



# INVITATION FOR BID

IFB 2024-25

Bay County Central Dispatch  
Uninterruptable Power Supply (UPS) Replacement

JIM BARCIA  
BAY COUNTY EXECUTIVE

**INVITATION TO BID – THIS IS NOT AN ORDER OR OFFER**

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**DATE OF REQUEST** OCTOBER 18, 2024

**REFERENCE BID NUMBER** IFB 2024-25

**WALK-THROUGH – STRONGLY SUGGESTED** NOVEMBER 1, 2024  
1:00 P.M.  
BAY COUNTY CENTRAL DISPATCH  
1228 WASHINGTON AVE.,  
BAY CITY, MI 48708

**DEADLINE FOR VENDOR QUESTIONS** NOVEMBER 15, 2024  
5:00 PM

**ADDENDUM ISSUED** NOVEMBER 22, 2024  
5:00 PM

**PROPOSED DATE/TIME REQUIRED** DECEMBER 6, 2024  
12:00 PM

**BID SUBMITTAL** BAY COUNTY FINANCE DEPT.  
ATTN: FRANCES MOORE  
BAY COUNTY BUILDING  
515 CENTER AVENUE  
7<sup>TH</sup> FLOOR  
BAY CITY, MI 48708-5128

**MARK BID** “BAY COUNTY CENTRAL DISPATCH  
UNINTERRUPTED POWER SUPPLY  
(UPS) REPLACEMENT - DELIVER BID  
TO FINANCE DEPARTMENT  
IMMEDIATELY”

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**INTRODUCTION:**

Bay County Central Dispatch is looking to replace the existing Liebert UPS system. Delivery of this item will be at Bay County Central Dispatch, 1228 Washington Ave., Bay City, MI 48708. A walkthrough is strongly recommended for this bid.

**SPECIFICATIONS:**

1. Capacity: Must support our current power draw requirements with an additional 25% capacity to accommodate potential future equipment additions. Please see the attached specifications (Exhibit A).
2. Battery System: Scalable battery capacity to extend runtime beyond the minimum requirement (modular battery additions).
3. Runtime: Minimum runtime of 60 minutes under full load. A runtime of 90 minutes or greater is highly desirable.
4. Footprint: The new UPS should ideally match the footprint of our existing unit to minimize installation challenges. Footprint size: 21inches wide by 56 inches tall.
5. Isolation Switch: Must include an automatic isolation switch with a manual override option for enhanced safety and maintenance flexibility.
6. Disposal: The bid should include the removal and proper disposal of the existing UPS unit, including battery recycling.

**REQUIREMENT OF BIDDERS:**

1. Each bidder must provide with its formal Bid a written sworn statement certifying that it has not colluded with any competing bidder or County employee or entered into any type of agreement of any nature to fix, maintain, increase, or reduce prices or competition regarding the items covered by this Invitation for Bid. **(ATTACHMENT A)**.
2. Pricing and warranty information will only be accepted on the attached Bid Summary form. **(ATTACHMENT B)**.

**SITE VISIT:**

It is strongly suggested that firms attend this walkthrough to submit a comprehensive bid. During the site walk all equipment shall be reviewed. The purpose of this site visit is to allow for a complete understanding of the project and expectations.

**SUBMITTAL REQUIREMENTS:**

1. Responses must use Times New Roman font 12 pt.
2. Responses must be spaced 1.15”.
3. Responses must be typed, no handwritten replies.
4. Additional information must be limited to no more than 1 page per section.

## **CONTENTS OF BID SUBMISSION PACKET:**

1. Cover Sheet.
2. Bidder's Checklist.
3. Attachment A – Certificate.
4. Attachment B – Price and warranty information sheet.

