



Tourism Development Authority
North Carolina

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INVITATION TO BID

FOR

ROWAN COUNTY TOURISM DEVELOPMENT AUTHORITY

TROLLEY REPLACEMENT VEHICLE

Date Issued	September 14, 2026
Date Due	October 14, 2026 by 5PM EDT
Administered By	Rowan County Tourism Development Authority
Purchasing Contact	Sarah Michalec, Chief Tourism Development Officer, Sarah@VisitRowanCountyNC.com
Commodity	One 28 Passenger Trolley Vehicle

NOTICE TO BIDDERS

INVITATION TO BID

One 28 Passenger Trolley Vehicle – Rowan County Tourism Development Authority

Rowan County Tourism Development Authority is planning to purchase one 28 passenger trolley vehicle for tourism transportation and visitor services. All bids submitted must meet or exceed the time frame and the product specifications outlined in this Invitation to Bid (ITB).

Bids will be accepted until October 14, 2026 at 5 PM EDT at the Rowan County Tourism Development Authority Office, 204 East Innes Street, Suite 280, Salisbury, North Carolina 28144.

Submission of any bid signifies the Bidder's agreement that its bid and the content thereof are valid for one hundred twenty (120) calendar days following the submission deadline and, upon acceptance, will become part of the contract with the successful Bidder. All prices submitted with the bid shall remain in effect for the one hundred twenty (120) day period.

Once this ITB is public, all questions and requests for clarification, including requests for approval of equals, shall be directed to the Purchasing contact identified in this ITB. Contact with Authority staff concerning this procurement outside the designated procurement process may be grounds for rejection.

Rowan County Tourism Development Authority reserves the right, subject to applicable law and County policy, to award and/or reject any and/or all bids and to waive minor technicalities or irregularities that do not affect the material requirements of the solicitation.

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1. SECTION 1: INTRODUCTION & GENERAL INSTRUCTIONS

1.1 Intent of Request for Bids

The purpose and intent of this Invitation to Bid (ITB) is to provide qualified vendors with a common, uniform set of specifications to assist in the development of their bids and to provide the Authority with a uniform method to fairly evaluate bids and select a vendor from which to purchase one (1) trolley-style passenger vehicle.

The specification describes a one 28 passenger trolley vehicle that is expected to be acquired by the Authority. The specification describes the Authority's required chassis configuration, body configuration, passenger capacity, accessibility features, operating systems, safety equipment, interior and exterior characteristics, and support requirements. The Authority intends to preserve continuity with its existing trolley operation, including the general vehicle size, passenger capacity, accessibility, operating characteristics, appearance, and visitor-facing function.

The following specifications represent minimum general terms and requirements. It is not the intent of the Authority to preclude any qualified respondent from submitting a bid. However, a Bidder deviating in any substantial manner from the material specifications may be rejected as non-compliant. Where this ITB identifies a component by a manufacturer, trade name, or commercial description for purposes of identifying a performance benchmark, an equal or superior product may be proposed unless the requirement is expressly designated as configuration-specific.

The Bidder is responsible for becoming familiar with all federal, state, and local laws, ordinances, codes, regulations, and standards concerning the submission of this ITB and the vehicle to be supplied. Ignorance of applicable requirements shall not relieve the Bidder of responsibility to comply with them.

1.2 Procurement Authority and Competition

The anticipated purchase is a formal purchase of equipment. Rowan County TDA's Procurement Policy, revised July 21, 2025, requires formal bidding for purchases of apparatus, supplies, materials, or equipment of \$90,000 or more and states that such purchases are subject to formal bidding under N.C.G.S. § 143-129. The policy requires open and free competition, sealed bids, public opening, and Board approval. Rowan County Tourism Development Authority Board of Directors will issue the award.

1.3 Important Dates

Event	Date / Time
Issue Date	September 14, 2026
Deadline for Written Questions & Approved Equal Requests	September 21, 2026
Deadline for Addendum	September 21, 2026
Deadline for Submitting Sealed Bids	October 14, 2026 5 PM EDT
Public Bid Opening	October 15, 2026 10 AM EDT at the Gateway Building located at 204 E. Innes St Salisbury, NC
Anticipated Award	October 16, 2026

2. SECTION 2: BID SUBMISSION

2.1 Submission of Bids

Bids must be presented on the Bid Response Form and accompanying bid documents within a sealed envelope and mailed or delivered to:

Rowan County Tourism Development Authority	Rowan County Tourism Development Authority Attn: Sarah Michalec 204 E. Innes Street Salisbury, NC 28144
Package Marking	"TROLLEY BID"

Bidders must submit one (1) original sealed bid. A bid received after the stated deadline will not be considered.

