

REQUEST FOR PROPOSALS

Un-Priced Technical Proposals

To provide

COMPLETE KNUCKLEBOOM TRUCK

**A Reverse Auction Event
For
City of Tupelo, Mississippi**

BID # 2021-032PW



Publication Dates: October 26, 2021 & November 2, 2021

Un-Priced Responses Due: November 23, 2021 at 2:00 PM

Reverse Auction: November 30, 2021 at 10:00 AM

ADVERTISEMENT FOR PROPOSALS

Notice is hereby given that the City of Tupelo will receive un-priced technical proposals to prequalify vendors for:

COMPLETE KNUCKLEBOOM TRUCK Bid # 2021-032PW

Deadline for receipt of un-priced technical proposals is **November 23, 2021 at 2:00 PM**, local time. Un-Priced proposals, including Specification Response Form and all other documents shall be submitted electronically at www.tupelomsbids.com.

Pursuant to MS Code 31-7-13 and House Bill 1109, this commodity will be procured through a multi-step procurement process, including a Reverse Auction. In Phase One, un-priced technical proposals are evaluated for potential acceptability based upon pre-determined criteria. In Phase Two, only those bidders whose technical proposals are determined acceptable shall be invited to provide priced bids for consideration. City of Tupelo encourages vendor participation in this multi-step process. Complete instructions are provided in the specifications package.

Specifications and detailed instructions regarding the bid process may be obtained by visiting the website www.tupelomsbids.com. Specification response forms, along with all other required information detailed in the bid instructions should be submitted no later than **2:00 PM on November 23, 2021** per the detailed bid instructions. Un-priced Specification Response submissions will be evaluated, and vendors meeting the required specifications will be invited to participate in the **Electronic Reverse Auction process on November 30, 2021 at 10:00 AM**. Approved vendors will be given detailed instructions regarding the reverse auction. The City of Tupelo reserved the right to extend the auction date if necessary, to complete the pre-qualification process. For any questions relating to the electronic submittal or reverse auction process, please call PH Bidding Group at 662-407-0193.

The City of Tupelo is an equal opportunity employer and hereby notifies all bidders that it will affirmatively insure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, age, disability or national origin in consideration for an award.

The City of Tupelo reserves the right to reject any and or all bids, waive technicalities, informalities or irregularities in the bids received, solicit new bids or to choose that bid which is deemed to be in the best interest of the City of Tupelo.

Traci Dillard
Purchasing Agent

Publishing Dates: October 26, 2021 & November 2, 2021

General Bidder Requirements/Information

1. The City of Tupelo reserves the right to reject any and all bids, to waive any informalities in the bid, or award the bid to whomsoever they may choose.
2. The specifications, as stated, are minimum requirements and may be exceeded by the bidder. Add consideration shall be given for exceeding the minimum requirements and all bids will be evaluated against the specifications set forth in this bid package.
3. Manufacturer's part or item numbers may be shown only to describe the item and to determine the level of acceptable quality. Other manufacturer's "equal" items may be bid. The acceptance of "equal" items lies with the Council of the City of Tupelo whose decision shall be final. All items shall be delivered FOB to the location specified on the purchase request in Tupelo, Mississippi.
4. All bid prices shall be net, FOB destination, with transportation charges prepaid by vendor.
5. Delivery will be a consideration in the awarding of this bid.
6. The burden of proof of specifications is the responsibility of the bidder.
7. The City of Tupelo will reject any and all bids that include an escalation charge or clause (including fuel surcharges).

I. SUBMISSION OF UN-PRICED TECHNICAL PROPOSALS

There are several documents to submit in order to be considered for invitation to participate in the Reverse Auction and possible award on this product. Proposals shall contain all documentation as listed in the instructions to bidders.

