Request for Proposal

Orange Water and Sewer Authority

Uniform Rental Service

Contact: Kelly Satterfield
Finance and Procurement Manager
Orange Water and Sewer Authority
400 Jones Ferry Road
Carrboro, NC 27510
Phone: (919) 537-4238
Fax: (919) 968-4464
ksatterfield@owasa.org

INTRODUCTION

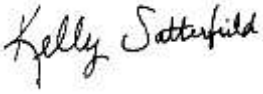
Orange Water and Sewer Authority (OWASA) is accepting proposals for uniform rental service until Friday, March 11, 2022 at 3:00 PM in the OWASA Administration Building, 400 Jones Ferry Road, Carrboro, North Carolina 27510. Any proposals received by OWASA after this date and time will not be considered.

The resulting service contract will be to furnish, deliver, pickup and launder uniform shirts, pants and jackets for certain employees of OWASA. In most cases an employee will require 15 sets of pants and shirts, 3 coveralls and 3 jackets.

OWASA invites and encourages participation in this procurement process by minority-owned businesses, women-owned businesses and businesses owned by disabled persons.

All qualified proposals will be evaluated and acceptance made of the proposal judged by OWASA to constitute the best value offered for the purpose intended. Evaluation will include, but not necessarily be limited to, the bidder's qualifications, experience, past performance, financial standing and proposal price.

OWASA reserves the right to accept or reject any or all proposals presented, and the right to waive any informalities or irregularities.



Kelly Satterfield
Finance and Procurement Manager

SCOPE

This describes the terms and conditions to furnish, deliver, pick up and launder uniform shirts, pants, jackets, etc. for certain employees of OWASA. New and unused uniforms shall be furnished to all employees at the beginning of the contract, **July 1, 2022**. New employees added to the service after the beginning of the contract shall also be furnished with new uniforms.

This contract is for a period of three (3) years beginning with contract award. OWASA shall have the right to renew this contract for two (2) consecutive three (3) year terms, upon mutual agreement of both parties. Contract renewals will be contingent upon the appropriation of funds by OWASA. OWASA reserves the right to renew, or not to renew the contract. Price increases after the initial contract term and subsequent renewal terms will be allowed if contractor can show increased cost due to economic reasons such as labor, fuel cost, etc.

CONTRACTOR'S QUALIFICATIONS

Only proposals from companies established in the uniform rental business and qualified to handle accounts of this size will be considered. Prior to award OWASA reserves the right to investigate a bidder's ability to fulfill the requirements of the contract.

Each bidder shall furnish with its proposal a list of at least three (3) accounts of comparable size which it is now serving within this general area. Bidder shall give the name of the company, the number of employees serviced and the name of an individual with the company who may be contacted for reference.

PROPOSAL QUESTIONS

OWASA is committed to providing all prospective contractors with accurate and consistent information in order to ensure that no contractor obtains an undue competitive advantage. To this end, from the date this RFP is received by the contractor until the deadline for receiving questions, 2-24-22 at 3:00pm, all questions and inquiries should be submitted in writing by mail, fax or email to Kelly Satterfield at the address listed below:

Kelly Satterfield
Orange Water and Sewer Authority
400 Jones Ferry Road
Carrboro, North Carolina 27510
fax: 919–968–4464
email: ksatterfield@owasa.org

OWASA will answer all questions received by addendum after the deadline for questions.

OWASA reserves the right to disqualify any contractor who contacts any OWASA official, employee, or agent concerning this RFP other than in accordance with this section. Nothing in this

section shall prohibit OWASA from conducting discussions with contractors after the proposal opening.

OWASA shall review all responses. OWASA may engage in discussions with any contractor. Discussions might be held with individual contractors to determine in greater detail the contractor's qualifications, to explore with the contractor the scope and nature of the required contractual services, to learn the contractor's proposed method of performance, and facilitate arriving at a contract that will be satisfactory to OWASA. OWASA may at its discretion require one or more contractors to make presentations to an evaluation panel.