## **GENERAL INFORMATION:**

1. **CHANGES TO IFB:** All additions, corrections or changes to the solicitation documents will be made in the form of a written Change Form signed by Purchasing Agent, Frances Moore, only. Firms shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by such a written, signed Change Form. All written, signed Change Forms issued shall become part of the Agreement documents. Change Forms will be sent to all known potential firms by e-mail.
2. **CONTACT INFORMATION:** To receive future communications related to this IFB, possible firms are asked to immediately send contact information by email to Frances Moore, Bay County Purchasing at [purchasing@baycountymi.gov](mailto:purchasing@baycountymi.gov); failure to do so may limit your ability to submit a complete, competitive proposal.
3. **RIGHT TO WITHDRAW BIDS:** By submitting a response to this IFB, the Firm agrees to be bound by this IFB's terms and conditions. Bids may be withdrawn by the Firm without penalty at any time before notification that the Firm's bid has been selected. However, if the Firm withdraws after selection of its bid but before executing the Contract for any reason ("Late Withdrawal"), Firm shall pay liquidated damages to the County in an amount equal to five percent (5%) of the amount of the bid ("Liquidated Damages"). The County and Firm intend these Liquidated Damages to constitute compensation and not a penalty. The parties acknowledge and agree that the harm caused to the County by such a Late Withdrawal of a bid would be impossible or very difficult to accurately estimate at the time of the Late Withdrawal and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from such a Late Withdrawal. Firm's payment of the Liquidated Damages shall be Firm's sole liability and entire obligation and County's exclusive remedy for Late Withdrawal of Firm's bid.
4. **IFB, PROPOSALS AND ACCEPTANCE DO NOT OBLIGATE:** The parties agree that they will not consider either distribution of this IFB or receipt of Bids by the County or even notification of Bid acceptance by the County as an obligation or commitment by the County to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its legal counsel.
5. **TAX-EXEMPT STATUS:** The County is a tax-exempt entity. A tax-exempt form will be provided to the successful firm.

6. FOIA: All bids are confidential until the listed bid opening time and date; however, as a public entity, the County is subject to the Michigan Freedom of Information Act (FOIA). The information contained in the bids may be subject to FOIA requests.
7. INSURANCE: The Firm shall purchase and maintain insurance sufficient to protect it from any and all claims which may arise out of or result from the Firm's services related to this IFB and any resultant contract, whether such service be by the Firm individually or by anyone directly or indirectly employed by Firm, or by anyone for whose acts Firm may be liable, including independent contractors. Insurance policies purchased and maintained shall include, but are not limited to, the following:
  - a. Workers' compensation insurance for claims under Michigan's Workers' Compensation Act or other similar employee benefit act of any other state applicable to an employee in the minimum amount as specified by statute;
  - b. Employer's liability insurance, in conjunction with workers' compensation insurance, for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when workers' compensation may not be an exclusive remedy, subject to a limit of liability of not less than \$100,000 each incident;
  - c. Motor vehicle liability insurance required by Michigan law including no-fault coverage for claims arising from ownership, maintenance or use of a motor vehicle with liability limits of not less than \$1,000,000 per occurrence. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
  - d. Commercial General Liability insurance for claims for damages because of bodily injury or death of any person, other than the Firm's employees, or damage to tangible property of others, including loss of use, which provides coverage for contractual liability, with a limit of not less than \$1,000,000 each occurrence and a mandatory \$2,000,000 annual aggregate.

Insurance required shall be in force until acceptance by the County of the entire completed work, and shall be written for not less than any limits of liability specified above. Certificates of insurance, acceptable to the County, shall be provided to the County's Department of Corporation Counsel no less than ten (10) working days prior to commencement of the project.

All coverage shall be with insurance carriers licensed and admitted to do business in Michigan, and are subject to the approval of the County.

All Certificates of Insurance and duplicate policies shall contain the following clauses:

1. "It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage will be mailed to Bay County's Department of Corporation Counsel, 515 Center Avenue, Suite 402, Bay City, MI 48708"; and
2. "It is understood and agreed that the following are listed as additional insureds: The County of Bay, including all elected and appointed officials, all employees and volunteers, all boards, commissions, departments and/or authorities and their board members, employees and volunteers."

