charleston, Procurement Division, before work commences. The City of Charleston reserves the right to require complete, certified copies of all required insurance policies, at any time.

Required certificates should be mailed to:

City of Charleston Procurement Division
116 Meeting Street
Charleston, SC 29401

Part VII: CERTIFICATE OF FAMILIARITY

The undersigned, having fully familiarized itself with the information contained within this entire solicitation and applicable amendments, submits the attached response, and other applicable information to the City, which it verifies to be true and correct to the best of its knowledge. The undersigned further certifies that this response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. The undersigned agrees to be bound by all conditions set forth in this solicitation and certifies that it has signature authority to bind the company listed herein.

MINORITY BUSINESS: Are you a minority business?

► **Yes** (Women-owned / Disadvantaged) If yes, please submit a copy of your certificate with your response.

► **No**

MAILING ADDRESS

Mailing Address

Printed Primary Contact Name

City, State, Zip

Title

Date

_____/_____
Telephone Number Fax Number

REMITTANCE ADDRESS

Address

E-Mail Address

City, State, Zip Code

Fax Number

Telephone Number

Toll-Free Number if available

Federal Tax ID Number

SC Sales Tax Number

Company Name
(As registered with the IRS)

Authorized Signature

Solicitation #: **05-P023H**
Opening Date/Time: **June 28, 2005 at 3:00PM**
Procurement: **Free Internet Service for a Wireless Fidelity System (WiFi)**

Part VIII: "NO BID" RESPONSE FORM

Note: Please show the solicitation number, and the opening date and time on the outside of the envelope.

Please check statement(s) applicable to your "*No Bid*" response --

- Specifications are restrictive; i.e. geared toward one brand or manufacturer only (explain below).
- Specifications are ambiguous (explain below).
- We are unable to meet specifications.
- Insufficient time to respond to the solicitation.
- Our schedule would not permit us to perform.
- We are unable to meet bond requirements.
- We are unable to meet insurance requirements.
- We do not offer this product or service.
- Remove us from your vendor list for this commodity/service.
- Other (specify below).

Comments:

Company Name (as registered with the IRS)

Authorized Signature

Correspondence Address

Printed Name

City, State, Zip

Title

Date

Telephone

/_____
Fax