SUBMISSION OF PROPOSALS

Proposals shall be submitted on the Form of Proposal attached hereto. Contractors should include with their proposal any information or descriptive literature which may aide in the evaluation of services offered. All Proposals must be returned by **3:00p.m., Friday, March 11, 2022**. Proposals must be clearly marked as indicated below and delivered to the following address:

Uniform Rental Services Proposal
Kelly Satterfield
Orange Water and Sewer Authority
400 Jones Ferry Road
Carrboro, North Carolina 27510

Proposals or any part thereof, received after this deadline will not be considered.

EXCEPTIONS

Other than exceptions that are stated in compliance with this section, each proposal shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this RFP. An "exception" is defined as the contractor's inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the RFP. All exceptions taken must be identified and explained in writing in your proposal and must specifically reference the relevant section(s) of this RFP. If the contractor provides an alternate solution when taking an exception to a requirement, the benefits of this alternative solution and impact, if any, on part of the remainder of the contractor's solution, must be described in detail.

NUMBER OF UNIFORMS

The current Authority contract currently supplies uniforms for approximately **90 employees**.

DELIVERY

Uniforms shall be delivered on hangers, pressed, wrinkle free and ready to wear. Alternate methods of pressing or finish treatments may be utilized, with the prior approval of OWASA. Any uniform delivered otherwise will be rejected and no rental fee paid. Uniforms must be delivered to multiple locations as noted on the attached delivery/location listing.

UNIFORM STYLE

1. **Work Shirt – Short Sleeve:** Solid, 65% polyester, 35% cotton, permanent press 4.25 ounce comfort blend. Resistant to moisture, stains, wrinkles and fading. Two chest pockets and lined collar.

2. **Work Shirt – Long Sleeve:** Solid, 65% polyester, 35% cotton, permanent press 4.25 ounce comfort blend. Resistant to moisture, stains, wrinkles and fading. Two chest pockets and lined collar.

3. **Work Shirt – Short Sleeve:** Solid, 100% preshrunk cotton. Two chest pockets, lined collar, seven buttons in front and generous back yoke. Refinforced at stress points.

4. **Work Shirt – Long Sleeve:** Solid, 100% preshrunk cotton. Two chest pockets, lined collar, seven buttons in front and generous back yoke. Refinforced at stress points.

5. **Reflective T-shirt – Short Sleeve**: Performance Class 2 with reflective stripping on front and back. Left chest pocket.

6. **Polo Shirt:** 100% polyester. Double needle stitching, snag proof, wrinkle resistant, with odor fighting and moisture wicking fabric. Dyed to match buttons, tag free label and flat knit collar.

7. **T-Shirts:** 100% poyester. Soil releasing, moisture wicking fabric. Reinforced neck and seams. The contractor shall offer the employee the option of selecting long and/or short sleeve shirts with or without left chest pocket.

8. **Flat Front Work Pant:** 100% preshrunk cotton twill. Heavy duty brass zipper and button closure, lined waistband and reinforced bartracks. Two (2) quarter top front pockets and two (2) set in hip pockets. The left hip pocket shall be a button type. Pants must be durable yet soft and comfortable.

9. **Cargo Style Work Pant**: 65% polyester, 35% cotton, 7.75 ounce brushed twill. Heavy-duty brass zipper and button closure. Two (2) quarter top front pockets and two (2) set in hip pockets. The left hip pocket shall be a button type. Ample cargo pocket on each leg. Pants must be durable yet soft and comfortable.

10. **Denim Jeans:** Cotton poly flex denim blend. Tapered leg to fit over boots. Double needle stitched side seams, solid waistband with metal button closure and brass zipper. Belt loops are bar tacked for strength. Two front pockets with one watch pocket with brass rivets at stress points. Two double needle stitched rear pockets with bar tacts at stress points.

11. **Light Weight Jacket:** Shell shall be 65% polyester, 35% cotton, 7.5 ounces twill weave, permanent press, soil release finish. Lining to be 100% polyester. Jackets shall have a heavy duty brass zipper for long-lasting durability. Uniform sport jacket featuring a permanent quilted lining, two (2) slash pockets and tricep utility pocket.

