

INVITATION FOR BID (IFB1512), HVAC Services

**Justification of Contractor Availability Form
(IFB Attachment D)**

Instructions. As detailed within Section 2.6.1.2 of the IFB Document: "When the Agency has need of work in each service area, the Agency staff assigned will contact the 1st-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 1 work day and begin work within 1 work day thereafter). If the 1st-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."

Rank	Contractor	Telephone	Contract Person	Date Consulted	Time Consulted
1	Firm No. A	000-0000			
	Date Needed:	Available: Yes / No	COMMENTS:		
2	Firm No. B	000-0000			
	Date Needed:	Available: Yes / No	COMMENTS:		
3	Firm No. C	000-0000			
	Date Needed:	Available: Yes / No	COMMENTS:		
4	Firm No. D	000-0000			
	Date Needed:	Available: Yes / No	COMMENTS:		
5	Firm No. E	000-0000			
	Date Needed:	Available: Yes / No	COMMENTS:		
6	Firm No. F	000-0000			
	Date Needed:	Available: Yes / No	COMMENTS:		

Completed by:

Signature

Date

Printed Name