

REQUEST FOR QUALIFICATIONS
FOR

ENGINEERING PROFESSIONAL SERVICES
FOR

CITY OF PORT ARANSAS (COPA), TEXAS
CDBG DRAINAGE IMPROVEMENT PROJECT

Request for Qualifications – CDBG DRAINAGE
IMPROVEMENT PROJECT

Request for Qualifications Due: **MARCH 5TH 2026, 4:00 P.M.**

Issued By:

City of Port Aransas, Texas
(COPA)

CITY OF PORT ARANSAS

ENGINEERING PROFESSIONAL SERVICES

REQUEST FOR QUALIFICATIONS – CDBG DRAINAGE IMPROVEMENT PROJECT

Submittal shall be sent to:
City of Port Aransas
c/o Francisca Nixon, City Secretary
710 W. Avenue A
Port Aransas, TX 78373

Sealed Proposal should be clearly marked: RFQ -
CDBG DRAINAGE IMPROVEMENT PROJECT
- ENGINEERING PROFESSIONAL SERVICES

SUBMITTAL COVER SHEET

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

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

NON-COLLUSION

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

PROPOSAL CERTIFICATION

The Undersigned certifies that to the best of their knowledge:

- () There is no officer or employee of the City of Port Aransas who has, or whose relative has, a substantial interest in any contract award subsequent to this proposal.
() The names of any and all public officers or employees of the COPA who have, or whose relative has, a substantial interest in any contract award subsequent to this proposal, are identified by name as part of this submittal.

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

Date: _____

Entity Name: _____

By: _____

Print Name: _____

CITY OF PORT ARANSAS

ENGINEERING PROFESSIONAL SERVICES

REQUEST FOR QUALIFICATIONS –

CDBG DRAINAGE IMPROVEMENT PROJECT

SIGNATURE PAGE

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

Company Submitting Proposal _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Fax Number _____

Email _____

Web Address _____

Authorized Person Submitting RFQ (Print) _____

Title _____

Signature _____

Date _____

STATEMENT OF NEED

The intent of this Request for Qualifications (RFQ) is to solicit from engineers a submittal of qualifications to provide engineering professional services for the CITY OF PORT ARANSAS.

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

The scope includes, but is not limited to the following, located within the city limits of Port Aransas, Tx.: construct culverts, install piping, excavate ditch, adjust utilities, repair pavement, driveway, curb and gutter and complete associated appurtenances. Construction will take place at the following locations:

- West Avenue A – from West Ave A and Cut-Off Road intersection southeastwardly approximately 745LF
- Howard Blvd/Outfall No.10 – from 28' west of the end of Howard Blvd. southwestwardly approximately 632LF
- Access Rd 1A/Outfall No.9 – from Access Road 1A and 11th St. intersection approximately 407LF
- Highway 361/Outfall No.5 – from 321' southwest of Mustang Blvd. and Highway 361 intersection northwestwardly approximately 191LF

CALENDAR OF EVENTS

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

DATE / TIME	ACTION
05 February 2026	Advertising of Request for Qualifications
05 February 2026	Request for Qualifications documents released to potential Respondents
20 February 2026	Last day and time for Respondents to submit written communications and/or inquiries
27 February 2026	Addenda, if any, responding to written communications/inquiries
05 March 2026, 4:00 P.M. CST	Deadline for submittals
Regular March 2026 City Council Meeting	Recommendation of selected Respondent to COPA city council for approval

SECTION I: SCOPE OF SERVICES

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

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

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

- 1.1.4. *If authorized in writing by COPA, the Construction Document Stage services shall result in a comprehensive set of construction drawings and specifications in sufficient detail as determined by COPA for procurement of construction services and construction of the Project including the preparation and certification of a Storm Water Pollution Prevention Plan. The Design Professional shall also assist COPA with an update of probable cost, preparation of procurement packages, value engineering and bid alternates development, if required. The Design Professional shall be responsible for submissions to and coordination with governing bodies having authority over the Project and revisions and modifications to the documents mandated by such governing bodies if required. Final Construction Documents shall be reasonably coordinated and free of any material errors or omissions, and the Design Professional shall document corrections in a timely manner.
- 1.1.5. Phase Two comprehensive services, *if authorized in writing by COPA, shall include the Bidding Stage and the Construction Administration Stage.
- 1.1.6. Bidding Stage services shall include, but not be limited to, assisting with bidder list development; printing and distributing bid documents; attending pre-bid conference and general contractor interviews; preparing responses to questions from prospective bidders; providing clarification and interpretation of bid documents; reviewing bid alternates, exceptions and substitutions; and assisting with evaluation of contractor proposals and contract negotiations.
- 1.1.7. Construction Administration Stage services shall include, but not be limited to, attendance at regular construction meetings simultaneously with construction observation, preparation of meeting reports, review and approval of contractor submittals and pay applications, response to Requests for Information, evaluation of change proposals, preparation of a final punch list and one follow-up punch list, assistance in correction of punch list deficiencies, attendance at Substantial and Final Completion inspections and assistance with Project acceptance and contract close-out activities. The Design Professional shall also conduct a one (1) year warranty inspection with applicable subcontractors, prepare a deficiency report, and assist with resolving warranty issues. The Design Professional, and its subcontractors as applicable, shall visit the site at a minimum of weekly intervals and also as needed to respond to construction issues and to determine in general if the work observed is being carried out in accordance with the contract documents; however, the Design Professional shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. The Design Professional shall report to COPA any known deviations from the contract documents and any defects and deficiencies observed in the work. The Design Professional agrees that its representatives during the construction phase shall be qualified by training and experience to make decisions and interpretations of plans and specifications and shall be empowered by the Design Professional to do so; such decisions and interpretations shall be binding upon the Design Professional as if made by him, and all such decisions shall be confirmed in writing at the earliest reasonable date. The Design Professional shall have no liability for site safety, or the means and methods employed by the contractor.