No responsibility shall attach to Rowan County or Rowan County Tourism Development Authority for the premature opening of any bid not properly addressed or identified.

The bid opening shall be public. Bid information becomes public as provided by applicable North Carolina public-records law and Rowan County policy.

2.2 Request for Clarification / Approved Equal

All questions, requests for clarification, and requests for approval of proposed equals must be submitted in writing to the Purchasing contact no later than the deadline stated in Section 1.3. Requests shall identify the exact ITB section, requirement, proposed product or component, manufacturer, model, and the technical information supporting the request.

The Authority may issue responses by addendum when a question or approved-equal determination is pertinent to all interested Bidders. Only written responses issued by the Authority through an addendum are binding. Bidders are responsible for checking the designated procurement website for addenda which can be found here: <https://www.visitrowancountync.com/about-us/tourism-development-plan/trolley-itb/>

2.3 Errors and Omissions

The Bidder shall not take advantage of any errors or omissions in this ITB and shall promptly notify the purchasing contact of any errors, omissions, ambiguities, or conflicting requirements discovered.

2.4 Signed Bid Considered an Offer

Receipt of a signed bid shall be considered an offer on the part of the Bidder. The terms, conditions, specifications, and representations contained in the bid shall become part of the contract upon acceptance by the Authority and completion of required approvals.

2.5 Insurance Coverage

Before entering into a contract, the successful Bidder shall provide certificates of insurance meeting applicable Rowan County requirements.

2.6 Conflict of Interest

All Bidders shall disclose in writing with their bid the name of any owner, officer, director, or agent who is also an employee of the Authority. By submitting a bid, the Bidder certifies that, to the best of its knowledge, no prohibited conflict of interest exists.

2.7 Contact Restrictions

After issuance of the ITB, Bidders shall direct all procurement questions to the designated Purchasing contact. Attempts to influence the procurement process through unauthorized contacts may result in rejection of a bid, to the extent permitted by applicable policy and law.

3. SECTION 3: EVALUATION OF BIDS

3.1 Award Criteria

The Authority intends to award the contract to the lowest responsible, responsive bidder whose bid conforms in all material respects to the requirements of this ITB, taking into consideration price, quality, performance, delivery time, and compliance with the specifications.

Responsiveness concerns whether the bid, as submitted, constitutes an unequivocal offer to provide the specified vehicle and services in material compliance with the ITB. Responsibility concerns the Bidder's capability and reliability to perform the contract. Material deviations from mandatory specifications may cause a bid to be deemed non-responsive.

3.2 Delivery Schedule

The Bidder shall state its proposed production and delivery schedule. Time is an important consideration because the Authority is replacing an existing tourism transportation asset. If the successful Bidder fails to meet its agreed delivery schedule, the Authority may exercise remedies stated in the final contract. Any liquidated-damages provision, if used, shall be established and approved by the purchasing contact before issuance of the final solicitation.

3.3 Pricing

The Bidder's pricing shall remain firm for one hundred twenty (120) calendar days following the submission deadline. The bidder shall clearly identify all base pricing, options, discounts, delivery/freight, applicable taxes, title, registration, licensing, and other charges.

The total bid price shall represent the complete delivered cost of the vehicle meeting all mandatory specifications, including all required equipment, accessories, preparation, inspection, testing, delivery, freight, and other charges necessary to place the vehicle into service, except items specifically identified as optional.

3.4 Required Information

- Completed and signed Bid Response Form.
- Bidder Information Sheet.
- Detailed vehicle make, model, chassis, body, model year, GVWR, passenger capacity, and configuration.
- Completed Specification Compliance Matrix.
- Detailed pricing, including all required options and delivery charges.
- Warranty information.
- Proposed production and delivery schedule.
- Service location(s), parts support, and manufacturer/dealer support information.
- Identification of every deviation, exception, substitution, or proposed equal.
- Any licenses, registrations, certifications, references, or other information required by the Authority.

4. SECTION 4: AGREEMENT & GENERAL CONDITIONS

4.1 Timeline to Execute Contract

The successful Bidder shall execute the agreement and provide required documentation within the time established by the Authority. No work, fabrication, special-order commitment, or delivery shall begin unless authorized under the resulting purchase order and/or contract.