12. **Heavy Weight Jacket**: Shell shall be 65% polyester, 35% cotton, 7.5 ounces twill weave, permanent press, soil release finish. Permanent quilted flannel lining. Jackets shall have a heavy duty brass zipper for long-lasting durability. Jacket featuring two (2) slash pockets and tricep utility pocket. Should be available with and without a hood.

13. **Lab Coat:** 65% polyester, 35% cotton. Button front. Chest pocket with two (2) lower pockets. The coat should be available in the long and short version.

14. **Coveralls – Insulated:** Shell shall be 65% polyester, 35% cotton, 7.5 ounces twill weave, permanent press, soil release finish. Full zip front and eleastic waist inserts. Hemmed sleeves with knit storm cuffs, pleated bi-swing back, sleeve utility pocket, chest pocket and inner pockets. Polyfill quilted insulation. Should be available in Class 3 as well.

15. **Coveralls – Non-insulated:** Shell shall be 65% polyester, 35% cotton, 7.5 ounces twill weave, permanent press, soil release finish. Pass through side openings, chest pocket and two (2) front and back pockets. Tool pocket. Snap closure and eleastic waist inserts. Should be available in Class 3 as well.

All items specified above shall be available in a variety of colors. Colors will be chosen from manufacturers standard colors. Individual employees shall be allowed to choose from a variety of colors as directed by their supervisors. All uniforms shall be cut from well proportioned patterns to ensure proper and comfortable fit. All buttons shall be made of break resistant material. All zippers shall be extra heavy industrial laundry types with polyester tape. All grippers or snap fasteners shall be stainless steel. All stitching should be made with polyester core thread. Costs for embroidery and screenprinting to be included in cost of shirts and jackets with no minimum quantities required.

ALL UNIFORM SHIRTS, PANTS AND LAB COATS SHALL BE PROVIDED IN BOTH MEN'S CUT AND LADIES' CUT STYLES.

MATS

Multiple building locations require entry mats. These mats are all rubber backed with beveled edges. ADA compliant design. All colors will be manufacturers standard colors. The mats shall be changed out weekly with clean mats. Sizes are listed on price sheet.

INSTRUCTIONS FOR PRICE SHEET

The included price sheet contains a column labeled "Purchase Cost Each". In this column enter the cost of the item for direct purchase or in the event that an OWASA employee loses the item and it must be replaced. This cost shall not be included in the calculation of "Total Annual Rental Cost". Contractor should enter the weekly rental fee per item in the appropriate column and then multiply this amount by 52 to arrive at the annual cost.

DELIVERY/PICK-UP POINTS

It is the responsibility of the Contractor to have all orders separated by delivery location and employee before delivery to each location as specified. If orders are delivered in any other manner OWASA reserves the right to refuse acceptance until orders are delivered as specified. Anticipated delivery locations are shown below.

The Contractor shall deliver clean rental uniforms and pick up soiled uniforms once each week, on the day and time agreed upon by OWASA and Contractor.

Pick-up and delivery locations may be changed, added or deleted as may be required by OWASA.

DELIVERY LOCATIONS

Distribution and Collection Operations Building
400 Jones Ferry Road
Carrboro, NC

WTP-Operations, Lab and Maintenance Jones Ferry Water Treatment Plant
400 Jones Ferry Road
Carrboro, NC

University Lake Reservoir
130 University Lake Road
Chapel Hill, NC

WWTP-Operations, Lab and Maintenance Mason Farm Wastewater Treatment Plant
170 Old Mason Farm Road
Chapel Hill, NC

Cane Creek Reservoir
Highway 54 West
Chapel Hill, NC

UNIFORM MARKINGS

Each uniform shirt, jacket, coat and coverall shall have either embroidered or screen-printed markings. Markings will be the OWASA logo and the employee name. The uniform rental fee shall include all costs for complying with the above.