SECTION II: SUBMITTAL FORMAT and PREPARATION GUIDELINES

Send Sealed Submittal To:

City of Port Aransas
c/o Francisca Nixon, City Secretary
710 W. Avenue A
Port Aransas, TX 78373

Clearly Marked on Outside Envelope:

Request for Qualifications –
City of Port Aransas CDBG Drainage Design Services

Due Date: March 5th 2026, 4:00 P.M. CST

Instructions to Professionals

Respondents are to submit one (1) original complete submittal with signatures in blue ink, and seven (7) copies and one (1) electronic form of the complete submittal package that can be reproduced.

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

If the submittal is mailed, sufficient time must be allowed to ensure COPA's proper receipt of the package by the time specified above. Allow an additional 24 hours for COPA's internal mail process. It is the responsibility of the firms to ensure that the properly marked and sealed submittal arrives at City of Port Aransas, c/o Francisca Nixon, City Secretary, 710 W. Avenue A, Port Aransas, TX 78373. Submittals received after the due date and time will be returned to Respondent unopened.

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

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

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

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

Submittal Content

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

1. Signed Proposal Cover Sheet.
2. Acknowledgement of number and date of addenda received
3. Company profile including but not limited to:
 - State of Texas License
 - General Reputation and Performance Capabilities: Describe the general reputation and performance capabilities of the firm and explain how these characteristics translate to optimizing results for COPA.

- Years in business under current name, and project team members.
- 4. Description of the staff members of your firm and detailed resumes (can be an attachment)
- 5. Proposed technique(s) that will be utilized for life cycle costing.
- 6. Description of the quality of products to be considered to improve facilities, improve comfort and efficiency in reducing energy consumption and operating costs.
- 7. RFQ Signature Page.
- 8. Five (5) professional references for similar projects completed within the last five years:
 - Services and equipment provided, project cost, and benefits to the owner.
 - Client Name
 - Contact Name, Title
- 9. Contact Person: Phone/Fax Number/Email Address

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

Submittal Format

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

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

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

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

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

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

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

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

Interpretation or Correction

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

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

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

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

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

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

Inquiries concerning Request for Qualifications – CDBG DRAINAGE IMPROVEMENT PROJECT contact David Parsons, City Manager at:

davidparsons@cityofportaransas.org

Provisions for Recommendation

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

1. Reject any and/or all Proposal submittals.
2. Accept any submittal or portion thereof most advantageous to COPA.
3. Revise the RFQ and/or issue addenda to the RFQ, in the event it becomes necessary to revise any or part of the RFQ. Addenda will be provided to all those who received the RFQ.

4. Cancel or re-issue the Request for Qualifications, in whole or in part, prior to execution of a contract.
5. Negotiate with the Respondent.
6. Award contract based on the best overall business decision for the COPA including firm location or services offered.
7. Waive any informalities or irregularities.
8. Award to single or multiple firms.
9. Request additional information or require a meeting with the Respondent for clarification.
10. Request presentations from Respondents following submission of the Proposals submittal.
11. Modify timelines, as issued in the form of an addendum.

SECTION III: EVALUATION CRITERIA AND SELECTION PROCESS

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

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

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

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

SECTION IV: GENERAL TERMS AND CONDITIONS

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

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

Acceptable Sealed Submittals

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

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

Governing Law and Venue

This RFQ and resulting contract, if any, and any disputes there under will be governed by the laws of the State of Texas, Nueces County, and the City of Port Aransas.

Appropriated Funds

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

Sales and Use Tax

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

Invoices

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

Observance of COPA Rules and Regulations

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

Non-Exclusive Contract

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

Limitations of Remedies and Indemnification

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

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

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

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

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

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

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

Insurance

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

The insurance certificates should be delivered to:

c/o Joanna Ragas
RE: RFQ DRAINAGE IMPROVEMENT PROJECT
710 W. Avenue A
Port Aransas, TX 78373

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

1. "City of Port Aransas is Named an Additional Insured." (Except the Workers' Compensation)
2. "Underwriters waive all rights of subrogation against City of Port Aransas."
3. "The coverage afforded herein shall be primary in relation to any policies carried by City of Port Aransas."

4. Provide thirty (30) days' written notice of cancellation or reduction of any coverage to City of Port Aransas.

Contractor shall maintain the following:

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

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

NO PROPOSAL NOTIFICATION

CITY OF PORT ARANSAS Request for Qualifications – CDBG Drainage Improvement Project

ENGINEERING PROFESSIONAL SERVICES

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

_____ WILL NOT SUBMIT A RESPONSE
Vendor Name

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

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

FOR PURPOSES OF FUTURE SUBMITTALS, PLEASE INDICATE:

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

Signature

Date

Address

City State Zip

Phone Number

Fax Number

Email Address

END OF RFQ