8. **NON-DISCRIMINATION:** In the performance of the competitive sealed bid and resultant contract, firm agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, national origin, gender identity and sexual orientation in the operation of public employment, public education, or public contracting. Firm shall not discriminate against any employee or applicant for employment to be employed in the submission of this bid or in performance of the duties necessitated by an award of the proposed contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the contract.
9. **COST OF DEVELOPING BID RESPONSE:** The Firm shall be responsible for all costs incurred in the development and submission of its Bid Response.
10. **QUESTIONS:** All questions about this IFB must be received by November 15, 2024, at 5:00 p.m. must be in writing, via email, to:

Frances Moore  
Purchasing Agent  
[purchasing@baycountymi.gov](mailto:purchasing@baycountymi.gov)

Every attempt to answer your inquiries will be made, however Bay County reserves the right to not answer any questions received after the November 15, 2024, due date.

Responses to any inquiries will be issued in one (1) Addendum no later than November 22, 2024 and will be sent to all known firms.

Correspondence or inquiries made directly from firms regarding their bids are to be directed to those County employees designated above for appropriate review and response.

In addition, the person listed above will issue all valid responses and changes to this IFB. Contact with other County staff or a County Board of Commissioner could be a reason for disqualification.

Correspondence or inquiries made directly from firms regarding their bids are to be directed to those County employees designated above for appropriate review and response.

Any significant explanation desired by a firm regarding the meaning or interpretation of the Invitation for Bid must be requested with sufficient time allowed for a reply to reach all prospective firms to submit their bids.

Any information given to a prospective firm concerning the Invitation for Bid will be furnished to all prospective firms as an amendment or addendum to the Invitation for Bid if such information would be of significance to uninformed firms.

The County shall make the sole determination as to the significance to uninformed firms.

11. **RESPONSIBILITY:** Firms are solely responsible for ensuring their bid is received by Bay County Purchasing in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

Bay County Purchasing shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of bids shall be made to Bay County Purchasing, Bay County Building, 7<sup>th</sup> Floor, Bay City, MI 48708.

Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this request.

12. **BID RESPONSE DELIVERY:** Bid submissions must be returned no later than **December 6, 2024 @ 11:00 A.M.** in a sealed envelope clearly marked **“CENTRAL DISPATCH UNINTERRUPTED POWER SUPPLY (UPS) REPLACEMENT.”** Please provide three (3) printed copies of the submission. The submissions may be hand delivered or sent by mail to Bay County Purchasing Office, Bay County Building, 7<sup>th</sup> Floor, Bay City, Michigan 48708.

**The County will not accept proposals sent by FAX machine or E-mail.**

13. **BID RESPONSE OPENING:** There will be a public bid opening immediately following the deadline to receive bid responses in the Bay County Finance Department conference room located in the Bay County Building, 7<sup>th</sup> Floor, 515 Center Avenue, Bay City, Michigan. All firms are invited to attend and hear the bids read.
14. **BID RESPONSE REJECTION/ACCEPTANCE:** The County reserves the right to accept or reject any or all bid responses, to waive any irregularities and to make the final determination as to the best low qualified bid response.
15. **BID RESPONSE AWARD:** In the event the bid is awarded directly by the Finance Officer, a Notice of Intent to Award will be used to notify all firms of her intent to award the proposal to the Firm providing the best value to the County.
16. **CONTRACT:** The County’s award of any bid is subject to and conditioned upon execution of a formal agreement for products and services between the successful firm and the County. In submitting a bid, the firm acknowledges that the contents of the IFB will become incorporated within any formal agreement. This IFB does not include every term and provision which shall be included in the formal agreement. In the event that the firm fails to execute the formal agreement within 14 days of its presentment by the County, the County may reject the selected firm, and proceed to accept another qualified bid, or reject all bids.