RENTAL UNIFORMS

All rental uniforms furnished at the beginning of the contract shall be new and unused. New employees added to the service during the contract shall also be furnished with new uniforms. During the contract period, the Contractor shall inspect all soiled uniforms for rips, tears, lost or broken buttons, defective mechanical fasteners, etc., and necessary repairs shall be made before they are returned to the employee. **Where such repairs, as determined by OWASA, destroy or seriously impair the appearance of the uniform, the Contractor shall replace the garment with a new garment, at no additional cost to OWASA.** Any uniform delivered otherwise will be rejected and no rental fee paid. Size changes will be made as needed at no additional cost to OWASA. The Contractor should provide a suitable and convenient method to report needed uniform repairs and alterations. (i.e., card attached to the returned garment)

RENTAL CHANGES

The Contractor's route representative shall be notified when any employee is discontinued and the employee's name shall immediately be deleted from the billing ticket and rental payments stopped. Uniform rental will be paid for an employee who is absent from work for two (2) weeks or less. When an employee is absent from work for more than two (2) weeks, the Contractor's route representative shall be notified and rental payments stopped.

When a new employee is to be provided with uniforms, the Contractor’s route representative shall be notified and a complete set of new uniforms (name and logo emblems included) shall be provided within seven (7) calendar days. OWASA may add or delete employees and/or locations to this contract as requirements change.

LOST UNIFORMS

OWASA agrees to use all reasonable precautions to prevent the loss of the Contractor’s uniforms and will return those uniforms turned in by separated employees. However, OWASA will not be responsible for replacing any lost uniform that has been determined to be lost by the Contractor. Replacement clothing may be new or used clothing if acceptable by the Authority. OWASA will be responsible when clothing is determined to have been lost by an OWASA employee. OWASA will pay the fair market value of the lost clothing, taking into consideration the age of the item.

UNIFORM MEASUREMENTS

Upon the award of contract, the Contractor shall promptly arrange to measure all designated employees who are to be furnished uniforms. The Contractor shall provide qualified personnel to take measurements and will ensure that all designated employees are measured.

INSURANCE

Contractor shall furnish with the proposal a certificate of insurance from an insurance company, licensed to do business in the State of North Carolina and acceptable to OWASA, verifying the existence of any insurance coverage required by OWASA. The certificate will provide for sixty (60) days advance notice in the event of termination or cancellation of coverage.

In addition, Contractor shall maintain, at its expense, the following minimum insurance coverage:

Bodily Injury Liability	$1,000,000
Property Damage Liability	$100,000
Combined Single Limit Bodily Injury and Property Damage	$1,000,000
Workers' Compensation for employer's liability and bodily injury by disease for each employee	$100,000
Workers' Compensation for disease for each employee policy limit	$500,000

OWASA must be named as an additional insured on the Contractor's insurance policy.

CONTRACTOR'S LICENSE

All pertinent state and local licenses will be required.

SAFETY

Contractor shall be responsible for initiating, maintaining, supervising and assuring compliance with all safety precautions and programs required by law or regulation, including but not limited to OSHA and all other regulatory agencies, while providing services under this contract.

E-VERIFY

By signing this proposal, Contractor affirms that it shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

NON-DISCRIMINATION IN EMPLOYMENT

Contractor shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability.

TAX

North Carolina state and local taxes are applicable, but must be shown separate from the item(s) being quoted.

MANUFACTURER'S NAMES

Any manufacturer's names, trade names, brand names, information and/or catalog numbers used are for purpose(s) of description and establishing general quality levels. Such references are not intended to be restrictive and products of any manufacturer may be offered.

ADVERTISING

In submitting this proposal, Contractor agrees not to use the results therefrom as a part of any commercial advertising without prior approval of OWASA.

INDEMNIFICATION

The Contractor shall indemnify and hold harmless OWASA and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or inconsequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from the performance of this contract or the actions of the Contractor or its officials, employees, or contractors under this contract or under the contracts entered into by the Contractor in connection with this contract.

BILLING AND PAYMENT PROCEDURE

Billing tickets for pick up and delivery of uniforms shall be signed by a designated employee at each delivery location of OWASA and distributed as follows:

One (1) copy retained by the Location
One (1) copy to Accounts Payable

Billing ticket information shall include the following:

1. Total rental

2. Tax
3. Grand total
4. Names of employees receiving uniforms

The Contractor shall furnish OWASA Accounts Payable a separate monthly statement for each location for uniform rental service. Statement shall itemize the rental, tax and total from each weekly billing ticket and show the total rental, tax and grand total for the month. Terms of payment shall be net 30 days. Uniform rental and billing shall be based on 52 weeks per year per employee.

