

**ANNE ARUNDEL COMMUNITY COLLEGE
REQUEST FOR QUOTES - PROJECT NO. C2017-47-Q
ARCHIBUS CROSS GRADE UPGRADE
& RELATED SERVICES
Quotes Due: 6/8/2017 by 11:00 a.m.
Today's Date: 5/16/17**

1.0 INFORMATION

Anne Arundel Community College is requesting quotes for a **cross grade upgrade and conversion of our current Archibus software from 19.1 to Web Central 23.1, including consulting and training.** This software is utilized by AACC for room inventory and asset management and tracking. Quotes shall include pricing for all materials, labor, and hours respective to these specifications, any written addenda issued, and for the completion of this project.

Firms must currently hold a contract with Maryland Do-It, Maryland Master Contracts or other College-approved cooperative contracts. Specify the name and number contract from which you are providing a quote. Provide a link to this contract with your quote.

Name of Contract: _____

Contract #: _____

Firms must work directly with our Archibus account representative, Anne Jaworski, anne_jaworski@archibus.com, 617-227-2508, to obtain approval for the cross grade upgrade.

Written quotes **must be** submitted on this form, and submitted by e-mail by the deadline, signed and clearly labeled in the **subject line** of the email **“Request for Quote: Project C2017-47-Q Archibus Cross Grade Upgrade & Related Services”** to Melanie Scherer, Director of Purchasing & Contracting - Email: mlscherer@aacc.edu. **Written quotes will be received until June 8, 2017 by 11:00 a.m. EST.** It is the responsibility of each firm to ensure that their Quote is delivered prior to the scheduled deadline.

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-2256, complianceofficer@aacc.edu or Maryland Relay 711.

2.0 BACKGROUND

Anne Arundel Community College is an award-winning, fully accredited public two-year institution serving approximately 53,000 students each year through classes offered at the Arnold campus, online and multiple sites in Anne Arundel County. Fast Facts about Anne Arundel Community College can be reviewed at <http://www.aacc.edu/aboutaacc>.

3.0 DEADLINE FOR QUESTIONS

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Firms are advised that the deadline for questions is **May 26, 2017, by 11:00 a.m. EST**. Questions must be submitted in writing to Melanie Scherer @ mlscherer@aacc.edu. Questions must be sent and noted in the subject line of firm's email "**QUESTIONS for RFQ C2017-47-Q Archibus Cross Grade Upgrade & Related Services.**"

4.0 eMaryland Marketplace

Copies of this RFQ and related addenda can be obtained from eMaryland Marketplace. In order to download the RFQ and Addenda, all bidders must register as a vendor with eMaryland Marketplace's (EMM) at <https://emaryland.buyspeed.com/bso/>. Vendors assume the responsibility of downloading formal solicitations and all addenda from this website prior to responding to any solicitation. Anne Arundel Community College assumes no liability for damages incurred directly or indirectly as a result of errors, omissions, discrepancies, unauthorized modification of electronic data, errors in transmission, HTML browser incompatibilities, and other aspects of electronic communications that are beyond the College's control. The College may post Addenda and additional information up to 48 hours prior to the receipt of quotes.

5.0 TENTATIVE TIME FRAME

The schedule is tentative and may change at any time

DATE	EVENT
May 16, 2017	Request for Quotes Distributed to Firms
May 26, 2017	Deadline for Questions - by 11:00 a.m.
May 29, 2017	Memorial Day – College Closed
June 1, 2017	Addendum One Issued
June 8, 2017	Quotes due by 11:00 a.m.
June 12, 2017	Successful firm notified of contract award
June 15, 2017	Project Work Start Date
December 31, 2017	Project Completion

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6.0 SCOPE OF WORK

The objective of this project is to upgrade and convert from version 19.1 to Web Central 23.1, including consulting and training on the Archibus software utilized by AACC for room inventory and asset management and tracking.

7.0 GENERAL REQUIREMENTS

Work will include purchase of software, project management, Web Central upgrade and conversion from 19.1 to 23.1, testing and debugging, installation of new software and databases, and training. Training will include:

- On-site training for 2 preferred.
- Fundamentals - the basic skills needed to work effectively with ARCHIBUS and provides an overview of the available applications.
- System Administration: Using Web Central's built-in report and dashboard writers.
- Review of capabilities of the Web Central product addressing how to create custom reports, forms, and dashboards that are tailored to the processes of our organization.
- Exporting capabilities that help with data mining
- How to extend the interface in order to design custom workflows and calculations, send email notifications.