4.2 Availability of Funds

Any contract shall be subject to the availability and appropriation of funds and all required approvals. No provision of this ITB shall create an obligation beyond funds lawfully available for the purchase.

4.3 Delivery / Payment / Invoicing

The vehicle shall be delivered to the location designated by the Authority. Payment shall be made in accordance with the resulting purchase order or contract and applicable County procedures. Unless otherwise authorized, invoices shall be submitted only after delivery and acceptance of the vehicle and required documentation.

4.4 Non-Discrimination and Equal Opportunity

The successful Bidder shall comply with applicable federal, state, and local nondiscrimination and equal-opportunity requirements.

4.5 Collusive Bidding

By submitting a bid, the Bidder certifies that the bid is genuine, made in good faith, and not the result of collusion or agreement with another Bidder concerning price or terms.

4.6 General Indemnity

Any indemnification obligations shall be stated in the final contract and shall be subject to applicable North Carolina law.

4.7 Warranty

The Bidder shall provide all manufacturer and dealer warranties applicable to the proposed vehicle, chassis, body, drivetrain, HVAC, electrical systems, accessibility equipment, and other major components. Warranty terms shall be attached to the bid.

4.8 Assignment

The contract may not be assigned, subcontracted, or transferred in whole or in material part without prior written approval when required by the final contract.

4.9 Termination

The final contract may include termination provisions for default, convenience, nonappropriation, or other legally permitted grounds.

4.10 Public Records

Bids, bid tabulations, and procurement records are subject to applicable North Carolina public-records law and Rowan County policy.

4.11 Changes and Substitutions

No material change or substitution after award shall be permitted without prior written approval from the Authority official with appropriate authority.

4.12 Inspection and Acceptance

Final acceptance shall be based on inspection and verification that the delivered vehicle conforms to the accepted bid, applicable law, and the final contract. The Authority may require correction of nonconforming work before acceptance.

5. SECTION 5: SCOPE OF WORK

The successful Bidder shall furnish one 28 passenger trolley vehicle complete and ready for service, including all equipment, systems, accessories, documentation, inspection, testing, and delivery necessary to provide a safe, functional, accessible, reliable, and attractive vehicle meeting the requirements of this ITB.

5.1 General Requirements

- New vehicle; not previously titled or placed into regular passenger service unless expressly approved in writing.
- Approximately 33 feet in overall length.
- 28 passenger seating capacity.
- Approximately 26,000-lb GVWR.
- Fully enclosed trolley-style passenger body.
- Vehicle shall be capable of safe operation on public roadways in North Carolina and comply with all applicable federal, state, and local requirements.
- All required safety, accessibility, lighting, signage, and emergency equipment shall be installed and operational at delivery.
- All material deviations shall be identified in the bid.

5.2 Fleet Continuity and Configuration

The Authority is replacing an existing trolley used for tourism transportation and visitor services. The Authority therefore seeks a vehicle that maintains substantial continuity in size, passenger capacity, accessibility, general trolley appearance, interior character, entry configuration, passenger amenities, and operating function. This continuity is a material consideration in determining whether a proposed vehicle substantially complies with the specifications.

Fleet continuity does not require a particular manufacturer or proprietary model. Bidders may propose an equal or superior vehicle that satisfies the stated salient characteristics. Requests for approved equals shall be submitted by the deadline for questions and approved-equal requests.

5.3 Pre-Delivery Inspection / Testing

- Complete pre-delivery inspection by the Bidder/manufacturer.
- Operational test of drivetrain, brakes, steering, lighting, HVAC, accessibility equipment, audio/PA, doors, backup camera, and safety systems.
- Verification that all required signage and documentation are present.
- Correction of manufacturer/dealer-delivery deficiencies before final acceptance.
- Delivery of owner/operator manuals, warranty documents, service information, wiring information where standard, and applicable keys/remotes.

5.4 Training

The Bidder shall identify any operator orientation, maintenance training, warranty orientation, or other training included with the vehicle and state the number of hours or sessions included.

5.5 Service Availability

The Bidder shall identify the nearest authorized service facility or facilities capable of servicing the proposed chassis, body, HVAC, accessibility lift, and other major systems. Include contact information, normal service hours, and parts availability information.

5.6 Respondent Documentation Requirements

- Manufacturer specification sheet/literature for the proposed configuration.
- Chassis and body model/year information.
- Warranty documentation.
- Service and parts support information.
- Production and delivery schedule.
- Detailed explanation of deviations or substitutions.
- Proposed color/finish and exterior appearance information, including rendering or photographs when available.