CONTRACT AWARD

As provided by Statute, award will be based on the best proposal most advantageous to OWASA as determined by consideration of:

1) Price
2) Quality of items offered
3) General reputation and performance capabilities of Contractor
4) Suitability of item for intended use
5) Conformity with intent of specifications herein
6) Guaranteed delivery schedule

OWASA will award a contract to the Contractor who provides the best combination of service and price.

OWASA reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the product for the use by the Authority for intended purposes. OWASA shall have three weeks after the opening of bids to decide on the award of the contract.

TRANSITION PLAN

The contract begins **July 1, 2022.** Contractor shall develop a plan to assure the requirements of the agreement are seamlessly provided as specified by contract commencement. Transition Plan shall be submitted with the proposal.

ORANGE WATER AND SEWER AUTHORITY
UNIFORM SERVICES RFP
PRICE SHEET – PREMIUM LINE

PLEASE REFER TO "UNIFORM STYLE" ON PAGES 5 AND 6 FOR DESCRIPTIONS AND INSTRUCTIONS

No.	GARMENT/ITEM	PURCHASE COST EACH	RENTAL FEE PER WEEK	NUMBER OF WEEKS	TOTAL ANNUAL RENTAL COST
1	Work Shirt – Male - Short Sleeve (65/35 blend)			52	
	Work Shirt –Female - Short Sleeve (65/35 blend)			52	
2	Work Shirt – Male - Long Sleeve (65/35 blend)			52	
	Work Shirt – Female - Long Sleeve (65/35 blend)			52	
3	Work Shirt – Male - Short Sleeve (100% Cotton)			52	
	Work Shirt – Female - Short Sleeve (100% Cotton)			52	
4	Work Shirt – Male - Long Sleeve (100% Cotton)			52	
	Work Shirt – Female - Long Sleeve (100% Cotton)			52	
5	Reflective Shirt – Short Sleeve			52	
6	Polo Shirt – Male - (100% Polyester)			52	
	Polo Shirt – Female - (100% Polyester)			52	
7	T-shirt – Male – Short Sleeve – with pocket			52	
	T-shirt – Male – Short Sleeve – no pocket			52	
	T-shirt – Female – Short Sleeve – with pocket			52	
	T-shirt – Female – Short Sleeve – no pocket			52	
	T-shirt – Male – Long Sleeve – with pocket			52	
	T-shirt – Male – Long Sleeve – no pocket			52	
	T-shirt – Female – Long Sleeve – with pocket			52	
	T-shirt – Female – Long Sleeve – no pocket			52	
8	Work Pant – Male – Flat Front - (100% Cotton)			52	
	Work Pant – Female – Flat Front - (100% Cotton)			52	
9	Work Pant – Male – Cargo - (65/35 blend)			52	

No.	GARMENT/ITEM	PURCHASE COST EACH	RENTAL FEE PER WEEK	NUMBER OF WEEKS	TOTAL ANNUAL RENTAL COST
	Work Pant – Female – Cargo - (65/35 blend)			52	
10	Denim Jeans – Male			52	
	Denim Jeans - Female			52	
11	Light Weight Jacket (65/35 blend)			52	
12	Heavy Weight Jacket - no hood - (65/35 Blend)			52	
	Heavy Weight Jacket – with hood - (65/35 Blend)			52	
13	Lab Coat – Male – long			52	
	Lab Coat – Female - long			52	
	Lab Coat – Male – short			52	
	Lab Coat – Female – short			52	
14	Coveralls – Class 3 - Insulated			52	
	Coveralls – Insulated			52	
15	Coveralls – Class 3 - Non-insulated			52	
	Coveralls - Non-insulated			52	
	Hooded Sweatshirt		N/A	N/A	N/A
	Ball Caps		N/A	N/A	N/A