It is understood that bidders who submit proposals have read, understood and accepted these specifications as written, and by submitting a proposal, agree to meet the specifications as written. Proposal modifications, alterations or corrections received after the closing time specified shall not be considered. Proposals must remain valid for a minimum of sixty (60) days from the opening date. City of Tupelo is a Tax-Exempt Government Entity.

To be considered, un-priced technical proposals must be signed by an owner or authorized officer or manager of the bidding company. It is the bidder's responsibility to ensure timely and complete proposals are received with all required documentation included. Late and/or incomplete proposals will not be considered.

If you are selected to receive an invitation to provide priced bids, complete instructions for submitting priced bids shall be provided in the invitation.

II. QUESTIONS

Failure to examine any specifications and instructions will be at bidder's risk. All procedural and technical questions, or if the attached specifications are incomplete, not clear, or not standardized, shall be made in writing and addressed to the following:

General questions regarding this request should be directed to Traci Dillard, Purchasing Agent, at the City of Tupelo Purchasing Department, 71 East Troy Street, Tupelo, MS 38804. The phone number is 662-841-6456. Email: traci.dillard@tupeloms.gov

For questions concerning the technical specifications, prospective bidders may contact Jason Bridges at the Tupelo Public Works Department. The phone number is 662-841-6456 and the email is jason.bridges@tupeloms.gov.

For questions regarding obtaining bid documents or regarding the online reverse auction process, prospective bidders may contact PH Bidding Group at 662-407-0193 or info@planhouseprinting.com.

No oral explanations by any member of the City staff will be binding. Receipt of addenda must be acknowledged in writing. Submitting vendors shall be responsible for ensuring that they have received any and all addenda.

III. OPENING

Pricing will only be accepted through the Reverse Auction process by vendors that are approved through the multi-step process. Un-priced proposal openings shall be conducted any time after they are received. From that point forward, un-priced proposals will be considered under advisement. City of Tupelo may conduct written or oral discussions with potential bidders.

The City of Tupelo reserves the right to determine responsive offers or proposals, waive minor informalities in the process, to reject any and all offers or proposals, and to invite priced bids from those companies believed most advantageous to the City.

IV. OTHER

THIS IS A MULTI-STEP PROCUREMENT PROJECT TO BE COMPLETED IN TWO SEPARATE PHASES.

- **Phase One** is the solicitation and receipt of un-priced technical proposals for consideration. Deadline for receipt of technical proposals **November 23, 2021 at 2:00 PM.**
- **Phase Two** is the Reverse Auction Event in which bidders will provide priced bids for the items requested, based upon their approved technical proposal. If your un-priced technical proposal is approved as acceptable, you will be invited to enter the Reverse Auction Event and given detailed instructions by PH Bidding Group. PH Bidding Group can be contacted at 662-407-0193 or via email at cory@phbidding.com
- The reverse auction will begin on **November 30, 2021 at 10:00 AM CST**. The reverse auction will be set for a 30-minute time slot. Any bids submitted within the last 3 minutes of the bid will extend the bid time by an additional 3 minutes to prevent bid sniping. Each additional bid after that will cause another 3-minute extension and will continue until 3 minutes have gone by without a bid. At that point, the auction will end.
- **Reverse Auction** is an auction event in which bidders submit pricing in a decreasing manner. In the City of Tupelo Reverse Auctions, all bidders will be able to see their ranking in the bid process and will have the opportunity to lower their bid as often as possible if they see fit. They will not be able to see other vendors or vendor pricing during the process, only their ranking in the bid process.
- More information regarding the live Reverse Auction event will be provided in the invitation to participate.