8.0 SPECIAL INSTRUCTIONS AND QUOTE SUBMITTAL FORMAT

All quotes must be organized in accordance with the format listed below. Conciseness and clarity of content are emphasized and encouraged. Non-conforming and quotes not responsive to the stated requirements may be rejected at the discretion of college officials.

A. FIRM'S QUOTE

All quotes shall be exclusive of taxes, where applicable. A copy of the college's tax exemption certificate can be provided upon request. ***The college reserves the right to award all, some, or none of the projects listed***

B. ACKNOWLEDGEMENT OF ADDENDA

Addenda are incorporated into and are considered to be an integral part of the RFQ. Contractors must verify prior to submitting a quote that they have received all addenda issued and must acknowledge receipt in the space provided on the quote.

Firms shall email their quote to Melanie Scherer, Director of Purchasing & Contracting at mlscherer@aacc.edu. The email shall be clearly marked **"RFQ C2017-47-Q Archibus Cross Grade Upgrade and Related Services."**

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C. SITE SAFETY REQUIREMENTS ACKNOWLEDGEMENT

N/A

D. PROOF OF INSURANCE

Contractors must supply a letter from their insurance company or a copy of a current (up-to-date) certificate(s) of insurance which includes the policy number(s), the name(s) of the insurance company and insurance agent(s), effective date(s) and coverage amounts as specified under Special Provisions, item O, pages 9 & 10 of this RFQ. Additionally, the proof(s) of insurance shall verify that the primary Contractor holds, or if awarded the contract, will hold in their company's name, all required insurance at the specified limits. All policies, where allowed, shall include a waiver of subrogation in favor of the college.

E. REFERENCES

Firm shall supply a listing of at least three (3) clients, preferably in the local area, for projects of equivalent scope and complexity that has been performed within the past three (3) years. Anne Arundel Community College must not be one of these references. For each reference, the Firm shall include the following information:

1. Name of client
2. Address of client
3. Name and title of contact person
4. Telephone number and e-mail address for the contact person
5. Scope of work and date of project

Anne Arundel Community College may contact references as it deems necessary to determine the ability of the Firm to meet all the terms of the stated specifications.

9.0 SPECIAL PROVISIONS

A. PURCHASE ORDER TERMS AND CONDITIONS

Please click on the following link for a complete list of purchase order terms and conditions:

<http://www.aacc.edu/media/content-assets/aacc/documents/Purchase-Order-Terms-and-Conditions-Final.pdf>

These purchase order terms and conditions are subject to change without notice. Firms are encouraged to check the above link frequently to learn of any changes made to these Terms and Conditions.

B. RELATIONSHIP OF QUOTE AND FINAL CONTRACT

The quote, addenda and subsequent submittals required as a part of the quote evaluation process will become an integral part of the final contract.

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All documents and contract administration provided by the successful firm must satisfy the College's requirements as outlined in the RFQ. No payment will be made to the successful firm until the documents have been received and approved and the service completed and accepted by the College as responsive to all the College's requirements.

If there is any conflict between the terms and conditions of the contract and this RFQ document, the terms and conditions of this RFQ shall take precedence.

C. CONTRACT ADMINISTRATION

The College shall assign a Contract Administrator, otherwise known as Administrator, and/or Designee to coordinate the activities of the successful firm with the College.

D. CONTRACT TYPE AND PAYMENT SCHEDULES

The contract will be in the form of a purchase order(s) and all related contract documents, to include, but not limited to, the college's RFQ and addenda, the firm's quote, any and all subsequent correspondence; all required submittals, i.e., certificate of insurance, bonds, AIA Documents, etc. as well as any other documents which may be required and mutually agreed upon and negotiated by the college and the successful firm. Precise payment date(s) will be finalized during contract negotiations.

All services furnished by the successful firm shall be to the complete satisfaction of the college. No payment will be made to the successful firm until the documents have been received and approved and the project completed and accepted by the college as responsive to all the college's requirements.

