

INVITATION FOR BID



Winston-Salem

**MASS SPECTROPHOTOMETER
UTILITIES
CITY OF WINSTON-SALEM**

**Bids Will Be Opened
10:00 a.m., May 4, 2021**

SUITE 324, CITY HALL BUILDING
101 NORTH MAIN STREET
WINSTON-SALEM, NORTH CAROLINA

ADVERTISEMENT FOR BIDS

Mass Spectrophotometer

Pursuant to Section 143-129 of the General Statutes of North Carolina, sealed proposals endorsed a **Mass Spectrophotometer** to be furnished to the City of Winston-Salem – Swann, Northwest WTP – Utilities Division will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC until **10:00 a.m., May 4, 2021** at which time they will be publicly opened and read.

Instructions for submitting bids and complete specifications may be obtained during regular office hours, Monday – Friday, 8:00 a.m. to 5:00 p.m. at the same location, or by contacting TaWanna A. Gates via email tawannag@cityofws.org or phone 336-747-6938.

The City reserves the right to reject any or all proposals.

TaWanna A. Gates
Senior Buyer

Notice to Bidders

It is the policy of the City of Winston-Salem that an employee, officer, or agent of the City may not participate in any manner in the bidding, awarding, or administering of contracts in which they, or a member of their immediate family, their business partner, or any organization in which they serve as an officer, director, trustee, or employee, have a financial interest.

The successful bidder must comply with all provisions of the Americans with Disabilities Act (ADA) and all rules and regulations promulgated thereunder. By submitting a bid, the successful bidder agrees to indemnify the City from and against all claims, suits, damages, costs, losses, and expenses in any manner arising out of, or connected with, the failure of the company, its subcontractors, agents, successors, assigns, officers, or employees to comply with the provisions of the ADA or the rules and regulations promulgated thereunder. All bids must be firm and not subject to increase, unless specified within the provisions of this Invitation for Bid (IFB) and mutually agreed upon by the City and the proposer. No special inducements will be considered that are not a part of the original bidding document.

City Rights and Options

The City, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this IFB at any time
- To cancel this IFB with or without the substitution of another IFB
- To take any action affecting this IFB, this IFB process, or the equipment subject to this IFB that would be in the best interests of the City
- To issue additional requests for information

Public Records

Any material submitted in response to this IFB will become a “public record” once the bidder’s document(s) is opened and the bidder is determined to be a participant in the solicitation process and shall be subject to public disclosure consistent with Chapter 132, North Carolina Statutes. Bidders must claim any applicable exemptions to disclosure provided by law in their response to this IFB. Bidders must identify materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The City reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

Familiarity with Laws and Ordinances

The submission of a bid on the equipment requested herein shall be considered as a representation that the bidder is familiar with all federal, state, and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services; and no plea of misunderstanding will be considered on account of ignorance thereof. If the bidder discovers any provisions in the IFB documents that are contrary to or inconsistent with any law, ordinance, or regulation, it shall be reported to the City in writing without delay.

The bidder agrees that in carrying out this contract, compliance will be maintained with all applicable federal, state, and local laws, specifically including, without limitations, the Occupational Safety and Health Act of 1970 and Section 1324A, the Immigration Reform and Control Act.

The bidder certifies that the bid is made in good faith and without collusion with any person bidding on this contract or with any officer or employee of the City of Winston-Salem.

The undersigned further agrees, in connection with the performance of this contract, not to discriminate against any employee or applicant for employment because of race, religion, color, gender, age, handicap, political affiliation or national origin.

Ethics Policy / Code of Conduct: The City of Winston-Salem has established guidelines for ethical standards of conduct for City representatives and to provide guidance in determining what conduct is appropriate in particular cases. City representatives should maintain high standards of personal integrity, truthfulness, honesty, and fairness in carrying out public duties; avoid any improprieties in their roles as public servants including the appearance of impropriety; and never use their position or power for improper personal gain. In establishing an ethics policy, the City of Winston-Salem desires to protect the public against decisions that are affected by undue influence, conflicts of interest, or any other violation of these policies as well as promote and strengthen the confidence of the public in their governing body. For a complete review of the City Policy click the following link.

