

Cynthia Hill, Buyer II
cynthiahill@mc-ala.org
(334)832-2526

Jackie Weatherington, Buyer I
jackieweatherington@mc-ala.org
(334) 832-1603



PHYSICAL LOCATION
Montgomery County
Administrative Building, Annex III
101 S. Lawrence Street
Montgomery, AL 36104

PURCHASING DEPARTMENT
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

INVITATION TO BID

**Janitorial Services for
Montgomery County Annex III, Community Corrections Buildings 1 and 2,
and Care Here/Premise Building
Mandatory Prebid Meeting Scheduled
Wednesday, March 23, 2026, at 10:00 a.m. CST**

Bid Date: March 13, 2026	Bid Number: 51901-26B-017	Return Quotation By: April 1, 2026 10:00 a.m. CST
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Please submit a sealed price quotation on the conditions and requirements listed below. (**Faxed bids will not be accepted.**) The submissions will be received at the Purchasing Department Office, 101 S. Lawrence Street ("Purchasing Department") until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

Montgomery County Commission ("Montgomery County") reserves the right to award this bid on an all or none basis, to refuse all bids and to waive technicalities.

Questions regarding this bid should be directed to Cynthia Hill, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama at (334) 832-2526.


Kindell Anderson
County Administrator and Purchasing Agent

GENERAL CONDITIONS AND INSTRUCTIONS

1. The bid number must appear on the outside of the bid envelope.
2. No oral, telephonic, facsimile, modifications or alternate bids will be considered. Bids from firms, individuals, or the same owners of separate companies submitting more than one bid will not be considered.
3. Late bids will not be opened.
4. Three (3) no responses to invitation to bid will be reason for deletion of bidder's name from the bid list. Once deleted from bid list, bidder's name may be returned to bid list with a written request from the bidder.
5. Bidders must submit an original and one (1) copy of bid. The attached bid form must be completed in its entirety, signed by an authorized agent of the company, and submitted with the bid response. **Bid forms that are not signed will be disqualified.**
6. Bidders must attach to bid a copy of a current City of Montgomery business license and Montgomery County business license, if required by law, and shall be current on payment of all city and county sales taxes. **If bidder is not required to have a City of Montgomery Business license or a Montgomery County business license, bidder must specify why license is not required.**
7. In accordance with *Ala. Code* § 41-16-50 (1975), bidders having a place of business within the legal boundaries of Montgomery County shall be given a 5% preference over bidders located outside of the legal boundaries of Montgomery County. In addition, Montgomery County reserves the right to award the contract to a local responsible bidder if the bid is no more than 10% greater than the bid of a foreign entity with the lowest bid. A foreign entity is a business entity that does not have a place of business within the State of Alabama.
8. The contract period will be for one (1) year, beginning the date of award and ending one (1) year thereafter with an option to renew for an additional two (2) years, in one (1) year periods. At the end of the one (1) year contract period, a price increase may be allowed but shall not exceed five percent (5%) per year.
9. The successful bidder ("Successful Bidder") shall provide a Certificate of Insurance prior to commencement of work and upon insurance policy renewals, and will maintain the following minimum insurance requirements throughout the term of the contract:
 - All insurance policies shall be issued by insurance companies that have an A. M. Best rating of A- or better.
 - The Montgomery County Commission shall receive 30 days' Notice of Cancellation for any reason, including non-payment of premium, and notice of substantial changes in limits and/or coverage.

- Business Auto Liability Insurance:
 - Coverage will be provided by the Insurance Services Office (“ISO”) Business Auto Coverage form or equivalent.
 - The Montgomery County Commission will be named as additional insureds on a primary and non-contributory basis, with waiver of subrogation in favor of the Montgomery County Commission.
 - Non-eroding coverage for any auto, which includes hired and non-owned auto liability
 - Minimum Limits Required: \$1,000,000 Combined Single Limit
 - Option: If a separate Business Auto Liability policy is not available, coverage for hired and non-owned auto liability may be endorsed on the Commercial General Liability policy.