The college will exclusively pay the primary firm for all work performed as a result of this RFQ. The primary firm will be obligated to appropriately compensate any and all subcontracted firms, if applicable.

Payment is governed by Title 15, Subtitle 1 of the State Finance and Procurement Article, Annotated Code of Maryland. The State of Maryland is exempt from Maryland Retail Sales Tax and Federal Excise Tax.

E. NEW MATERIAL

The Contractor represents that the supplies and components to be provided under this contract are new (not used, reconditioned or deteriorated). If at any time during the performance of this contract, the successful Contractor believes that the furnishing of supplies or components, which are not new, is necessary or desirable, they shall notify the College immediately, in writing, including the reasons therefore and proposing any consideration which will flow to the College if authorization to use such supplies is granted.

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F. PRICE ADJUSTMENTS FOR ANNUAL MAINTENANCE

After the Base Period, the college may agree to adjust costs 3% or the CPI index (whichever is less) for the Service/Product category, as provided in the Consumer Price Index base month for the prior calendar year. This information can be found at <https://www.bls.gov/cpi/data.htm> - Database Name: **All Urban Consumers (Current Series)** (CPI) One Screen Data Search – U.S. city average - Information technology, hardware and services - Not Seasonally Adjusted - Series Id: CUUR0000SEEE. In order to receive consideration for a price increase, the Vendor must submit a request and justification in writing to the Procurement Office sixty (60) days prior to the end of the 0initial year term. Upon approval of the college, any such modified rate will apply for the contract renewal period. AACC has the right to accept or reject, in whole or in part, requests for price increases that are more or less than specified in this section.

G. NON-VISUAL ACCESS

The firm warrants that the information technology offered under this solicitation (1) provides equivalent access for effective use by both visual and nonvisual means; (2) will present information, including prompts used for interactive communications, in formats intended for both visual and nonvisual use; (3) if intended for use in a network, can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired; and (4) is available, whenever possible, without modification for compatibility with software and hardware for nonvisual access. The firm further warrants that the cost, if any, of modifying the information technology for compatibility with software and hardware used for nonvisual access will not increase the cost of the information technology by more than 5 percent. For purposes of this condition, the phrase 'equivalent access' means the ability to receive, use, and manipulate information and operate controls necessary to access and use information technology by nonvisual means. Examples of equivalent access include keyboard controls used for input and synthesized speech, Braille, or other audible or tactile means used for output.

H. REVISIONS AND CHANGES TO CONTRACT

The college, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Anne Arundel Community College before the firm performs additional work on the project. The firm cannot accept purchase requests for products or services that are not covered in this contract or make changes to the scope of services unless a price for those products or services has been negotiated with the college, and the firm has received a signed contract amendment from the Purchasing office.

If revisions or changes are required in connection with this contract which, in the opinion of the college, are rendered necessary as a result of the firm's services or the firm's subcontractor services, if any, or if the firm's work is determined by the college to be inferior, defective or not

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in accordance with terms of the firm's quote and subsequent contract, the firm must, promptly upon receipt of notice from the college, and without expense to the college:

1. Place in satisfactory condition in every particular all such work and correct all defects therein;
2. Make good all work, which in the opinion of the college is the result of failure on the part of the firm to respond to or correctly complete the terms of the contract.

If the firm, after notice, fails to proceed promptly to comply with the terms of the guarantee, the college may have the work corrected by another company and the firm will be liable for any and all expenses incurred.

I. CONFIDENTIALITY

The Contractor acknowledges that during the engagement [he or she] may have access to and become acquainted with various trade secrets, inventions, innovations, processes, information, records and specifications owned or licensed by the college and/or used by the college in connection with the operation of its business including, without limitation, the college's business and processes, methods, student lists, customer lists, accounts and procedures. The Contractor agrees that [he or she] will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this agreement or at any time thereafter, except as required in the course of this engagement with the college. All files, records, documents, blueprints, specifications, information, letters, notes, media lists, original artwork/creative, notebooks, and similar items relating to the business of the college, whether prepared by the Contractor or otherwise coming into [his or her] possession, shall remain the exclusive property of the college. The Contractor shall not retain any copies of the foregoing without the college's prior written permission. Upon the expiration or earlier termination of this Agreement, or whenever requested by the college, the Contractor shall immediately deliver to the college all such files, records, documents, specifications, information, and other items in [his or her] possession or under [his or her] control. The Contractor further agrees that [he or she] will not disclose [his or her] retention as an independent contractor or the terms of this Agreement to any person without the prior written consent of the college and shall at all times preserve the confidential nature of [his or her] relationship to the college and of the services hereunder.