<http://www.cityofws.org/Home/Departments/Purchasing/Articles/Bids>

Equal Employment Opportunity / ADA: The contractor shall not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, political affiliation, gender, age or disability. The contractor shall comply with all applicable laws and regulations regarding the American with Disabilities Act (www.ADA.gov) as amended from time to time and all rules and regulations promulgated thereunder and other laws and regulations pertaining to equal employment. The contractor hereby agrees to indemnify the owner from and against all claims, suits, damages, costs, losses and expenses in any manner arising out of or connected with the failure of the contractor, its subcontractors, agents, successors, assigns, officers or employees to comply with the provisions of the ADA or rules and regulations promulgated thereunder. The contractor agrees to act affirmatively in its employment and promotion practices, and in the general treatment of its employees.

Stimulation of the Local Economy: In an effort to stimulate the local economy, foster development and promote efficiency in the provision of city services and the completion of various city projects, the City of Winston-Salem has undertaken an initiative to strongly encourage all parties contracting with the City of Winston-Salem to evaluate their internal operations and hiring practices and, where appropriate, to initiate efforts to stimulate the local economy by hiring applicants and contractors from the Winston-Salem/Forsyth County Area and by utilizing minority and women contractors and service providers. Such efforts to stimulate the local economy may be accomplished by posting job vacancies with the North Carolina Employment Security Commission, the Piedmont Triad Regional Council of Governments, and the Winston-Salem Urban League; and utilizing the State of North Carolina Office for Historically Underutilized Business database

(<https://www.ips.state.nc.us/IPS/vendor/SearchVendor.aspx?hobtain>) or other local resources such as the City of Winston-Salem M/WBE Program to identify Winston-Salem/Forsyth County based contractors and subcontractors. Stimulation of the local economy requires a collaborative effort of both the public and private sector. The city is committed to taking reasonable steps to achieve said goal.

Iran Divestment Act:

Contractor hereby certifies that it is not on the North Carolina State Treasurer's list of persons engaging in business activities in Iran, prepared pursuant to NCGS § G.S. 147-86.58, nor will contractor utilize on this agreement any subcontractor on such list. This list, along with additional information about the Iran Divestment Act, is available on the Treasurer's Office site:

<https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>.

Divestment from Companies that Boycott Israel

Contractor hereby certifies that it is not on the North Carolina State Treasurer's list of companies engaged in a boycott of Israel in violation of NCGS 147-86.80 et. seq. and that it will not utilize on this agreement any subcontractor on said list."

SPECIAL TERMS AND CONDITIONS

DETAILED SPECIFICATIONS: Detailed specifications for this equipment are included with the bid request. Bids to be submitted in accordance with the specifications and these special terms and conditions, both of which require doing all that is necessary, proper, or incidental to the furnishing of the equipment identified herein. All things not expressly stated in the specifications or special terms and conditions but involved in carrying them out must be included in bidder's proposal as though they were specifically stated.

NOTICE TO BIDDERS: All bids are subject to the provisions of the instructions to bidders, special terms and conditions specific to this invitation for bids, the specifications, and general contract terms and conditions. The City of Winston-Salem objects to and will not evaluate or consider any additional terms and conditions submitted with a bidder response. This applies to any response appearing in or attached to the document as part of the bidder's response. **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.** By execution and delivery of a proposal, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect. It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.

The bidder is cautioned that the requirements of this bid can be altered only by written addendum and that verbal communications from whatever source are of no effect.

EXCEPTIONS TO SPECIFICATIONS:

In the event that clarifications or changes to bid specifications are necessary, changes will be made by written addendum. In all cases equipment must be furnished as requested, and where brand names are used, consider the term "or equal" to follow. Such references are not intended to be restrictive and comparable products of other manufacturers will be considered. However, **written approval for any proposed substitution or change in specifications must be obtained by bidder prior to the close of bids.**

Any request for an approved equal, change in specification or protest of specifications must be fully supported with technical data, test results, or other pertinent information and evidence that the substitute offered is equal to, or better than, the specification requirement. The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.

Bidder's failure to request exceptions to specifications or approved equals as stated above will be interpreted as the bidders' intent to comply fully with the requirements as written. Conditional or qualified bids shall be subject to rejection in whole or in part. The City of Winston-Salem reserves the right to postpone bid openings for its own convenience.

