



## INVITATION FOR SEALED BID

**TAC 201C**

**Description: WINDOW CLEANING**

**Department: PW/BLDG. OPERATIONS**

**NIGP Commodity Code(s): 910-81-00-000-0**

**Total pages including this page is 18**

**NOTE: FAXING OF BID WILL NOT BE ACCEPTED**

**Important Instruction – Read Carefully:**

**If you have obtained these bid specifications from either of:  
City of Tulsa's Fax-on-Demand (918-596-1171) or  
City of Tulsa's Website : <http://frontpage.webzone.net/purchasing>**

**you must notify the buyer Laura Blades of your intent to bid by e-mail [lblades@ci.tulsa.ok.us](mailto:lblades@ci.tulsa.ok.us) in order to receive addenda. The buyer will always acknowledge your e-mail for your records. All addenda will be posted on fax-on-demand and the website.**

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**Pay special attention to those pages with a reference to the following notes:**

**Note #1: Signature of authorized agent required**

**Note #2: Signature of an authorized agent and notarized required**

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**Your bid response should follow the same format listed above plus any additional format requested in the body of the bid invitation.**

**INVITATION FOR SEALED BIDS  
TO  
City of Tulsa**

200 CIVIC CENTER, ROOM 109, TULSA, OKLAHOMA 74103

Bid number and date of bid opening must appear on the lower  
left outside corner of bid envelopes and all related containers.

**DATE OF OPENING:** August 8, 2002

**BID NUMBER:** TAC 201C

**BID MUST BE IN THE CITY CLERK'S OFFICE AT THE ABOVE ADDRESS BY 5:00 P.M. THE DAY PRECEDING THE "DATE OF OPENING" SHOWN ABOVE.**

**BIDS WILL BE OPENED AT 8:30 A.M. IN THE CITY COUNCIL ROOM ON THE DAY SPECIFIED UNDER "DATE OF OPENING."**

PUBLISHED IN THE TULSA DAILY COMMERCE AND LEGAL NEWS: July 3, 2002

Bid must be accompanied by bidder's bond, cashier's check or certified check in the amount of: NONE

PLEASE READ TERMS AND CONDITIONS ON THE NEXT PAGE BEFORE COMPLETING BID DOCUMENTS

**(PRE-BID CONFERENCE SCHEDULED, SEE PAGE 16)**

\*\*\*\*\* **THE FOLLOWING SECTION MUST BE COMPLETED BY BIDDER** \*\*\*\*\*

Delivery will be made in not more than \_\_\_\_\_ days after receipt of order.

Payment terms \_\_\_\_\_ % \_\_\_\_\_ days.

City of Tulsa may increase quantity of order at the unit price bid for \_\_\_\_\_ days. (Bidder to Specify Days) I have examined the terms and specifications and the instructions to bidders herein and agree, provided I am awarded a contract, to provide the above described items for the sum shown in accordance with the terms and specifications stated herein. All deviations are in writing and attached hereto.

Enclosed is a  BID BOND ;  CASHIER'S CHECK;  Certified Check in the amount of \$ \_\_\_\_\_, which I agree the City of Tulsa may retain as liquidated damages in the event of my failure to comply with the terms of this bid.

**MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID**

FIRM NAME \_\_\_\_\_ by \_\_\_\_\_

STREET \_\_\_\_\_ TITLE \_\_\_\_\_

CITY STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS OF BIDS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID.