J. CONFIDENTIAL AND SENSITIVE INFORMATION (CSI)

All service providers that work in the proximity of Confidential and Sensitive Information (CSI) must agree to abide by the college's Identity Theft policies and procedures. In the event that the service provider becomes aware of a red flag or data incident, the service provider is required to report the incident to their point of contact at the college. The point of contact is required to notify the Chair of the Red Flags Committee and report the incident, provide the Chair with the contact information of the service provider, and assist the Chair as necessary in incident reporting and resolution. All service providers that process, store or transport CSI provided by the college are required to give the college sufficient documentation to assess the provider's data security risk.

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K. NON-PERFORMANCE OF WORK

Determinations of non-performance of a task order will be made following a joint inspection by the college and firm representatives.

A task order will be considered incomplete or unsatisfactory when any one of the following conditions exists:

1. The tasks were not performed in strict accordance with the task order's scope of services.
2. The tasks were not performed within the time period specified in the task order.
3. The tasks as required by the task order's scope of services were not entirely completed.

The above list is not exhaustive of all conditions that determine non-performance of work.

Determination of non-performance of work on one task order may be grounds for the firm's termination from this contract.

L. DAMAGES

The successful Contractor must take any available precaution to prevent possible damage to Anne Arundel Community College property and facilities. The successful Contractor will be responsible for the repair or replacement of any item or area damaged. Any repair or replacement must be performed to the complete satisfaction of the College.

M. INSURANCE

During the performance of the service under this contract, Contractor shall maintain the following insurance policies, and be written by an insurance company authorized to do business in the State of Maryland. Approval of insurance by the college will not relieve or decrease the liability of the Contractor.

INSURANCE LIMIT REQUIREMENTS	
Type of Insurance	Minimum Limits of Liability
General Liability: Comprehensive Commercial General Liability including Products and Contractual Liability	\$1,000,000 each occurrence \$1,000,000 Personal & Adv. Injury \$2,000,000 General Aggregate \$1,000,000 Products \$2,000,000 Products Aggregate
Automobile Liability: owned, non-owned and hired automobiles	\$1,000,000 per occurrence \$1,000,000 combined single limit each accident
Excess Liability or Umbrella	\$2,000,000 each occurrence
Errors and Omission/Network Security	\$1,000,000 each occurrence
Crime or Faithful Performance	\$100,000 Employee Theft or Loss \$100,000 Depositors Forgery or Alt \$100,000 Computer and funds Transfer

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Worker's Compensation	In accordance with statutory requirements
Employers Liability	\$1,000,000 each accident \$1,000,000 each employee – disease \$1,000,000 policy limit – disease

The Contractor must furnish proof of insurance to the college. The certificates must show the type, amount, class operations, effective dates and date of expiration of policies within ten (10) days from receiving the "Notice to Proceed." Waiver of Subrogation in favor of the college is required for General Liability and Workers Compensation.

Contractor must not commence work under the contract until it has obtained all required insurance and until such insurance has been approved by the college. Contractor must not allow any subcontractor to commence work until all similar required insurance has been obtained and approved.

Contractor shall furnish AACC certificates of insurance which shall include a provision that policy cancellation, non-renewal or reduction of coverage will not be effective until at least thirty (30) days written notice has been made to AACC.

Contractor shall include AACC as an additional insured on the General Liability, Umbrella Liability and Automobile Liability insurance policy required by the contract. All of the Contractor's subcontractors shall be required to include AACC and Contractor as additional insured on their General Liability insurance policies.

Any and all subcontractors hired by the Contractor are required to carry appropriate insurance as required by the quote and also, the policies should name the Contractor as an additional insured on such subcontractor's policies. Evidence that all insurance coverages have been issued must be provided to the college prior to award of this contract.

The insurance policy provided for the protection of the Contractor must cover any liability assumed under its contract. The college must be furnished with certified evidence that insurance is in full force and effect and in appropriate form throughout the contract.

