



**City of Palmer • City Clerk's Office**  
**231 W. Evergreen Avenue • Palmer, AK 99645**  
Phone: 907-761-1301 Fax: 907-761-1340

**Application for Appeal of Purchasing Officer's Decision**

**Please note:** an appeal of the Purchasing Officer's decision regarding a bid protest must be received by the Clerk's Office within three business days after service by fax or otherwise upon appellant of the purchasing officer's decision, along with a filing fee in the amount of \$250. Failure to file and submit the fee within three business days shall result in an appeal being denied as untimely without further process and shall constitute a waiver of the protesting party's rights and a bar on any further action. (Palmer Municipal Code 3.21.290 G.1.)

**Please provide the following information:**

Bid Number \_\_\_\_\_

Bid Subject Matter \_\_\_\_\_

Party filing the appeal \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone No. \_\_\_\_\_

Business Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Are you represented by legal counsel? Yes  No  If yes, please provide the following information:

Legal counsel name \_\_\_\_\_

Counsel address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

I hereby certify that a copy of all the appeal documents have been served on all other bidders who participated in any way in the bid protest, including, without limitation, the purchasing officer and the intended awardee (if the protest was not granted) or the bid protester (if the protest was granted). (Palmer Municipal Code G.2.d.)

**Printed name of authorized person completing form:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature of authorized person completing form:** \_\_\_\_\_

For Office Use

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

\$250 filing fee attached: \_\_\_\_\_