GENERAL REQUIREMENTS: The equipment furnished shall be new and unused and the manufacturer's latest listed and published stock model, or models which meet all the applicable requirements of these specifications. Specifications may require that certain makes and models of vehicles, auxiliaries and/or accessories be provided.

BIDDERS SUBMITTALS: Bidder must furnish all information requested herein including descriptive literature (when requested) and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection. All documents submitted should bear the name of the bidder.

EXPENSES INCURRED IN PREPARING BID: The City of Winston-Salem accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

CONTRACT/AWARD: Pursuant to the laws governing public contracts in North Carolina, the successful bidder's/vendor's response to this Invitation for Bids and Proposals and any addenda thereto, plus the City's issuance of a City of Winston-Salem Purchase Order for the proposed goods and/or services shall constitute a binding contract.

PURCHASE OF ADDITIONAL REQUIREMENTS: Subject to the successful bidder's acceptance, the City reserves the option to purchase additional equipment as specified herein at the price bid and awarded in this Invitation for Bids and Proposals within one (1) year from bid opening date. This bid may also be utilized by other entities per N.C.G.S. to piggyback at the sole discretion of the vendor.

INDEMNIFICATION: The bidder/vendor covenants to save, defend, keep harmless, and indemnify the City of Winston-Salem and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties and cost - including court costs and attorney's fees, charges, liability, and exposure, however, caused resulting from, arising out of, or in any way connected with the bidder's/vendor's negligent performance or nonperformance of the terms of the contract.

VENDOR SUPPORT/SERVICE AND PARTS (where it applies): The vendor and/or manufacturer bidding on these specifications must have the ability to provide repair parts and technical service in the form of a service representative, including the maximum time from receipt of notice to arrival of parts or the service representative. The manufacturer, whether they are the vendor or not must be satisfactory to the City of Winston-Salem from the standpoint of experience, reliability, and demonstrated ability to manufacture equipment comparable as to size and type as that required by the specifications, and shall have manufactured and/or sold equipment of the size and type specified which has operated satisfactorily in the field for a minimum of one year. The City of Winston-Salem reserves the right to reject bids from vendors that have failed to perform satisfactory under previous contracts with the City of Winston-Salem and/or vendors that cannot produce satisfactory evidence that they can furnish promptly all spare parts needed for ordinary service and repair of the equipment herein specified.

INSPECTION, TRAINING, PERFORMANCE TEST AND ACCEPTANCE:

- a. Upon delivery the equipment will be subject to inspection to verify conformance with specifications by the staff of the City of Winston-Salem
- b. Any defects or failure of equipment to perform or comply with any requirements of the City specifications must be immediately remedied by the vendor at the vendor's own expense prior to acceptance by the City.

WARRANTY (where it applies): Bidder to include the warranty provisions as outlined in bid specifications.

TAX EXEMPTIONS: The City of Winston-Salem is exempt from Federal Excise Tax but not from State and Local Sales Tax. Sales tax should not be included in bid prices, but may be added as separate items.

EVALUATION AND SELECTION OF BIDS: The evaluation of vendor bids shall center on the match between the stated specifications and other requirements included in the final bid request and the vendor's proposal including selection of the lowest responsible bidder, with consideration of past performance, service record, and reliability. The statutory provisions controlling purchasing by local governments in N. C. (GS 143) includes selection standards for use in making of awards. The provision reads, "All contracts shall be awarded to the lowest responsible, responsive bidder, taking into consideration quality, performance, and the time specified in the bids for the performance of the contract". The City of Winston-Salem reserves the right to accept or reject any or all bids and proposals and further specifically reserves the right to make the award or awards in the best interest of the City of Winston-Salem.

All bids shall be made firm for no less than sixty (60) days.

