

NON – BIDDER’S RESPONSE

For purposes of maintaining accurate bidder’s lists and facilitating your firm’s response to our invitation for bid, the Lansingburgh Central School District is interested in ascertaining reasons for prospective bidders’ failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the, Lansingburgh CSD Purchasing Agent, 576 5th Avenue, Troy, New York 12182 or fax: (518) 235-5838. Failure to either submit a bid proposal or return this form will result in removal of your firm’s name from our bidder’s list. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s):

- Items or materials requested not manufactured by us or not available to our company.
- Our items or materials do not meet specifications.
- Specifications not clearly understood or applicable (too vague, too rigid, etc.)
- Quantities too small.
- Insufficient time allowed for preparation of bid.
- Incorrect address used. Correct Mailing address is:

- Our branch/division handles this type of bid. Correct name and mailing address is:

- We are unable to bid at this time but would like to continue to receive invitations for bids.
- We are unable to bid and wish to be removed from the bidder’s lists.

Name of Firm: _____

Mailing Address: _____

City/State/Zip : _____

By : _____
Signature of Representative

Date: _____