V. INSTRUCTIONS

The following information applies to all proposals. The documents listed below must be included in your proposal, whether submitted by envelope or by electronic method. The preferred method for receiving responses is via electronic submission at www.tupelomsbids.com, however you can submit proposals by the following methods:

1. **UN-PRICED PROPOSAL SUBMISSION BY ELECTRONIC MEANS:**

Log-in at www.tupelomsbids.com and perform the following steps:

- A. Scan in all required documentation as a pdf file.
- B. On the left side of the webpage, click on "Public bids".
- C. Click on the appropriate bid that you will be participating in.
- D. Click on the "Submit Bid" tab.
 - a. Fill in or check your contact information and required boxed. (In the "Certificate of Resp. #" box, just enter N/A if not applicable.
 - b. Drag and drop your pdf file into the grey box as outlined or click inside the grey box to find your file.
 - c. Click the box certifying that your information is complete and accurate.
 - d. Click "Submit" when you are ready to submit your file.
- E. Once submitted and the solicitation period has ended, the City of Tupelo will review all solicitations, and all approved bidders will be able to take part in the reverse auction process once it begins.
Note: If your solicitation was approved, you will be sent an approval email as soon as it has been approved.
- F. The bid submission can be redacted at any time prior to the bid opening time.

2. **UN-PRICED PROPOSAL SUBMISSION BY SEALED ENVELOPE:**

Prior to the deadline for receipt of un-priced technical proposals, deliver your sealed envelope, marked as shown, to the City of Tupelo Purchasing Department, 71 East Troy Street, Tupelo, MS 38804. The envelope must be clearly marked with the Bidder's name and address on the outside and the following in the lower left corner:

UN-PRICED TECHNICAL PROPOSAL FOR COMPLETE KNUCKLEBOOM TRUCK
BID # 2021-032PW
UN-PRICED PROPOSALS DUE BY: NOVEMBER 23, 2021 at 2:00 PM

The following items should be put in the envelope:

- A. Submission Cover Letter (Form A)
- B. Completed Specification Response Form (Form B)
- C. Product Brochures
- D. Warranty Information
- E. Any other information vendor would like for the City of Tupelo to consider
- F. PH Bidding Supplier Agreement

FORM A

*Submission Cover Letter
for
Un-priced Technical Proposals*

**COMPLETE KNUCKLEBOOM TRUCK
Bid # 2021-032PW**

The undersigned proposes to provide Tennis Courts Lighting as per the specifications provided by the City of Tupelo and the subsequent proposal from the bidder named below:

If, after reviewing all vendor submissions, the City of Tupelo decides to invite _____ (your company name) to submit priced bids, we agree to participate in the reverse auction, which will take place on **November 30, 2021 at 10:00 AM**. We understand that detailed instructions regarding the reverse auction process will be emailed to all approved vendors.

It is understood that we have only one opportunity to submit an un-priced technical proposal. We affirm that we have read and understood this request for un-priced technical proposals and understand that Phase Two must be completed before the items are awarded. We understand that any missing information or documents required by the BID may be cause for rejection of the proposal.

We acknowledge that the City of Tupelo has the sole discretion and authority to determine whether our proposed commodity meets the specifications issued and if it will meet the requirements and needs of the City of Tupelo Parks and Recreation Department. We understand that the City of Tupelo may or may not invite our participation in Phase Two (REVERSE AUCTION – Priced Bids) of this procurement.

We agree to abide by the terms and conditions of the PH Bidding Group Supplier agreement and understand that any questions regarding the agreement or the bid process should be directed to 662-407-0193 or cory@phbidding.com.

If we are invited by the City of Tupelo to participate in Phase Two (REVERSE AUCTION – Priced Bids) of this procurement, the invitation should be directed to:

Printed Name _____

Title _____

Company Name _____

Email _____

Phone _____

SPECIFICATION RESPONSE FORM

**COMPLETE KNUCKLEBOOM TRUCK
Bid # 2021-032PW**

The undersigned proposes to furnish a Complete Knuckleboom Truck, which meets the specifications provided. The undersigned certifies that the minimum specifications, terms and conditions contained in this BID have been considered and understood. By submitting a proposal, I/We do certify that the commodities offered do meet the specifications contained in this Invitation to Bid.

Please check '✓' each line item – confirming specifications listed will be met.