5.7 Non-Collusive Bid Certification

The Bidder shall sign the certification on the Bid Response Form confirming that the bid was not prepared in collusion with any other bidder.

5.8 Debarment Status

The Bidder shall disclose any current debarment, suspension, or ineligibility from contracting with federal, state, or local governmental entities that would affect eligibility for this procurement.

6. SECTION 6: BIDDER INFORMATION SHEET

Legal Name of Bidder	
DBA / Trade Name	
Mailing Address	
Physical Address	
Primary Contact	
Title	
Telephone	
Email	
Manufacturer / Dealer Status	
Vehicle Manufacturer	
Vehicle Model	
Chassis Manufacturer / Model	
Model Year	
Passenger Capacity	
GVWR	
Estimated Production Time	
Estimated Delivery Time	
Nearest Authorized Service Facility	
NC License / Registration Information, if applicable	

7. SECTION 7: BID RESPONSE FORM

The undersigned Bidder proposes to furnish one (1) trolley-style passenger vehicle in accordance with the requirements of this ITB and the Bidder's completed response.

Description	Bidder Response	Price / Information
Base trolley-style vehicle – fully compliant configuration		\$ _____
ADA wheelchair lift package		\$ _____
Wheelchair securement system		\$ _____
Passenger HVAC system		\$ _____
Passenger heating system		\$ _____
Audio / PA system		\$ _____
Backup camera / monitor / alarm		\$ _____
Driver air-suspension seat		\$ _____
Aluminum wheels		\$ _____
Front woven-wire / cow-catcher style bumper		\$ _____
Exterior graphics / stripe / approved color scheme		\$ _____
Other required equipment		\$ _____
Manufacturer / dealer discount		\$ _____
Delivery / freight		\$ _____
Other charges		\$ _____
Taxes (state separately)		\$ _____
Title / registration / licensing (state separately)		\$ _____
TOTAL BID PRICE		\$ _____

Bid Valid For	120 calendar days from bid deadline
Proposed Production Time	_____
Proposed Delivery Time	_____
Proposed Delivery Date	_____

7.1 Certification and Signature

By signing below, the Bidder certifies that the Bidder has examined the ITB, acknowledges all addenda, has identified all material exceptions, and agrees to furnish the proposed vehicle in accordance with the accepted bid and resulting contract.

Authorized Signature	
Printed Name / Title	
Company	
Date	
Email / Telephone	

8. SECTION 8: DETAILED VEHICLE SPECIFICATIONS

The following specifications are to be read together with the remainder of the ITB. Unless otherwise noted, the requirements are minimum requirements or requested characteristics. A Bidder proposing an equal must demonstrate functional and performance equivalency. A substantial deviation from a material configuration requirement may be determined non-responsive.

8.1 General Vehicle

Requirement	Required / Requested Standard	Bidder Response / Deviation
Vehicle type	Approximately 33-foot trolley-style passenger vehicle with fully enclosed trolley-style body.	
Passenger capacity	28 passengers.	
Chassis	Ford F-53 strip chassis or equivalent.	
Engine / fuel	V-8 7.3L gasoline engine or equivalent.	
GVWR	26,000 lb minimum/requested.	
Tires	22.5-inch tires requested; bidder shall state actual tire size.	
Wheels	Aluminum wheels; black finish unless otherwise approved.	
Body	Totally enclosed body.	
Flooring	Commercial transit-grade one-piece flooring, equivalent to or better than the specified transit flooring benchmark.	
Subfloor	Marine plywood or equivalent structural subfloor.	
Exterior finish	Red and yellow body, white roof, opposing pinstripe; final graphics/color layout subject to Authority approval.	
Windows	Cupola windows; arch-top passenger windows with compliant emergency egress.	

8.2 Chassis / Mechanical

Requirement	Required / Requested Standard	Bidder Response / Deviation
Engine alarms	High-water-temperature engine alarm; low-oil-pressure / low-water-pressure gauge and alarm.	
Alternator	Approximately 240-amp alternator or equivalent.	
Wiring	Printed wire identification or equivalent service documentation.	
Interlock	Brake/transmission interlock.	
Fuel door	Locking fuel door.	
Tow equipment	Front and rear tow hooks.	
Wheel well protection	Front and rear wheel well flares.	
Bumpers	Standard rear bumper and front woven-wire/cow-catcher style protection.	

