

**INVITATION FOR BIDS (IFB) No. B24003, As Needed HVAC Services**

<b>Justification of Contractor Availability Form (IFB Attachment I)</b>
---

**Instructions.** As detailed within Section 2.4.2 of the IFB 1.0 Document issued, staff assigned will contact the 1<sup>st</sup>-ranked Contractor to ascertain as to whether or not that Contractor is available to do the work within the reasonable time-frame the Agency has established for that work (typically, “reasonable” shall be met at the site within 2 workdays and begin work within 4 workdays thereafter). If the 1<sup>st</sup>-ranked Contractor is not available, the Agency will proceed to the next-ranked Contractor, and so forth, until the Agency has located an available Contractor.”

Unit #: \_\_\_\_\_

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

**RANKING & CONTACT ORDER**

**1). CONTRACTOR NAME**

Point of Contact: \_\_\_\_\_

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

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

Date & Time Contacted: \_\_\_\_\_

Available: Yes / No

Comments

**2). CONTRACTOR NAME**

Point of Contact: \_\_\_\_\_

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

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

Date & Time Contacted: \_\_\_\_\_

Available: Yes / No

Comments

**3). CONTRACTOR NAME**

Point of Contact: \_\_\_\_\_

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

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

Date & Time Contacted: \_\_\_\_\_

Available: Yes / No

Comments

Completed by: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Fort Walton Beach Housing Authority