Proposal Form Mass Spectrophotometer

Submit proposals to the following location:

US Postal Service address:

City/County Purchasing Department
Post Office Box 2511
Winston-Salem, North Carolina 27102

or

Hand-delivery or FedEx address:

City/County Purchasing Department
101 N. Main Street, 324 City Hall
Winston-Salem, North Carolina 27101

BIDDERS:

The City of Winston-Salem is seeking bids for **Mass Spectrophotometer per detailed specifications included in this document.**

For any questions or comments regarding this bid please contact TaWanna A. Gates at (336) 747-6938 tawannag@cityofws.org or Bill Brewer at 336-397-7727 billb@cityofws.org

Proposals must be submitted in a sealed envelope containing **one original** bid showing original signatures and seals.

City of Winston-Salem Utilities Department Specifications for Inductively Coupled Plasma – Mass Spectrophotometer (ICP-MS)

A new ICP-MS is required for the Swann WTP laboratory. The current instrument is obsolete, and can no longer be repaired when failures occur. The selected ICP-MS must meet certain criteria for the laboratory in order to perform metals analysis for compliance with federal and state regulations. The table below contains system requirements that suppliers shall complete regarding their respective instruments. Suppliers should submit with their bid technical specifications for their proposed instrument supporting their responses.

Suppliers shall submit information on instrument warranty and service plans. The suppliers cost should include the first year warranty and maintenance for all system components, parts, hardware and service visits. If a multi-year service plan option is available the supplier shall detail the term length, cost per year of the plan and the percent escalation each year on the bid form. If only annual renewable terms are available, the supplier shall detail the cost of the first year after the initial warranty has expired and anticipated annual escalation costs in percentage. The warranty period shall start upon successful installation and written acceptance by the owner.

The City of Winston-Salem will be responsible for supplying adequate power, gas feeds and ventilation for the new unit and will coordinate with the successful supplier.

No.	Specification	Requirements	Compliance (Response should be compliant or Non-compliant. Technical documentation should be provided to ensure compliance)
1.0	Methodology		
1.1	EPA Method 200.8	System must be fully compliant with EPA Method 200.8 for metals analysis. Must run in standard mode with no gases.	
1.2	Collison/Reaction Cell	System must be capable of running in collision/reaction mode	
2.0	Sample Introduction		
2.1	Nebulizer	Should be concentric glass design with a flow rate of 0.25 – 0.40 mL/min	
2.2	Spray Chamber	Should be a cyclonic design Must be in a thermally controlled area. Software controlled cooling system must be included if it is required to maintain temperature.	
2.3	Injector	Self-aligning, quartz design	
2.4	Peristaltic Pump	Close coupled, 3 or 4 channel integral peristaltic pump Must be computer controlled with adjustable flow rates	

		Must be integrated within the ICP-MS system	
2.5	Location	Sample introduction system must be located in an easily accessible area	
		Must be able to access without breaking vacuum in order to expedite maintenance and resume operations	
2.6	AMS System	An All Matrix System (AMS) or comparable system for running high dissolved solids with a computer controlled gas flow	
		Must be able to handle dissolved solids of 25%	
3.0	Ion Source and RF Plasma System		
3.1	RF System	Solid state, computer controlled RF Generator, 27 MHz or more	
		Must have a range of at least 500-1600 watts	
		Preferably no plasma shields required	
3.2	Torch	Gas connections should be simple push in or automatic. Gas flows controlled by computer	
		Torch alignment should be fully automated or automatic	
3.3	Plasma View	Must have plasma view available, either through a window or camera	
4.0	Interface		
4.1	Cones	Must have nickel sample cone and skimmer cone	
		Orifice diameter for sample cone must be 1 – 1.1 mm and skimmer cone must be 0.4 – 0.9 mm	
4.2	Access	Cone set up should allow for easy access, with rapid mounting and removal	
5.0	Collision/Reaction Cell		
5.1	Maintenance	Must be non-consumable and zero maintenance	
5.2	Standard Mode	Cell must be able to run in standard mode with no gases for compliance with EPA 200.8	
5.3	Gas Use	Must be able to use either pure reactive gases or reactive gas mixed with inert gas.	
5.4	Low Mass Cutoff	The cell must be capable of user defined low mass cutoffs for improved interference reduction	
6.0	Mass Analyzer		
6.1	Quadrupole	Must scan at >3700 amu per second	
		Mass range must be at least 2-285 u	

