

1. **MINIMUM ORDER REQUIREMENTS**

Minimum order will be \_\_\_\_\_ cases (any combination) to any single location.

Not all agencies have loading docks. What is the extra charge for inside delivery and/or handling charge for quantities less than minimum order?

\_\_\_\_\_

Delivery shall be made no later than \_\_\_\_\_ workdays after receipt of order.

2. **TIME OF CONTRACT:**

All bid prices shall be firm for the life of the contract subject to acceptance of bids within 20 days from bid opening. Unit prices shall govern.

The bidder declares that, if awarded, **the contract agreement shall be for the duration of one year** upon the awards and notices described in these specifications.

3. **GUARANTEE OF QUANTITIES:**

The bidder understands that the estimate of quantities is approximate only, and that the quantities may be greater or less, in accordance with the specifications.

4. **PROCUREMENT**

Each participating agency will independently issue their own separate purchase order and delivery requirements.

Please state any additional charges if delivery area falls beyond your normal route \_\_\_\_\_.

Vendor Name \_\_\_\_\_

**STATEMENT OF NO BID**

If you do not intend to bid on this requirement, please return this form immediately to:

City of Wauwatosa  
Purchasing Department  
7725 West North Avenue  
Wauwatosa, WI 53213

We, the undersigned, have declined to bid on your Bid No. \_\_\_\_\_ for  
\_\_\_\_\_, for the following reasons:

- Specifications too "tight", i.e. geared toward one brand of manufacturer only.
- Insufficient time to respond to the invitation to Bid
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to meet specifications
- Specifications unclear (explain below)
- Unable to meet insurance specifications
- Remove us from your "Bidders List" altogether
- Other (please specify)

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REMARKS: \_\_\_\_\_

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We understand that if this State of No Bid is not executed and returned, our name may be deleted from your bidder's list for this commodity.

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

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

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