8.3 Exterior / Entry

Requirement	Required / Requested Standard	Bidder Response / Deviation
Passenger door	Electric passenger entry door approximately 32 inches wide x 92 inches high, or equivalent.	
Entry handrails	Angled handrails on both sides of entry.	
Exterior switch	Covered exterior entry switch or equivalent.	
Driver windows	Clear, non-tinted driver-area windows.	
Rear porch	Functional rear porch with steps and driver-operated gate where compatible with the proposed configuration.	
Exterior lighting	DOT-approved LED exterior lighting.	
Clearance-light protection	Chrome clearance-light guards or equivalent.	
Center headlight	12V chrome center headlight or equivalent styling.	

8.4 Interior

Requirement	Required / Requested Standard	Bidder Response / Deviation
Passenger seating	Trolley-style/vintage-style seats with oak slats; 26–28 passenger configuration.	
Interior finish	Natural/vintage oak interior and trim; oak-panel interior.	
Handrails	Stainless-steel horizontal and entry handrails.	
Driver seat	Air-suspension driver's seat or equivalent.	

Driver guard	Stainless-steel driver's guard.	
Mirrors	Interior rear-view and convex mirror.	
Driver mat	Black acoustic driver mat or equivalent.	
Safety markings	White step edges and white standee line.	
Engine cover	Included.	

8.5 HVAC / Passenger Comfort

Requirement	Required / Requested Standard	Bidder Response / Deviation
Passenger HVAC	Approximately 120,000 BTU transit HVAC system or equivalent.	
Passenger heating	Passenger-area heaters approximately 45,000 BTU each; two requested.	
Heat circulation	Heat circulation pump.	
Driver fan	Dedicated driver fan.	

8.6 Audio / Communications

Requirement	Required / Requested Standard	Bidder Response / Deviation
Audio	AM/FM/USB/Bluetooth-capable audio system or current equivalent.	
Speakers	Eight passenger-area speakers.	
PA/Page system	Public-address/page system with four speakers.	
Controls	Front and rear audio controls.	
Enhanced audio	Upgraded Bluetooth-capable audio with subwoofers where included in proposed system.	
Gong bell	Gong bell with electrical switch and pull cord; continuous ring or pull-ding function.	

8.7 ADA / Accessibility

Requirement	Required / Requested Standard	Bidder Response / Deviation
Wheelchair lift	Commercial wheelchair lift comparable in function/capacity to a Braun Century-type package, or equal.	
Wheelchair securement	Wheelchair securement system comparable in function to a Q'Straint Slide-N-Click-type system, or equal.	
Priority seating	ADA priority seating.	
ADA signage	Required accessibility/location signage.	
ADA lighting	ADA lighting.	
Lift interlock	Lift interlock.	
Audible notification	Audible notification associated with accessibility equipment.	
Flip-up seating	Two-position flip-up perimeter seating with wood slats or equivalent configuration needed to accommodate wheelchair positions.	

8.8 Safety / Emergency Equipment

Requirement	Required / Requested Standard	Bidder Response / Deviation
Backup camera	Color backup camera and monitor.	
Backup alarm	Backup alarm.	
Emergency egress	Emergency escape hatch or equivalent compliant emergency egress.	
Lighting	LED interior, ADA, door, driver, and step-well lighting.	
Master disconnect	Master disconnect in sealed battery compartment.	
Required signage	All required federal/state/local safety and accessibility signage.	
Fire extinguisher	5-lb fire extinguisher.	
Reflector kit	Triangle reflector kit.	
Safety kit	Vehicle safety kit.	
Undercoating	Undercoating.	

8.9 Documentation / Delivery

Requirement	Required / Requested Standard	Bidder Response / Deviation
Pre-delivery inspection	Complete pre-delivery inspection and operational testing included.	

Owner documentation	Owner/operator manuals, service information, warranty documents, and standard technical documentation.	
Training	Operator/maintenance orientation; Bidder to state included training.	
Delivery	Delivery to Rowan County, North Carolina, with delivery/freight separately identified in bid.	
Warranty	Complete warranty terms for chassis, body, drivetrain, HVAC, electrical, accessibility equipment, and major systems.	
Service support	Nearest authorized service facilities and parts support identified.	
Schedule	Production and delivery schedule stated in Bid Response Form.	