### NO EXCEPTIONS TO THESE TERMS & CONDITIONS WILL BE CONSIDERED.

1. **BIDS MUST BE SUBMITTED ON THIS FORM ONLY INCLUDING A SIGNATURE OF AN AUTHORIZED AGENT.** Each bid shall be placed in a separate envelope. Be sure envelope is completely and properly identified and sealed, showing the bid number and date in the lower left hand corner. Bids must be time stamped in the office of the City Clerk by 5:00 P.M. on the day before date of opening.
2. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. All prices shall be quoted F.O.B. Tulsa, Oklahoma, and delivery to City of Tulsa location shall be without additional charge.
4. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of his contract with the City of Tulsa.
5. The bidder shall show in the proposal both the unit prices and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit prices shall prevail.
6. Any exceptions or deviations from written specifications shall be shown in writing and attached to the bid form.
7. Each bidder agrees to comply with the terms of Title 5, Chapter 1, of Tulsa, Oklahoma Charter and revised ordinances relating to equal employment opportunity.
8. **THE ENCLOSED FORMS REGARDING NON-COLLUSION AND FINANCIAL INTEREST MUST BE SIGNED, NOTARIZED, AND RETURNED WITH THE BID.**
9. The City of Tulsa reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
10. All bids must be accompanied by bidders bond, cash, certified or cashier's check in the amount shown on the face of the bid form. This amount shall be retained by the City of Tulsa as liquidated damages in the event the successful bidder (or bidders) fails to execute a contract, if required. The bidder agrees that said amount is presumed to be the damages sustained by the City due to the impracticability and extreme difficulty in fixing the actual damages. The office of the City Clerk will return the bid deposits to the unsuccessful bidders, after a contract has been awarded or all bids have been rejected.
11. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of invoice, the date of receipt of all material covered by the purchase order, or the date of receipt by the City of Tulsa of the original copy of the purchase order with properly executed Affidavit of Claimant, whichever is the later date.
12. Direct purchase of certain items of equipment or material by the City of Tulsa are exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax. The City of Tulsa will furnish executed exemption certificates upon presentation by the bidder at the time of purchase.
13. Bid must show number of days required for delivery under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promises may cause bid to be disregarded. Contractor must keep Purchasing Department advised at all times of status of order. Default in promised delivery or failure to meet specifications authorizes the Purchasing Agent to purchase supplies elsewhere and charge full increase of cost and handling to defaulting contractor. Consistent failure to meet delivery promises without valid reason may cause removal from bid list.
14. Bidder agrees to defend and save City of Tulsa from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patent relating to goods specified in this order or the ordinary use or operation of such goods by City or use or operation of such goods in accordance with bidders direction.
15. If the bid requires a written contract, the successful bidder shall execute a written contract with the City of Tulsa and return the required bonds and insurance certificates within ten (10) days after submission of contracts to said bidder by the City.

**INTEREST AFFIDAVIT**

STATE OF \_\_\_\_\_ }  
                                          } ss  
COUNTY OF \_\_\_\_\_ }

\_\_\_\_\_, of lawful age, being first duly sworn, states that s(he) is the agent authorized by the bidder to submit the attached bid. Affiant further states that no officer or employee of the City of Tulsa either directly or indirectly, owns a twenty-five percent (25%) interest in the bidder's business or such a percentage which constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa have some direct or indirect interest in the bidder's business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

My Commission Expires:  
\_\_\_\_\_

**The Interest Affidavit must be completed, signed by an authorized agent, and notarized.**

# BIDDER AFFIDAVIT - TITLE 74 O.S. (1974 SUPP.) 85.22-85.25

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

\_\_\_\_\_, of lawful age, being first duly sworn on oath says  
**Authorized Agent**

1. (s)he is the duly authorized agent of \_\_\_\_\_, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.
2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. neither the bidder nor anyone subject to the bidder's direction or control has been a party;
  - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
  - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED AGENT

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
MY COMMISSION EXPIRES

**The Bidder Affidavit must be completed, signed by an authorized agent, and notarized.**

# CONTRACTOR/BIDDER INFORMATION SHEET

To be completed by all Bidders  
For Contracts with the City of Tulsa  
(Please print or type)

Project No. or Description \_\_\_\_\_  
\_\_\_\_\_

Full Name of Bidder \_\_\_\_\_

Legal Identity  
(Corporation, Partnership,  
Individual, etc.) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

FAX No. \_\_\_\_\_

Taxpayer Identification Number \_\_\_\_\_

Contact Person \_\_\_\_\_

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

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

E-mail address \_\_\_\_\_

Webpage Address \_\_\_\_\_

# Price Sheet Summary

Vendor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**You will be able to obtain a copy of the Bid Summary on the City of Tulsa's Purchase-Net Fax-on-Demand and Website shortly after bid opening.**

## TAC 201C

Bidder agrees to clean outside windows of various locaitons at prices and terms indicated:

### City Hall

1. One (1) time during period beginning September 2002 to October 2003.
2. One (1) time during period beginning March 2003 to April 2003. \$ \_\_\_\_\_ Per Cleaning