Contractor must assume full responsibility for any and all damages, or claims of damage, for injury to persons, property, or equipment which may result from any service performed under this contract.

Misrepresentation of any material fact, whether intentional or not, regarding the Contractor's insurance coverage, policies, or capabilities may be grounds for termination of this contract.

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N. GOVERNING LAW

Any contract awarded as a result of this RFQ will be governed by the laws of the State of Maryland. The successful firms will be required to observe and comply with all Federal, State, and local laws, ordinances, orders, codes and regulations, including but not limited to, those relating to undocumented workers and the Uniform Commercial Code, all existing at the time of, or as amended subsequent to, the execution of a contract which in any manner affects the contractual requirements. Furthermore, all employees of the firm working anytime at Anne Arundel Community College must be in compliance with the State of Maryland Annotated Code Article 11-701 - 11-721 Criminal Procedure for Sex Offender and the firm is prohibited from staffing this contract with any individual who has been convicted of any act requiring registration under this article.

Any contract awarded as a result of this RFQ will require that only United States citizens and/or persons legally authorized to work in the United States be employed on this project. It is the responsibility of the firm to ensure that all work to be performed under the awarded contract shall be done in strict compliance with all applicable Federal, State and local laws and regulations. In the event that a provision or specification in this RFQ is in conflict with applicable laws and regulations, the firm must inform the college, indicate such in its quote and propose alterations to the conditions specified.

As required by Maryland law, all foreign corporations doing business within the State of Maryland are required to be registered with the State Department of Assessment and Taxation. In order to be eligible to contract with the college, compliance with this law is mandatory.

10.0 CONTRACTOR'S QUOTE

The undersigned has examined the RFQ prepared by Anne Arundel Community College, do hereby offer a Quote for the Fiber Cabling Project in accordance with this **RFQ C2017-47-Q – Archibus Cross Grade Upgrade & Related Services**, including addenda issued prior to date of receipt of Quotes which is/are acknowledged via signature below, for the following proposed prices:

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BASIS FOR AWARD

ITEM	QTY	DESCRIPTION	UNIT	EXTENDED PRICE
1	1	ARCHIBUS Software Cross-Grade Pricing for upgrade from 19.1 to WebCentral 23.1 From: <ul style="list-style-type: none"> • Furniture & Equipment Management - Windows • Two (2) ICP (Windows-based) • Concurrent User/Authoring • Overlay with Design Management for AutoCAD – Windows • Space Management – Windows • Telecommunications & Cable Management - Windows To: <ul style="list-style-type: none"> • Space Inventory & Performance • Personnel & Occupancy • ARCHIBUS Mobile Framework (for up to 250 Users) 		\$
2	1	ARCHIBUS Additional Subscription Cross-Grade Pricing for upgrade from 19.1 to WebCentral 23.1 (hourly rate – specify estimated # of hours)		\$
3	1	Consulting Services - Project Management, upgrade and conversion from 19.1 to 23.1 (hourly rate – specify estimated # of hours)		\$
5	1	Consulting Services – Testing and Debugging (hourly rate – specify estimated # of hours)		\$
6	1	Annual Maintenance (Maintenance period should be July 1, 2017 through June 30, 2018)		\$
7	1	Estimated Travel. Provide an estimated (reasonable) cost per trip for travel. If travel costs are awarded, the College will require the successful vendor to provide a spreadsheet detailing travel-related expenses for this project		\$
8	1	Other Costs not mentioned (Explain in detail – attach additional pages if necessary)		\$
		GRAND TOTAL		

****All projects may or may not be awarded at the College's discretion****

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11.0 SUBMITTAL OF QUOTES

By submitting a Quote, the undersigned also hereby agrees that from its review of the RFQ and the attachments, the firm fully understands the intent and purpose of the documents and conditions of submitting a Quote. Claims for additional compensation and/or extensions of time because of the firm's failure to follow the foregoing procedure, and to familiarize itself with the contract documents and all conditions which might affect the work, will not be allowed.