APPENDIX A: SPECIFICATION COMPLIANCE MATRIX

The Bidder shall complete this matrix or provide an equivalent cross-reference that identifies compliance with every material specification. “Yes” means the offered vehicle meets or exceeds the requirement as written. “No” or “Deviation” requires a detailed explanation and supporting documentation.

ITB Section	Requirement	Bidder Make/Model/Component	Comply?	Deviation / Explanation
8.1 General Vehicle	Vehicle type			
8.1 General Vehicle	Passenger capacity			
8.1 General Vehicle	Chassis			
8.1 General Vehicle	Engine / fuel			
8.1 General Vehicle	GVWR			
8.1 General Vehicle	Tires			
8.1 General Vehicle	Wheels			
8.1 General Vehicle	Body			
8.1 General Vehicle	Flooring			
8.1 General Vehicle	Subfloor			
8.1 General Vehicle	Exterior finish			
8.1 General Vehicle	Windows			
8.2 Chassis / Mechanical	Engine alarms			
8.2 Chassis / Mechanical	Alternator			
8.2 Chassis / Mechanical	Wiring			
8.2 Chassis / Mechanical	Interlock			
8.2 Chassis / Mechanical	Fuel door			
8.2 Chassis / Mechanical	Tow equipment			
8.2 Chassis / Mechanical	Wheel well protection			
8.2 Chassis / Mechanical	Bumpers			
8.3 Exterior / Entry	Passenger door			
8.3 Exterior / Entry	Entry handrails			
8.3 Exterior / Entry	Exterior switch			
8.3 Exterior / Entry	Driver windows			
8.3 Exterior / Entry	Rear porch			
8.3 Exterior / Entry	Exterior lighting			
8.3 Exterior / Entry	Clearance-light protection			
8.3 Exterior / Entry	Center headlight			
8.4 Interior	Passenger seating			
8.4 Interior	Interior finish			
8.4 Interior	Handrails			
8.4 Interior	Driver seat			
8.4 Interior	Driver guard			
8.4 Interior	Mirrors			
8.4 Interior	Driver mat			
8.4 Interior	Safety markings			
8.4 Interior	Engine cover			
8.5 HVAC / Passenger Comfort	Passenger HVAC			
8.5 HVAC / Passenger Comfort	Passenger heating			
8.5 HVAC / Passenger Comfort	Heat circulation			
8.5 HVAC / Passenger Comfort	Driver fan			
8.6 Audio / Communications	Audio			
8.6 Audio / Communications	Speakers			
8.6 Audio / Communications	PA/Page system			
8.6 Audio / Communications	Controls			
8.6 Audio / Communications	Enhanced audio			
8.6 Audio / Communications	Gong bell			
8.7 ADA / Accessibility	Wheelchair lift			
8.7 ADA / Accessibility	Wheelchair securement			
8.7 ADA / Accessibility	Priority seating			
8.7 ADA / Accessibility	ADA signage			
8.7 ADA / Accessibility	ADA lighting			
8.7 ADA / Accessibility	Lift interlock			
8.7 ADA / Accessibility	Audible notification			
8.7 ADA / Accessibility	Flip-up seating			
8.8 Safety / Emergency Equipment	Backup camera			

8.8 Safety / Emergency Equipment	Backup alarm			
8.8 Safety / Emergency Equipment	Emergency egress			
8.8 Safety / Emergency Equipment	Lighting			
8.8 Safety / Emergency Equipment	Master disconnect			
8.8 Safety / Emergency Equipment	Required signage			
8.8 Safety / Emergency Equipment	Fire extinguisher			
8.8 Safety / Emergency Equipment	Reflector kit			
8.8 Safety / Emergency Equipment	Safety kit			
8.8 Safety / Emergency Equipment	Undercoating			
8.9 Documentation / Delivery	Pre-delivery inspection			
8.9 Documentation / Delivery	Owner documentation			
8.9 Documentation / Delivery	Training			
8.9 Documentation / Delivery	Delivery			
8.9 Documentation / Delivery	Warranty			
8.9 Documentation / Delivery	Service support			
8.9 Documentation / Delivery	Schedule			

APPENDIX B: PROPOSED DEVIATIONS / APPROVED EQUAL REQUESTS

Use this form for any proposed equal, substitution, or deviation. This form does not itself authorize a substitution. Approval must be issued through the procurement process.

ITB Section	Specified Item	Proposed Item	Reason / Technical Equivalency	Purchasing Determination

Bidder Name	
Authorized Representative	
Signature	
Date	