CHASSIS SPECIFICATIONS				
Item	Minimum Specifications	ACKNOWLEDGE		VARIANCE
		YES	NO	
GVWR	Minimum 56,000 LB			
CT Dimension	206" Or to Body Manufacturers Specification			
After Frame Dimension	108" Or to Body Manufacturers Specification			
Frame Rails	Section Modulus -16.979 Minimum 2,030,000 RBM			
Engine	In Line 6 Cylinder Wet Sleeved Diesel Engine, Minimum 300 HP with Minimum 860 LB/FT Torque			
Transmission	Fully Automatic 6 Speed with Double Overdrive, rated to 860 LB/FT Torque with PTO Provision (Automated Manual Transmissions Will NOT Be Accepted)			
Front Axle	16,000# With Synthetic Axle Lube			
Rear Axles	40,000# Single Speed - Ratio to Provide 60 MPH Synthetic Axle Lube			
Brakes	Front: 16.5" X 6.0" With Automatic Slack Adjusters Rear: 16.5" X 7.0" With Automatic Slack Adjusters			
Brake System	Dual Air System for Straight Truck Air Brake ABS With Traction Control Air Dryer with Heater Automatic Drain Valve for Air Tanks Minimum 18.7 CFM Air Compressor			
Suspension	Front: Parabolic Taper Leaf, Shackle Type 16,000 Lb Rated Rear: Walking Beam Type 40,000 Lb Rated			
Wheels	Front: (2) 22.5 X 12.25 Disc Type 10 Stud Painted White Rear: (8) 22.5 X 8.25 Disc Type 10 Stud Painted White			
Tires	Front: 385/65R22.5 Highway Tread Rear: 11R22.5 14-Ply On-Off Road Tread			
Cab	Conventional Day Cab with Air Bag Suspension and Exterior Grab Handle on Driver and Passenger Side			

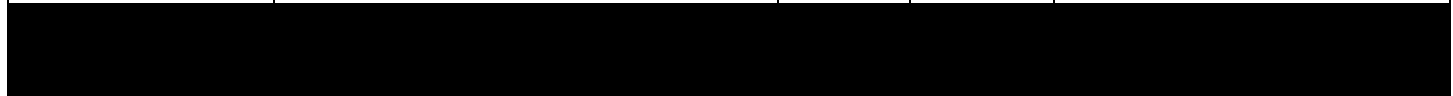
CHASSIS SPECIFICATIONS (continued)				
Item	Minimum Specifications	ACKNOWLEDGE		VARIANCE
		YES	NO	
Mirrors	Dual West Coast Type with Convex on Both Sides			
Air Conditioner	Air Conditioner with Integral Heater & Defroster			
Fuel System	1. Minimum 50 Gallon Aluminum Fuel Tank Mounted Left Side Under Cab			
	2. Fuel/Water Separator Mounted Outside Left Rail Back of Cab			
	3. Minimum 7 Gallon DEF Tank			
Equipment	1. Air Ride Driver Seat - Vinyl			
	2. Two Person Passenger Bench Seat with Integrated Headrest in Both Positions - Vinyl			
	3. Under Seat Storage Compartment			
	4. Dash Mounted Switch for PTO Operation			
	5. Manual Reset Circuit Breakers			
	6. Am/Fm/WB Radio with Clock			
	7. (2) Front Tow Hooks			
	8. Dual Face LED Fender Mounted Turn Signal Lights			
	9. Low Coolant Level Indicator with Alarm			
	10. Wiring for 2-Way Radio With 20 Amp Fuse Protection, Routed to Center of Header Console			
	11. Tilting Hood & Fender with Fixed Grill			
	12. Inhibit Regen Switch Located on Dash			
	13. Tilting Steering Column			
	14. Intermittent Windshield Wipers with washer			
	15. (2) Roof Mounted Air Horns			
	16. Heavy Duty Front Bumper			
	17. Audible Back Up Alarm System			
	18. Underbody Toolbox Installed (18" wide x 18" tall x 36" long)			
Paint	Manufacturers Standard Silver, Base Coat/ Clear Coat Rated for Heavy-Duty Industrial Use			
Warranty	List Manufacturer's Standard Warranty for The Following Components			
	1. Standard Chassis			
	2. Engine			
	3. After-Treatment System			
	4. Transmission			
Optional Extended Warranties	List Prices for Extended Warranty To 60 Months/100,000 Miles on The Following Components			
	1. Engine			
	2. Transmission			
	3. After Treatment System			