### City Council Building

1. One (1) time duirng period beginning September 2002 to October 2003.
2. One (1) time during period beginning March 2003 to April 2003. \$ \_\_\_\_\_ Per Cleaning

### Police/Municipal Courts/E-911 Building

1. One (1) time during period beginning September 2002 to October 2003.
2. One (1) time during period beginning March 2003 to April 2003. \$ \_\_\_\_\_ Per Cleaning

### Center Office Building

1. One (1) time during period beginning September 2002 to October 2003.
2. One (1) time during period beginning March 2003 to April 2003. \$ \_\_\_\_\_ Per Cleaning

### Total Cost of all buildings per cleaning

\$ \_\_\_\_\_ Per Cleaning

### Additional Locations as requested

\$ \_\_\_\_\_ Per Hour

**TAC 201C**  
**WINDOW CLEANING**  
**PW/BUILDING OPERATIONS**

**INTENT:**

It is the intent of this solicitation to secure, on a competitive basis, a contractor to provide the labor and materials necessary to clean and maintain the various glass surfaces at the City Hall, Council Building and Police/Municipal Courts/E911 Building, Center Office Building and other locations as requested.

**CONTRACT:**

The terms of the contract shall be for a period of one (1) year beginning from the date it is executed by the City of Tulsa. The contract shall be renewable, with the consent of both parties, for three- (3) successive one (1) year periods.

The successful bidder will be required to enter into a contract with the City within ten (10) days after receipt of the City's contract documents.

**BID PRICES:**

Bid prices are to be firm for the duration of the contract.

Escalation and de-escalation clause shall be in effect for the three- (3) one (1) year renewal options and any escalation or de-escalation of prices shall be based on the consumer price index.

In the event of price adjustment, the successful bidders shall notify the City (in writing) within sixty (60) days prior to expiration of each contract period of such price adjustments.

**ASSIGNMENT:**

Successful bidder shall not sell, sublet, or assign this agreement or any portion thereof to any person or persons, except upon the written approval of the City of Tulsa.

Contractor shall comply with all applicable governmental laws and regulations.

**CONTRACTOR'S LIABILITY:**

**General Liability . . . .** The City of Tulsa and PW/Building Operations shall not be held liable for any loss or damage sustained by the contractor. The contractor shall save the City of Tulsa whole and harmless from any and all claims of whatsoever nature growing out of or resulting from or in any way connected with the exercise of the privilege herein granted. Contractor will exercise every necessary precaution for the safety of the property and the protection of any and all persons and/or property located adjacent to or making passage through said property.

**Liens . . . .** Contractor agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor and materials furnished by the Contractor or his subcontractors under the scope of this bid and from all laborer's, materialmen's and mechanics' liens upon the real property upon which the work is located or any property of the City of Tulsa.

**Premiums . . . .** Premiums on all insurance policies shall be paid by the contractor and shall be deemed included in his service agreement unless otherwise specified.

**INSURANCE:**

The contractor (and any subcontractors) shall carry and keep in force during this contract policies of public liability insurance including any contractual liability assumed under this contract in the minimum amounts set forth below and workmen's compensation and employer's liability insurance in the amounts required by law.

<b><u>TYPE OF COVERAGE</u></b>	<b><u>LIMITS OF LIABILITY</u></b>
Workmen's Compensation	Statutory
Bodily Injury, each person	\$175,000
Bodily Injury, each occurrence	\$1,000,000
Property Damage, each occurrence	\$100,000

The policy shall provide a clause stating that it cannot be cancelled by the insurer without the insurer first giving the City ten (10) days written notice of cancellation. The successful bidder shall furnish the City's certificate of insurance showing such coverage within ten (10) days following the acceptance of the bid by the City.

### **PERFORMANCE BONDS:**

Within ten (10) days following the award of the contract, the successful bidder will be required to execute and furnish a performance surety bond in the amount of ten percent (10%) of the contract price guaranteeing the proper and prompt completion of the work in accordance with the provisions of the contract, plans and specifications.

### **EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED:**

- k. During the performance of this contract, the contractor agrees as follows:
  - k. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause.
  - k. The contractor, in all solicitations or advertisements for employment placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - k. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
  - k. The contractor will include the provision of the foregoing paragraphs of this section in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

### **ADDENDA AND INTERPRETATIONS:**

If it becomes necessary to revise any part of this bid, a written addendum will be provided to all the bidders. The City of Tulsa is not bound by an oral representation, clarification or changes made in the written specifications by City of Tulsa employees unless such clarification or change is provided to bidders in written addendum form from the Purchasing Division.