A copy of a firm's suggested terms and conditions may be submitted with firm's bid, however, neither the County's acceptance of any bid nor award of any contract pursuant to this IFB shall be construed as any definitive acceptance by the County of Firm's suggested terms and conditions. In the event of a conflict in terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms and conditions of the IFB, and last, the Firm's Proposal.

17. **DISPUTES:** In the event a firm disagrees with the recommendation of the Bay County Finance Officer concerning this award, the firm may obtain a Bid Protest Form from the Purchasing Office. This form must be completed and returned to Frances Moore, Bay County Purchasing Agent, Bay County Purchasing Division, 7<sup>th</sup> Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708-5128, **within ten (10) working days from the date of the notice of intent to award.**

**ADA ASSISTANCE:**

The County of Bay will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon two days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson  
Corporation Counsel  
Bay County Building  
515 Center Ave. 4th Floor  
Bay City, MI 48708-5128  
(989) 895-4098  
(989) 895-4049 TDD

Frances Moore, Purchasing Agent  
Bay County Finance Department  
Purchasing Division  
Bay County Building  
515 Center Ave. 7<sup>th</sup> Floor  
Bay City, MI 48708  
[purchasing@baycountymi.gov](mailto:purchasing@baycountymi.gov)

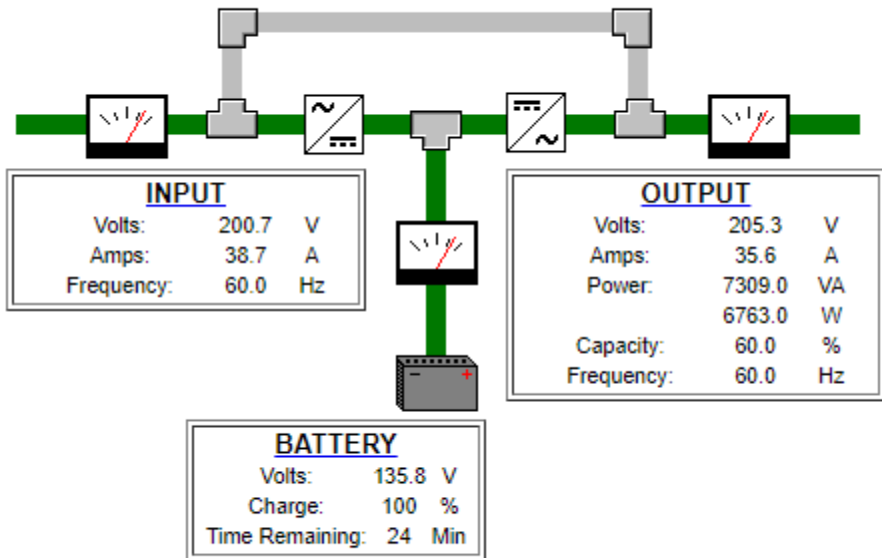
**THIS BID PROCESS WILL BE CONDUCTED IN CONFORMITY WITH THE BAY COUNTY PURCHASING POLICY AS FOUND ON THE BAY COUNTY WEBSITE**

**[www.baycountymi.gov](http://www.baycountymi.gov)**



**EXHIBIT A**  
**CURRENT POWER DRAW REQUIREMENTS**

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UPS Load on Inverter



16000 VA FRAME

**CONTROL MODULES**

2	INSTALLED
1	REDUNDANT
0	FAILED

**POWER MODULES**

5	INSTALLED
5	ACTIVE
2	REDUNDANT
0	WARNINGS
0	FAILED

**BATTERY MODULES**

6	INSTALLED
6	ACTIVE
0	WARNINGS
0	FAILED

	<b>Supported Status</b>	<b>Value</b>	<b>Units</b>
	Number Of Input Lines	1	
	Input Frequency	60.0	Hz
	Input Voltage L1	200.6	V
	Input Current L1	38.5	A
	Power Factor Correction State	True	

