



As per CH (local)-X, should vendors wish to contest the administration's recommendation for award of bids, they shall do so in accordance with the following procedure:

1. *All vendors shall be informed in the “General Conditions” of the bid document that anyone wishing to contest a recommendation for award of bids, and/or to present additional information relevant to the bid, shall be required to complete a special form stating the reasons for contesting the recommended award of bids and any additional information relevant to the bid award.*
2. *The completed form shall be filed with the director of purchasing no less than four hours prior to the Board meeting for which this particular bid is on the agenda for action.*
3. *The completed special form shall be reproduced and distributed to the Board.*
4. *The vendor may not inject new information other than that presented on the input form.*

Date: _____

Bid Number: _____

Bid Name: _____

Company Name: _____

Employee Name: _____

Company Address: _____

Company Phone#: _____

State the reason for protest. Information must be clear and concise and provide detail factual information if possible.
Attach second page if necessary:

[illegible]

Signature of Protestor: _____