ORANGE WATER AND SEWER AUTHORITY
UNIFORM SERVICES RFP
PRICE SHEET – MODEST LINE

PLEASE REFER TO "UNIFORM STYLE" ON PAGES 5 AND 6 FOR DESCRIPTIONS AND INSTRUCTIONS

No.	GARMENT/ITEM	PURCHASE COST EACH	RENTAL FEE PER WEEK	NUMBER OF WEEKS	TOTAL ANNUAL RENTAL COST
1	Work Shirt – Male - Short Sleeve (65/35 blend)			52	
	Work Shirt –Female - Short Sleeve (65/35 blend)			52	
2	Work Shirt – Male - Long Sleeve (65/35 blend)			52	
	Work Shirt – Female - Long Sleeve (65/35 blend)			52	
3	Work Shirt – Male - Short Sleeve (100% Cotton)			52	
	Work Shirt – Female - Short Sleeve (100% Cotton)			52	
4	Work Shirt – Male - Long Sleeve (100% Cotton)			52	
	Work Shirt – Female - Long Sleeve (100% Cotton)			52	
5	Reflective Shirt – Short Sleeve			52	
6	Polo Shirt – Male - (100% Polyester)			52	
	Polo Shirt – Female - (100% Polyester)			52	
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	T-shirt – Male – Short Sleeve – no pocket			52	
	T-shirt – Female – Short Sleeve – with pocket			52	
	T-shirt – Female – Short Sleeve – no pocket			52	
	T-shirt – Male – Long Sleeve – with pocket			52	
	T-shirt – Male – Long Sleeve – no pocket			52	
	T-shirt – Female – Long Sleeve – with pocket			52	
	T-shirt – Female – Long Sleeve – no pocket			52	
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	Work Pant – Female – Flat Front - (100% Cotton)			52	
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	Heavy Weight Jacket – with hood - (65/35 Blend)			52	
13	Lab Coat – Male – long			52	
	Lab Coat – Female – long			52	
	Lab Coat – Male – short			52	
	Lab Coat – Female – short			52	
14	Coveralls – Class 3 – Insulated			52	
	Coveralls – Insulated			52	
15	Coveralls – Class 3 - Non-insulated			52	
	Coveralls - Non-insulated			52	
	Hooded Sweatshirt		N/A	N/A	N/A
	Ball Caps		N/A	N/A	N/A

MATS AND CLEANING SUPPLIES

SIZE & DESCRIPTION	PURCHASE COST EACH	RENTAL FEE PER WEEK	NUMBER OF WEEKS	TOTAL ANNUAL RENTAL COST
3 x 4 Coffee Mat			52	
3 x 5 Coffee Mat			52	
3 x 5 Walk-Off Mat			52	
4 x 6 Walk-Off Mat			52	
3 x 5 Scraper Mat			52	
Collapsible Mop			52	
Aerosol Freshener			52	
Dispense Heavy Duty Soap			52	
Dispense Purell Touch Free			52	
Dispense Antibacterial Foam Soap			52	
Paper Towels (Natural / Brown Roll)			52	
Paper Towels (Household)			52	
4000 Multifold Brown Towel			52	
2- Ply Toilet Tissue 500 Sheets			52	
Cloth Shop Towels			52	
Towels 20 x 40			52	
Wipers 18 x 18			52	
Disposable Mask			52	
43 x 47 Liners 1.2 MIL (Black, Roll/ 100)			52	
44 x 50 Liners 2.0 MIL (100)			52	
24 x 32 liners .9 MIL (500)			52	

CONTRACTOR NAME _____DATE _____

CONTRACTOR'S QUALIFICATIONS

Only proposals from companies established in the uniform rental business and qualified to handle accounts of this size will be considered. Please provide a list of at least three (3) accounts of comparable size which you are now serving within this general area.

CLIENT	NO. EMPLOYEES SERVED	PERSON TO CONTACT	PHONE NUMBER

CONTRACTOR NAME_____DATE_____

CONTRACTOR'S CONTACT INFORMATION

BUSINESS NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____ FAX: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

E-MAIL: _____

BY: _____

TITLE: _____

DATE: _____

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.

Unsigned proposals will
not be considered.