	<b>Supported Alarms</b>	<b>Status</b>
	Input Power Supply Fail	Normal

	<b>Supported Settings</b>	<b>Value</b>	<b>Units</b>
	Nominal Input Voltage	208.0	V
	Nominal Input Frequency	60.0	Hz

	Supported Status	Value	Units
	Redundant Control Module Present	True	
	Inverter Temperature Sensor Installed	False	
	Battery Temperature Sensor Installed	True	
	Power Factor Corrector Temperature Sensor Installed	False	
	Ambient Temperature Sensor Installed	False	
	Location 1 Temperature Sensor Installed	False	
	Location 2 Temperature Sensor Installed	False	
	Transformer Temperature Sensor Installed	True	
	Transformer Temperature	45.5	°C
	Transformer Temperature	113.9	°F

	Supported Alarms	Status
	Check Air Filter - Replace	Normal
	Control Module Failure	Normal
	Redundant Control Module Failed	Normal
	User Interface Module Failed	Normal
	Main Control Warning	Normal
	Redundant Control Warning	Normal
	Transformer Over Temperature	Normal
	Internal Device Communication Failure	Normal
	Device Active Alarm	Normal

	Supported Settings	Value	Units
	Auto Restart Enabled	True	
	Auto Restart Delay	10	seconds
	Device System Capacity	16000	VA
	Device Auto Restart Percent Setpt	0	%

	Supported Status	Value	Units
	Number Of Output Lines	1	
	Output Frequency	60.0	Hz
	Output Current L1	35.7	A
	Output Voltage L1	205.4	V
	Load (Apparent Power)	7289	VA
	Load (Real Power)	6740	W
	Load / Capacity	60	%
	Load On Inverter	True	
	Bypass Active	False	
	Shutdown Reason - Over Temperature	False	
	Shutdown Reason - Overload	False	
	Shutdown Reason - Output Short	False	
	Shutdown Reason - Low Battery	False	
	Shutdown Reason - Remote Shutdown	False	
	Shutdown Reason - Hardware	False	

	Supported Alarms	Status
	Load On Battery	Normal
	Output Overload	Normal
	Output Off Pending	Normal
	Load Transferred To Bypass Due To UPS Fault	Normal
	Output Switch Open	Normal
	Load On Bypass	Normal
	UPS Overload	Normal
	Output Off	Normal
	Load On Manual Bypass	Normal
	Output No Load Detected Warning	Normal

	Supported Settings	Value	Units
	Nominal Output Voltage	208.0	V
	Nominal Output Frequency	60.0	Hz
	Nominal Power Factor	0.70	
	Overload Alarm Limit	4000	VA

	<b>Supported Status</b>	<b>Value</b>	<b>Units</b>
	Number Of Battery Modules Installed	6	
	Battery Time Remaining	24	min
	Battery Voltage	135.8	V
	Battery Charge Percentage	100	%
	Battery Temperature	23.0	°C
	Battery Temperature	73.4	°F
	Battery Charge State	Fully Charged	
	Battery Charger On	True	
	Battery Test Result	Passed	
	Battery Module Failure Count	0	
	Battery Module Active Count	6	
	Battery Module Warning Count	0	
	Number Of Total Battery Discharges, Since Last Reset	141	
	Total Accumulated Discharge Time, Since Last Reset	8141	seconds

	<b>Supported Alarms</b>	<b>Status</b>
	Battery Under Test	Normal
	Load On Battery	Normal
	Replace Battery	Normal
	Low Battery - Shutdown Imminent	Normal
	Battery Module Failure	Normal
	Battery Module Warning	Normal
	Battery Test Failed	Normal

	<b>Supported Settings</b>	<b>Value</b>	<b>Units</b>
	Nominal Battery Voltage	120.0	V
	Device Low Battery Time	2	min
	Automatic Battery Test Enabled	True	
	Next Battery Auto Test Time	45854	minutes