## **AWARD OF BID:**

The bid shall be awarded to the firm whose proposal is responsive to the bid and is most advantageous to the City, considering the factors identified in the bid and Section 406E of Title 6, The Purchasing Ordinance set forth below:

### 406E. AWARD OF CONTRACT

- k. Authority in the Mayor. The Mayor shall have the authority to award contracts within the purview of this chapter.
- k. Lowest Secure Bidder. Contracts shall be awarded to the lowest secure bidder meeting specifications. Bid Specifications may include a point system for evaluating the lowest secure bid. In determining "lowest secure bidder", in addition to price, the following factors shall be considered:
  - k. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
  - k. whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
  - k. the character, integrity, reputation, judgment, experience and efficiency of the bidder;
  - d. the quality of performance of previous contracts or services;
  - e. the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
  - f. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
  - g. the quality, availability and adaptability of the supplies or contractual services to the particular use required;
  - h. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
  - i. where an earlier delivery date would be of great benefit to the requisitioning agency, the date and terms of delivery may be considered in the bid award, and
  - j. the number and scope of conditions attached to the bid.
  - k. if a point system has been utilized in the bid specifications, the number of points earned by the bidder.

**Terms and conditions shown on page four- (4) apply to this transaction.**

**TAC #201C**  
**WINDOW CLEANING**  
**SPECIFICATIONS**  
**FOR**  
**OUTSIDE WINDOW WASHING**

**CITY OF TULSA** wishes to purchase the services of a complete outside window washing firm. This service is for the City Hall, Council Building, Police/Municipal Courts/E-911 Building and Center Office Building.

The conditions of the services are to include the following as a minimum but shall include all of those practices and services common in the high-rise window cleaning industry as to maximum content of the service to be delivered.

The Contractor shall furnish all liability insurance pertaining to the delivery of the service and also pertaining to the protection of the personnel engaged in the delivery of such service or services, and shall in all things hold the **CITY OF TULSA** harmless and blameless in the event of a misadventure or mishap during such delivery of service or services, or which occur and arise out of the delivery and accomplishments of such service or services.

**FREQUENCY OF SERVICE:**

The windows shall be washed on the outside two (2) times during the twelve (12) month period beginning **September 1, 2002** . . . . once during the period **September, 2002** through **October, 2003** and once during the period beginning **March, 2003** through **April, 2003**. This agreement shall be in force unless and until cancelled by either party thereto, from **September, 2002** until **August, 2003**, and shall there after remain in force from month to month with three- (3) one (1) year renewal options.

Cancellation of this agreement by either party shall be made by notification to the other party that such cancellation is to happen not less than thirty (30) days from the receipt of such notice, at the principal address of the party being notified, and on a date certain.

The personnel of the City of Tulsa Building Operations Division, or the Maintenance Division will, upon request, assist the successful bidder by providing access to the roof and also a parking place for not more than one (1) service truck during delivery of such services.

All rigging to be used by the contractor is to be provided by the contractor and further shall be rigged by the contractor.

All safety requirements of the Occupational Safety and Health Administration (O.S.H.A.) are the responsibility of the contractor and shall be met.

Contractor personnel shall not and/or will not walk on window ledges without previous application of appropriate safety belts and lines.

The methods used and the equipment used to accomplish the service by the contractor are to be furnished by the contractor and the contractor shall be responsible for the condition of all such equipment and further responsible for the use and storage of such equipment when not in used or attended.

Ropes, ladders and such equipment shall not be left on roofs by the contractor when not in use or otherwise attended by the contractor's personnel. The contractor further agrees that he will provide the described service, under the stated conditions.

**FORCE MAJEURE:**

Neither party shall be responsible for performance of any of its obligations to the extent and for the period of time it is delayed or hindered by warfare, riot, strike, lockout, boycott, act of God, natural calamity or any other causes beyond its reasonable control.

**INSURANCE:**

Contractor agrees to obtain and maintain in effect at all times during the term hereof workmen's compensation, bodily injury and property damage liability insurance for the duration of this agreement.