Manual and Specs	Factory specifications and literature will be included with the bid - operator's manual, parts book, and service manual			
LOADER AND GRAPPLE SPECIFICATIONS (Installed on Chassis complete)				
		ACKNOWLEDGE		VARIANCE
Item	Minimum Specifications	YES	NO	
NET LIFTING MOMENT	92,200 ft. lbs.			
CAPACITY & REACH	9,040 lbs. @ 10'6,000 lbs. @ 15'4,480			
HORIZONTAL REACH	26' 5"			
MAIN & OUTER BOOM LENGTH - HORIZONTAL	21' 2"			
EXTENSION LENGTH	5' 2"			
CRANE RATING	Minimum HC1/HD4/B4			
LOADER WEIGHT	5,280 lbs.			
HYDRAULIC SYSTEM	Dual circuit control valve			
	3,410 main system pressure			
	21 GPM per circuit			
	Dual high-pressure filters			
	Frame Mounted Hydraulic Tank			
CRANE BASE & STABILIZERS	Crane base to have (2) bolt on top seat operator station access ladders			
	Access ladders to have perforated grip strut tread rungs			
	Ladders shall be KTL painted or approved equivalent (see KTL paint requirements in Paint section below)			
	Stabilizers shall be of an "A-Frame" design with only an up & down function			
	Stabilizer cylinder, inner and outer extension housings ("stabilizer assembly") shall be pinned to crane base such that the complete stabilizer assembly is easily removable for service of assembly components			
	Stabilizers shall have a minimum spread of 10' 4"			
	Stabilizers shall be independently controlled from operator top seat control station			
TOP SEAT OPERATOR CONTROL STATION AND OPERATOR CONTROLS	Operator platform shall be surrounded by round steel handrail with hard shell to prevent damage to the seat, valve, hosing and operator			
	Operator platform shall have four toggle switches within easy reach of operator that control lights on operator platform & outer boom, 4 each LED work lights (2 on the operator's station and two on the outer boom), engine RPM +/-, heated operator seat			
	Operator seat shall be slide adjustable front to back and have adjustable height padded armrests			

LOADER AND GRAPPLE SPECIFICATIONS (Installed on Chassis complete) (Continued)				
		ACKNOWLEDGE		VARIANCE
Item	Minimum Specifications	YES	NO	
TOP SEAT OPERATOR CONTROL STATION AND OPERATOR CONTROLS (continued)	Operator controls shall consist of 2 joysticks and a single foot pedal			
	Both joysticks shall fold down for travel and stow below armrests on operator seat			
	Swing lock pin to be easily accessible from operator platform area			
SLEWING SYSTEM	Minimum 14,010 ft lbs net slewing torque			
	360° continuous rotation			
	Capable of 7 rotations per minute at full hydraulic flow			
	Rotation function controlled by foot pedal at operator's station			
	Locking pin to prevent rotation of boom while in transport			
	Double row rotation bearing with internally facing gear			
MAIN & OUTER BOOM	Main boom lift cylinder shall have a sliding steel guard to protect the cylinder load from damage			
	Main boom section to have raised sides to create a protective recess for the steel hydraulic lines and hoses on the top of the main boom			
	All line and hose connections on the top of the main boom shall be staggered and elevated off the top of the main boom structure for ease of service			
	Steel lines on the top of the main boom shall be KTL painted (see KTL paint requirements in Paint section below)			
	Loader shall have a linkage system between main and outer boom to provide a consistent rate of movement and load capacity throughout the arc of the loader's movement at a given horizontal reach. The load capacity at a given horizontal reach shall deviate more than 2.5% when evaluated at 0' vs. 10' elevation from ground level.			
	Outer boom cylinder shall be mounted above the main and outer boom to help protect cylinder from contact with truck body and body debris			
	All bushings in the arm system shall be bronze and incorporate grease channels to maximize lubrication and maintenance			
	Outer boom shall be equipped with (2) LED work lights mounted to each side of the outer boom section. Each light shall have a steel protective enclosure. Lights shall be controlled via switch at top seat operator station.			