		Mass resolution must be user definable within the mass range	
		Mass stability must be at least ≤ 0.05 amu/day	
		Must be unaffected by temperature fluctuation between 15°C to 35°C in the lab	
6.2	Sensitivity	Must be able to analyze from ppt to ppm without dilution	
7.0	Detector Assembly		
7.1	Detector	Must be dual stage discrete dynode electron multiplier	
7.2	Minimum Dwell Time	Must be as short as 0.1 ms	
7.3	Dynamic Range	Must be at least 10 orders of magnitude (0.1 cps to $>1e^9$ cps)	
8.0	Vacuum System		
8.1	Configuration	Must be computer controlled pump, at least three stage with differential pumping	
8.2	Vacuum Pump	Must be turbo molecular pump that maintains $1e^{-6}$ Torr or lower	
8.3	Pump Fluid	Must come with required pump fluid	
8.4	Dolly	Must include dolly for vacuum pump	
9.0	Chiller		
9.1	Chiller	Must include chiller and chiller fluid	
10.0	Autosampler		
10.0	Autosampler	Must be random access autosampler	
10.2	Trays	Must be multi rack set up capable of holding up to 100, 15mL conicals and 8, 50 mL conicals. Racks must be included.	
10.3	Rinsing	Must have dual rinse capabilities	
10.4	Auto-dilutions	Must be able to support auto-dilutions	
11.0	Line Conditioner		
11.1	Line Conditioner	Must have line conditioner to protect ICP-MS and pump system from any power issues, if needed	
12.0	Work Station		
12.1	Operating System	Windows 10 (64 bit)	
12.2	Processor	Intel Core 15	
12.3	Hard Drive Size	1TB	
12.4	Accessories	Must include wired keyboard	
		Must include wired mouse	
		Must include Brother HL-5X00D LaserJet Printer	
12.5	Warranty	Must come with a three year warranty	
13.0	Software		
13.1	Operating System	Must be fully Windows 10 compliant and run on such	

13.2	Methods	Must have a methods wizard to help in method development and must also have some preset methods	
		Automated quality control checking features	
13.3	Alerts	Must provide alerts when maintenance is required.	
13.4	Calibrations Curves	<p>Must support the following calibration curve fit modes:</p> <ul style="list-style-type: none"> • Linear least squares • Weighted linear least squares • Linear forced through zero least squares • Method of standard additions • Additions calibrations 	
13.5	Real time	Must be able to display real time graphics	
13.6	EPA Requirements	All analytical raw data must be retained and stored on hard disk and encrypted to prevent tampering	
		Time and date must be printed on each sheet of data generated by the system printer	
		Quadrupole must be able to be tuned or mass calibrated on a minimum of 5 elements providing a printed mass calibration report with all elements	
13.7	QC Protocols	Must be able to add QC protocol limits on measured values. Must allow the analyst to define corrective actions taken when QC is out of limits.	
13.8	Data Reprocessing	Must be able to reprocess data without rerunning samples.	
13.9	Cell Gas	Must be computer controlled through the software	
		Must have computer controlled optimization	
13.10	Auto-dilutions	Software must support auto-dilutions by both global dilution and serial dilution for samples out of range	
13.11	Single Particle	Single Particle Module must be available either as part of the software or an add-on.	
		Application must provide user with real time nanoparticle visualization	
		Must provide user with nanoparticle concentration and size	
13.12	LIMS	Instrument must be capable of producing a standard delimited export file (such as a	

		*csv, *.txt, or equivalent), configurable to export all associated analysis field data captured in the instrument software for automated upload into the laboratory LIMS system. Vendor must provide training, assistance, and/or resource material on how to configure, generate, and export such file types from the instrument software	
13.13	General Functionality	All analytical system operations from component optimization to methods development to calibration to analysis to reports must be able to be performed using provided software program	
14.0	General Specifications		
14.1	Background	Must be <1 cps at mass 220 in standard mode	
14.2	Oxides (CeO/Ce)	Must be <2.5% in standard mode	
14.3	Stability	Short Term (minutes) Stability ≤3% RSD in standard mode	
		Long Term (hours) Stability ≤4% RSD in standard mode	
14.4	Detection Limits	Be (ppt): <0.5	
		In (ppt): <0.25	
		Bi (ppt): <0.25	
14.5	Bench	Instrument must be a bench top design and include required bench.	
		Bench must have space for auto sampler.	
		Bench must have alcove for vacuum/chiller storage	
14.6	Solutions	Must come with any needed solutions to test the instrument at start up	
14.7	Training	Must include three days of training: Two days on instrument after successful start-up and one day after a period of use to discuss any questions that arise.	
		Training should cover at a minimum: Theory and components, operation, maintenance, navigating the software, and troubleshooting.	
14.8	Consumables	Should come with consumables kit to provide a backup	
		Consumables kit should include at a minimum the following items: <ul style="list-style-type: none"> • Torch • Cones • Spray chamber 	