Contractor agrees to provide owners certificates of insurance evidencing such coverage which shall provide that such coverage shall not be terminated, non-renewed or modified without first giving owner thirty (30) days' prior written notice of the same.

## **SECURITY PROCEDURES:**

Contractor agrees that each of its employees working under this agreement shall comply with all security procedures for the building established by owner and acknowledges that its employees will only have access to certain secured areas of the building, when accompanied by and under the supervision of security personnel.

## **SCOPE OF WORK - GENERAL PROCEDURE:**

1. Using a bristle brush, apply a non-abrasive neutral detergent cleaning solution that will not harm or streak the exterior glass and metal squeegee dry while mopping dry all solution run-off with a sponge to remove all traces of film, smudge, dirt and other foreign matter. Do not allow the cleaning solution to collect on horizontal surfaces, crevices, etc.
2. Clean adjacent window framing.
3. Extreme caution will be exercised in staging to prevent any damage to the roof, building glass and landscape planting. Any such damage will be repaired or replaced at the contractor's expense.
4. Do not mix cleaners. The mixing of cleaners may not only be ineffective, but also dangerous. For example, mixing of chlorine containing materials such as bleaches, with other cleaning compounds containing ammonia, can result in poison gas emission.
5. Do not use aggressive alkaline, acid or abrasive cleaners. Do not use trisodine phosphate or highly alkaline or highly acid cleaners. Always do a test surface.
6. Follow manufacturer's recommendations for cleaners used.
7. Should an area not come clean using standard commercial window cleaning methods, consult the manufacturer and company representative before proceeding.
8. Protect glass from any hard, sharp objects which could induce scratches.
9. It shall be the contractor's responsibility to notify the management of any existing damage, disrepair or discoloration during the course of the work.
10. All municipal, state and federal safety regulations shall be adhered to in order to prevent injury to personnel and property damage.

**PREVIOUS AGREEMENT:**

This agreement shall supersede any and all previous agreements, whether oral or written.

**PRE-BID CONFERENCE:**

A pre-bid conference will be conducted on Thursday, July 18, 2002, City Hall, 200 Civic Center Tulsa, Oklahoma, Room B-03 at 10:00 a.m.

**CERTIFICATIONS:**

Bidder certifies that he has read, understands, and will fully and faithfully comply with this invitation for bid, its attachments and any referenced documents. Bidder also certifies that the prices offered were independently developed without consultation with any of the other bidders or potential bidders.

**COMPANY'S LEGAL NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**PRINTED NAME AND TITLE:** \_\_\_\_\_

**MAILING ADDRESS:**

**Purchase Order:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Bidder certifies it is a:** Proprietorship\_\_\_\_ Partnership\_\_\_\_ Corporation\_\_\_\_

**Oklahoma Sales Tax Permit No.:** \_\_\_\_\_

**Oklahoma Use Tax No.:** \_\_\_\_\_

**Federal ID No.:** \_\_\_\_\_

**BIDDER'S NOTE:** This completed page must accompany your bid submittal.

**CUSTOMER REFERENCE LISTING:**

The Contractor shall furnish the names, addresses, telephone numbers, length of contract and size of property of a minimum of three (3) firms or government organizations for which the Contractor is currently servicing or has, in the past, provided contractual service.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REFERENCE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CONTRACT LENGTH: \_\_\_\_\_

SIZE OF PROPERTY: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REFERENCE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CONTRACT LENGTH: \_\_\_\_\_

SIZE OF PROPERTY: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REFERENCE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CONTRACT LENGTH: \_\_\_\_\_

SIZE OF PROPERTY: \_\_\_\_\_

**COMPANY PROFILE:**

Please provide the following information:

1. Length of time your firm has been engaged in the business of providing cleaning or Janitorial Services. \_\_\_\_\_
2. Number of accounts your firm has serviced in the past 36 months. \_\_\_\_\_
3. Number of accounts your firm presently services. \_\_\_\_\_
4. Any additional information that you feel is required to perform the work specified in this bid and the number of workers that will be assigned to this job. (attach separate sheet if needed)
5. Any additional information that you consider pertinent to our evaluation of your firm. (Attach separate sheet if needed)

**BIDDER'S NOTE:** This completed page must accompany your bid submittal.