LOADER AND GRAPPLE SPECIFICATIONS (Installed on Chassis complete) (Continued)				
Item	Minimum Specifications	ACKNOWLEDGE		VARIANCE
		YES	NO	
EXTENSION SYSTEM	Extension cylinder, hoses and pipes shall be located inside the outer boom and extension sections. No external hoses, pipes or cylinders are acceptable.			
	Extension system shall have adjustable wear pads and guide blocks			
SUSPENSION LINK & ROTATOR	Suspension link shall be cast steel and have open center for routing of rotator hoses. Hose routing outside of the suspension link is not acceptable.			
	Suspension link shall be of a dual pin design at the attachment points where the link attaches to the loader extension section			
	Rotator shall be minimum 10-ton approved equal			
	Rotator shall be capable of 360° continuous rotation			
	Rotator shall have side and bottom ports			
	Rotator shall have a bolt on steel guard plate covering the hose fitting connections and ports on the rotator			
GRAPPLE	Clamshell, butt-style grapple			
	42" wide jaws			
	Bolt-on steel cutting edges for jaws			
	64" open width			
	6,744 ft. lbs. of closing force			
	(2) cylinder open/close design			
	Cylinders protected by steel plates underneath cylinders and grapple head above cylinders			
	Bolt-on grapple head for easy servicing of cylinders and hydraulic components			
	4,000 lbs. snap in load hooks on each side of grapple head			
	Cylinder hoses routed through bottom ports on rotator and through top opening on grapple head assembly. Rotator side port hose routing not acceptable.			
PAINT	Crane structural components and pipes shall be painted using "KTL" (or equal) process. KTL is an immersion painting process featuring cataphoresis electrostatic coating.			
	Crane components and pipes shall be blasted with wire shot and then treated in zinc phosphate solution.			
	Primer shall be applied and baked.			
	Top coat shall be powder coating with hardening by baking at 400 degrees			

HYDRAULIC SYSTEM	Hotshift PTO with direct mount, tandem circuit hydraulic pump			
	79-gallon steel hydraulic reservoir with in tank return filter and 2" shut off valve			
	Frame mounted hydraulic oil cooler. Cooler shall be 26.8 HP with 20.0kW heat removal.			
Manual and Specs	Factory specifications and literature will be included with the bid - operator's manual, parts book, and service manual			



BRUSH BODY SPECIFICATIONS (Brush Body Installed on Chassis Complete)

Item	Minimum Specifications	ACKNOWLEDGE		VARIANCE
		YES	NO	
DIMENSIONS	Length 22' x Width 96" x Height 60"			
MAINFRAME	7" Structural Channel Main Frame			
	4" Structural Channel Cross Members 12" On Center			
	6" Structural Channel Outside Rail			
	4" Structural Channel Posts 12" On Center			
	7" Structural Channel Rear Posts			
	6" Structural Channel Top Rail			
FLOOR	Minimum 1/4" Steel Floor			
SIDES/ BULKHEAD	60" Tall, Minimum 10 Gauge Steel for Sides and Bulkhead with 2" X 2" Double Brake on Top and 1" Single Brake on Bottom, 1/4" X 3" Across Bottom of Posts			
LIGHTING/MISC	LED Clearance Lights			
	LED Safety Flashers in Rear Posts			
	2 Sets of Mud Flaps			
	Back-Up Alarm, Reflectors			
	Primed And Painted Black			
PAINT	Black, painted inside and out, rated for heavy duty industrial use, applied evenly, no runs			
WARRANTY	Please State Warranty Coverage and Nearest Warranty Facility from City of Tupelo			
	On Site Warranty Not Allowed, MUST Be Manufacturer's Certified Warranty Facility			