- Commercial General Liability:
 - Coverage will be provided by the ISO Commercial General Liability (“CGL”) Coverage form CG 20 10 11 85 on an occurrence basis for ongoing and completed operations, or an equivalent liability form that is at least as broad.
 - Option: If CGL coverage is claims-made form, coverage shall have an extended reporting period and remain in effect for 36 months after completion of the contract.
 - This insurance will cover contractual liability and the insurable obligations of indemnification and hold harmless terms. Limits of insurance will be non-eroding.
 - The Montgomery County Commission will be named on the CGL policies as additional insureds for claims arising out of, in whole or in part, the product and/or operations of the Successful Bidder and/or its vendors and subcontractors on a primary and non-contributory basis, with waiver of subrogation in favor of the Montgomery County Commission.
 - Minimum Limits Required:
 - \$1,000,000 per occurrence/\$2,000,000 General Aggregate
 - \$2,000,000 Products-Completed Operations Aggregate Limit
 - \$1,000,000 Personal & Advertising Injury Limit

- Workers Compensation & Employers’ Liability Insurance:
 - Part 1: State Statutory Workers compensation insurance
 - Part 2: Employers’ Liability-Minimum Limits Required: \$1,000,000 Each Accident/\$1,000,000 Disease-Each Employee/\$1,000,000 Policy Limit
 - Coverage will have Waiver of Subrogation in favor of the Montgomery County Commission.

- Commercial Umbrella/Excess:
 - Coverage should apply as a following form excess over the coverage provided by the Commercial General Liability, Business Auto Liability, and Employers' Liability coverages
 - Minimum Limits Required: \$1,000,000 per occurrence/\$1,000,000 General Aggregate
 - Commercial Crime, Employee Dishonesty-Client Premises:
 - Coverage should be provided for theft committed by employees on client premises on a loss discovered reporting form.
 - Coverage should have an extended reporting period and remain in effect for 12 months after completion of the contract.
 - Coverage can be obtained in the form of a crime insurance policy or third-party fidelity bond with a minimum limit of \$25,000.
 - By requiring such minimum insurance, the County shall not be deemed or construed to have assessed the risk that may be applicable to the Successful Bidder. The Successful Bidder shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The Successful Bidder is not relieved of any liability or other obligations assumed pursuant to this Agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.
10. Montgomery County or the Successful Bidder reserves the right to cancel the contract with a sixty (60) day written notice at any time during the contract.
 11. If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the initial session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama, governed by the laws of the state of Alabama.
 12. If a bidder desires to protest a bid, a formal written protest shall be submitted to the Administrator/Purchasing Agent no later than five (5) working days before the bid opening or proposal due date or within five (5) working days after award. The formal written protest may be hand delivered to the Administrator or Administrator's Office at the Montgomery County Commission and/or mailed to the Administrator/Purchasing Agent by registered certified mail. The bidder and/or his authorized agent or legal representative must sign the formal written protest, or it will not be accepted.

Failure to file the notice of protest within the time limit prescribed herein shall constitute a waiver of any protest to the bid and/or request for proposal process.

The formal written protest shall state with particularity the facts and law upon which the protest is based. Within 30 calendar days of receipt of the timely filed, formal written protest, the Administrator/Purchasing Agent shall issue a written decision with respect to the protest.

13. Successful Bidder agrees to protect, defend, indemnify and hold harmless Montgomery County and its employees, agents, officers, servants, elected officials, and representatives against any and all losses, penalties, damages, settlements, claims, costs, charges, or other expenses, or liabilities of every and any kind, including attorney fees, in connection with or arising directly or indirectly out of the work or performance by Successful Bidder and/or its employees, agents, and representatives pursuant to the contract and any other agreement between the parties that may arise as a result of the Invitation to Bid for this project. Without limiting the foregoing, all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged, and violations of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in this indemnification obligation. Successful Bidder agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, or suits at its sole expense. Successful Bidder also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false or fraudulent.
14. Successful Bidder affirms that it will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama for the duration of the parties' contract. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the contract and shall be responsible for all damages resulting therefrom.
15. The Successful Bidder may not assign, transfer, convey, or otherwise dispose of the contract or its rights, title or interest in the same, or any part thereof, without written consent from Montgomery County.
16. Montgomery County is committed to increased participation by Minority and Women-Owned Businesses (M/WBs) in the procurement process in Montgomery County; equal opportunity for M/WBs to participate in the procurement process; the prohibition of discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the procurement process; and the achievement of a minimum of 30% participation by M/WBs in the contracting and bidding process in Montgomery County.
17. Montgomery County may review bidder's qualifications and references as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish all such information and data for this purpose as Montgomery County may request.