		<ul style="list-style-type: none"> • Tubing • Gaskets • O-rings • Filters • Fittings 	
14.9	Installation	Must include complete installation of all components by manufacturer	
		Must include start up once installed to verify functionality	
14.10	Maintenance	A minimum amount of maintenance is required for the instrument to ensure less down time and lower consumable costs	
		Preferably no maintenance past the cones	
		Any maintenance required by the user should be easily accessible and simple to carry out	
		Any maintenance expected of the user must not break vacuum to carry out that maintenance	
14.11	Shipping	Shipping must be included in suppliers base bid	
15.0	Warranty and Coverage		
15.1	Warranty	Supplier's price must include 1 year warranty on all system components and parts	
15.2	Service Plan	Supplier must have a service plan option after warranty expires for a minimum of annual periods, preferably a three year option	
		Supplier's service plan must include at least one routine on-site visit by a certified technician to service instrument	
		Service technicians must respond within 24 hours when called for service and must be available to troubleshoot issues by phone, email or in person as needed	

TOTAL FOR ONE \$ _____

Service Plan Term Option	Term (Years)	First Year Cost	% Escalation Per Year
Single Year	1		
Multi Year			

TERMS AND CONDITIONS: The undersigned guarantees all parts against defects and agrees to replace and to install at his own expense any part or parts of the apparatus damaged by reason of defective material, design, or imperfect workmanship during manufacturer's standard warranty period.

The undersigned bidder hereby declares that they have carefully examined the specifications contained herein and will provide all labor, materials, equipment, supervision, and insurance applicable to perform the service in accordance with the specifications and the requirements under the following sum to wit:

BID AUTHORIZATION AND SIGNATURE

Bids are to be signed by an officer of the company authorized to bind the submitter to its provisions. Failure to manually sign and notarize this bid form will disqualify the bidder and the bid will not be considered.

Company

Telephone Number

Authorized Signature

Witness

Typed Name and Title

Federal Identification #

Address, (P.O. Box or Street) City, State, Zip

E-Mail Address

On this ____ day of _____, 20____ before me _____

(name)
to me personally known, being duly sworn, did execute the foregoing proposal, and did so state that

he/she was properly authorized by _____
(Company name)

SEAL

to execute the proposal and did so on his/her free act and deed.

Notary Public _____ My commission expires _____

The following information is requested for statistical purposes only. Provisions or omission of this information will NOT affect the award of this contract.

Bidder certifies that:

- A) Yes, we are a woman-owned business
 No, we are not a woman-owned business
-

- B) Yes, we are a minority-owned business
 No, we are not a minority-owned business

If yes, please identify in appropriate box below:

- Black
 Hispanic
 Native American Indian
 Asian American, including Indian Subcontinent/Pacific Islands
 Socially and Economically Disadvantaged
 Disabled



Winston-Salem

NO BID / PROPOSAL INFORMATION FORM

Bid No. _____

Bid Description: _____

If your firm elects not to submit a proposal, please complete and email this form to:

Name: _____

Title: _____

Email: _____

Please check all that apply:

Cannot provide the product(s) or services required

Cannot be competitive

Cannot meet specifications described in attached bid

Cannot provide insurance required

Cannot provide bonding required

Cannot comply with indemnification requirements

Job too large

Job too small

Do not wish to do business with the City of Winston-Salem

Company's current workload does not allow for additional work

Other Reason:

Company Name: _____

Agent Name: _____

Office Phone: _____

Email: _____