**SEE ATTACHED  
REQUIRED DOCUMENTATION**

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**NON-BIDDERS FEEDBACK FORM**

Bid #: 2024-25

Central Dispatch UPS Replacement

*If you are not submitting a bid for this Bid, please indicate the reason(s) by checking off one or more items below and email this form to [purchasing@baycountymi.gov](mailto:purchasing@baycountymi.gov)*

- \_\_\_\_\_ Unable to bid at this time but would like to receive future bid requests.
- \_\_\_\_\_ Service(s) or material(s) not provided by our firm.
- \_\_\_\_\_ Service(s) or material(s) we offer do not fully meet all the requirements specified.
- \_\_\_\_\_ We cannot meet the timetable required.
- \_\_\_\_\_ Insufficient time allowed for preparation and submission of bid.
- \_\_\_\_\_ Specifications not clearly understood or applicable as follows: (ex. too vague, too rigid, etc.)
- \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please remove our name from your bidders list for \_\_\_\_\_ This commodity group  
\_\_\_\_\_ These item(s) or material(s)  
\_\_\_\_\_ All bids

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_



**Bid Response Cover Sheet**  
Bid #: 2024-25  
Central Dispatch UPS Replacement

*All bids must include this cover sheet (or this sheet reproduced on letterhead) as a cover sheet*

TO: County of Bay  
515 Center Ave, 7<sup>th</sup> Floor  
Bay City, MI 48708

FROM: \_\_\_\_\_

Company Name

an individual,

a corporation

*(Please mark appropriate box),*

Duly organized under the laws of the state of: \_\_\_\_\_

Year Firm Established \_\_\_\_\_

Years in Business: \_\_\_\_\_

The undersigned, having carefully read and considered the Invitation for Bid (IFB) for Central Dispatch UPS Replacement does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached Bid, including, by reference here, the County's IFB document. Bids must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

BY: \_\_\_\_\_

(Signature of authorized representative)

\_\_\_\_\_  
(Please Print Name and Title)

**PRINCIPAL OFFICE ADDRESS:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

State \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

TIN #: \_\_\_\_\_

UEI #: \_\_\_\_\_

**Bidders Check List**

Bid #: 2024-25

Central Dispatch UPS Replacement

	<b>YES</b>	<b>NO</b>
1. I have read ALL the instructions and specifications.	_____	_____
2. I have read and acknowledge the information contained in the "General Information" section of the Bid.	_____	_____
3. I have filled in ALL the required documentation.	_____	_____
4. I have provided all required information per the guidelines specified within the bid document.	_____	_____
5. I am an officer of the company.	_____	_____
6. I have the authority to obligate my company.	_____	_____
7. I am returning the signed ORIGINAL and specified number of copies required per the bid document.	_____	_____
8. I have organized and labeled the bid per instruction.	_____	_____
9. I have retained a copy of the submission.	_____	_____
10. I have properly labeled the external envelope.	_____	_____
11. If successful, the "Insurance Requirement Certificate" from an insurance company licensed to do business in the State of Michigan will be provided within ten working days after Notification of the award.	_____	_____
12. I have provided the necessary information for the person responsible for follow-up.	_____	_____

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION**

Bid #2024-25

Central Dispatch UPS Replacement

The individual signing below certifies:

1. He/She is fully authorized to submit this Bid, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. He/She has been duly authorized to act as the official representative of the bidder to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This Bid was solely developed and prepared without any collusion with any competing Proposer and/or Bay County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Bid.
4. The content of this BID has not and will not knowingly be disclosed to any competing or potentially competing proposer prior to the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a Bid has been made.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

**BID SUMMARY**  
 Bid # 2024-25  
 Central Dispatch UPS Replacement

<b>Equipment Cost</b>	<b>Price</b>
UPS	\$
Delivery	\$
Removal of Old Equipment	\$
<b>Total Bid Price</b>	\$

<b>Warranty</b> (please provide additional warranties offered and the cost associated.)	<b>Price</b>

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_