



TEMPLATE ONLY
OFFICIAL VERSION INCLUDED WITH PUBLISHED REQUEST FOR PROPOSAL

Notice of Intent to Bid

1. Submission of this form with signature will confirm the intent

to bid

not to bid

on the Request for Proposals for [name of project] issued by the [Unit or Committee] on [issue date].

If not intending to bid, we would appreciate a brief explanation of your reasons:

2. Do you wish to remain on our bidders lists to receive future requests-for-proposals?

Yes

No

If no, could you please explain your reasons?

Signed: _____ Date: _____

Name/Title: _____

Organization's Name: _____

Address: _____

E-mail: _____ Phone #: _____

Please respond by [date at least two weeks before bids are due] to:

Fax Number (518): _____ OR Mail

[Unit or Committee name and address]