12.0 ACCEPTANCE OF QUOTES

The undersigned agrees that this Quote may be held by the College for a period not to exceed 180 days from the date stated for opening of Quotes. If written notice of acceptance of this Quote is mailed, or delivered to the undersigned within the time noted above, after the date of the opening of Quotes, or at any time hereafter before this Quote is withdrawn, the undersigned agrees that it will execute and deliver a contract in the form prescribed by the College in accordance with the Quote as accepted. It is understood and agreed that the College reserves the right to award the contract in its best interests, to reject any and all Quotes, to waive any informalities in the Quotes, and to hold all Quotes for the period above noted.

13.0 TIME FOR COMPLETION OF WORK

The undersigned agrees, if awarded the contract, to commence work within ten (10) consecutive calendar days after date of issuance of written notice to proceed and to complete the contract work within the time frame specified within the RFQ.

14.0 DECLARATION OF INTEREST

The undersigned firm, declare(s) that the only person, firm, or corporation, or persons, firms or corporations, that has or have any interest in the Quote, or in the contracts proposed to be taken, is or are the undersigned. The undersigned also certifies that this Quote is made without previous understanding, agreement or connection with any person, firm or corporation submitting a Quote for this same project and is, in all respects, fair and without collusion or fraud.

SIGNATURE OF FIRM

Company Name

Contact Name

Address (City, State, Zip)

Phone Number

E-Mail Address

Signature of Authorized Representative

Today's Date

END OF SECTION

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ACKNOWLEDGEMENT OF ADDENDA

_____ (Company Name) acknowledges receipt of the following Addenda:

No. _____, **Dated** _____

No. _____, **Dated** _____

No. _____, **Dated** _____

No. _____, **Dated** _____

Signature of Authorized Representative

Print Name of Authorized Representative

Title of Authorized Representative

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SITE SAFETY REQUIREMENTS ACKNOWLEDGMENT

Anne Arundel Community College is committed to ensuring the safety and health of all employees, students and others that may be affected by the issues arising from the engagement of Contractors. The college enforces OSHA and MOSH requirements in addition to:

- Contractors are fully responsible and shall be held accountable for the safety of all personnel within their project site.
- All personnel are to wear long pants, shirts with sleeves and shoes with sturdy leather uppers. Sneakers, boat shoes, sleeveless shirts, short pants, etc. are not permitted in work areas.
- Compliance with all Lockout/Tagout procedures is required.
- Aluminum ladders are not permitted on AACC sites – only wood or fiberglass ladders.
- Hand digging is required within 24 inches of **all** buried utilities.
- Extension cords must have an integral GFI and be in proper working conditions without cuts or abrasions.
- Appropriate protective clothing and equipment must be utilized. This includes but is not limited to hard hats, eye protection, hearing protection, harnesses, railings, fire extinguishers, air monitors, shoring and scaffolding.
- MSDS sheets are to be provided at least one business day prior to bringing a chemical solvent, detergent, lubricant, etc. onto college property. They may be faxed to 410-777-4847 or emailed to sukroh@aacc.edu.

Any project involving the additions, alteration or maintenance of College buildings, grounds or services infrastructure shall be authorized and project managed by the Facilities Management.

Individuals violating the college's safety requirements will be removed. Multiple infractions may lead to the dismissal of the offending subcontractor or general contractor.

Signature of Authorized Representative

Print Name of Authorized Representative

Title of Authorized Representative

Date

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No Response Form/Explanation

Project Name: Archibus Cross Grade Upgrade & Related Services
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VENDOR:

If it is the intent of your company to **not** provide a response to this request, please provide an explanation. Anne Arundel Community College (AACC) is interested in the reason(s) for your "no-response" since AACC wants to ensure that the procurement process is fair, non-restrictive, and attracts maximum participation from interested companies.

Please complete and Email to: Mlscherer@aacc.edu

Please indicate your reason for a "NO RESPONSE:"

- Unable to meet the requirements for this solicitation.
- Unable to provide the goods or services specified in this solicitation
- Unable to meet time frame established for start and or completion of project
- Not enough time to prepare a response.
- Received too late to submit a bid. Received on: _____
- Please remove our company's name from receiving similar type solicitations.

Other (Please explain):

Your response will be reviewed and placed in the solicitation file. Your input will assist AACC in determining changes necessary to increase participation in the solicitation process.

Company Name

Today's Date

Address (City, State, Zip)

Contract Name

Phone Number

Email