GENERAL BIDDER'S REQUIREMENTS			
GENERAL REQUIREMENT	ACKNOWLEDGE		VARIANCE
	YES	NO	
The City of Tupelo reserves the right to reject any and all bids, to waive informalities in the bid, or to award to whomsoever they may choose.			
A document is to be provided to the City of Tupelo by the winning bidder verifying that the order for this item has been placed with the manufacturer and clearly stating the date on which the order was placed, and when the build is anticipated to be completed. <i>*In the box to the right, please state the anticipated delivery date of your supplied unit.</i>			<u>Anticipated Delivery Date:</u>
Bidder is to state details of all standard and extended Warranties furnished, including parts and labor for all components.			
Any warranty labor to be performed by the City of Tupelo mechanics is to be reimbursed by the bidder at the City of Tupelo's current labor rate.			
A telephone call by City of Tupelo Fleet Maintenance Personnel is to constitute sufficient notification for warranty service to the bidder for standard factory stock items and non-standard factory items.			
Transportation is to be furnished at bidder's expense for all warranty related work outside a 10-mile radius from City of Tupelo limits.			
The City of Tupelo shall not be liable for any warranty related charges, payments, and billings. No warranty service and parts charges are to be invoiced to the City of Tupelo.			
Parts and service availability are to be provided a minimum of Chassis – 1 year Engine – 2 years			
Location of bidder's authorized parts and service facility is to be within 50 miles of the City of Tupelo.			
All parts that are not specifically mentioned but which are necessary to provide a complete machine are to be included in the bid and shall conform in strength and quality to that which is provided in the trade in general.			
Delivery - The successful bidder will deliver fully assembled truck, trash bed and boom to City of Tupelo –Public Works Department 604 Crossover Rd, Tupelo, MS 38801. The Bidder is to notify the City of Tupelo of any delays in delivery extending beyond two (2) weeks from the Final Anticipated Delivery Date stated in this document. Failure to coordinate major delays in delivery with the City of Tupelo designated personnel shall release the City of Tupelo of this purchase order contract.			
A telephone call or written communication is to be provided to the City of Tupelo Fleet Management Division a minimum of five (5) days prior to delivery stating the anticipated date and time unit is to be delivered.			
All items must be as specified or approved equal by the Director of the Public Works Department for the City of Tupelo.			
The burden of proof of specifications is the responsibility of the bidder.			

Specification Response Form Complete Document Checklist and Bid Requirement Acknowledgment*Please include all below documents in order for your Specification Response Form to be considered:*

Item	ACKNOWLEDGE		VARIANCE
	YES	NO	
Equipment Brochure Included:			
Written Warranty Information/Service Information Included:			
PH Bidding Supplier Agreement Included. Checking this box acknowledges that you understand your responsibilities under the PH Bidding Supplier Agreement.			
If your product meets specifications and you are approved to participate in the reverse auction, you will be given full details regarding participation in the reverse auction.			

If you will require technical assistance for the submission of the specification response or the reverse auction process, this will require you to either contact PH Bidding Group at 662-407-0193 or info@phbidding.com at least one day prior to the specification response deadline or the reverse auction date.

BIDDER INFORMATION

Company _____ Title _____

Physical Address _____

Billing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Authorized Agent Name _____

Title _____

Signature _____