18. Montgomery County reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
19. While the bid award may be made to the lowest bidder meeting all specifications, Montgomery County will not award the bid on the basis of the low bid only. Factors to be considered also include quality of work or commodities to be supplied, conformity with specifications, purposes for which required, transportation charges, and dates of delivery.
20. Montgomery County reserves the right to award the bid in any manner that is in the best interest of the County.
21. Montgomery County reserves the rights to add/remove locations, as needed, during the contract period.

SCOPE OF WORK

Montgomery County is accepting bids from professional commercial cleaning companies for janitorial services at the **Montgomery County Annex III, Community Corrections Buildings 1 and 2, and Care Here/Premise Buildings**. The Successful Bidder shall provide all personnel including on-site supervision, supplies, equipment, and transportation necessary to perform the services during the days and hours listed.

Daily – General

1. All trash containers must be emptied, exterior surfaces wiped cleaned as needed, and returned to their original location with clean liners. The interior of containers will be cleaned and disinfected as needed. Collected waste must be placed in designated receptacles.
2. All horizontal surfaces shall be cleaned and dusted. Wood surfaces are to be dusted with soft dust cloths. Vinyl, formica, and glass surfaces may be dusted with a treated or damp cloth. Horizontal surfaces include, but are not limited to, desktops, countertops, tables, filing cabinets, etc. There shall be no oil spots or smudges on surfaces.
3. Cabinets, windowsills, window blinds, ledges, and shelves under six feet, and other desk top equipment shall be dusted with a treated damp cloth.
4. Corners, crevices, molding, and ledges shall be swept, vacuumed, or dusted.
5. Carpets must be vacuumed in traffic lanes and around desks. Carpets shall be spot cleaned, as needed to remove spills or stains.
6. Walls are to be spot cleaned around light switches, handrails, doorknobs, and other heavy use areas.
7. Tile floors are to be dust mopped with chemically treated mops or wet-mopped as specified. Spills and stains are to be spot mopped.
8. Inter-office glass panels are to be spot cleaned to remove fingerprints and smudges.
9. Interior glass ledges or other surfaces must be dusted.
10. Countertops in work areas, conference rooms and breakrooms are to be cleaned if they are reasonably clear of equipment, documents, etc.

Daily- Corridors, Entranceways, Lobbies

1. Trash containers must be emptied, wiped clean and returned to their original location with a clean liner. Collected waste must be placed in designated receptacles.
2. Ledges and other surfaces must be dusted.
3. Walls are to be spot cleaned as needed around light switches, handrails, doorknobs, and other heavy use areas.
4. Water fountain dispensing areas and bowls are to be washed with a disinfectant solution and dry shined. The sides of the metal housing will be damp wiped to remove streaks and runs.
5. All glass doors and metal trim are to be cleaned.
6. Carpeted floors are to be thoroughly vacuumed and spot cleaned as required.
7. Marble, tile, wood, and porcelain floors will be swept and mopped daily. High traffic areas will be spray-buffed or recoated as required to maintain proper appearance. The Successful Bidder shall use its best efforts to use the necessary practices to preserve the finish on the marble, wood, tile, granite, and porcelain flooring.
8. Exterior concrete at entryways to buildings must be swept.
9. Janitorial closets will be cleaned, and shelves stocked with a minimum supply of paper towels, toilet tissue, and liners.

Daily –Restrooms

All restrooms are to be cleaned and serviced daily. Special attention must be given to prevent mold, fungi, and bacterial growth.

1. Dispensers must be checked and filled when necessary (soap, toilet tissue, paper towels, etc.).
2. Trash containers must be emptied, the exterior and interior of containers cleaned and disinfected and returned to their original location with a clean liner. Use proper chemicals for surfaces to be cleaned at proper dilution. After the item has been cleaned completely, wipe item with approved disinfectant solution and allow to air dry. Collected waste must be placed in designated receptacles.
3. Thoroughly clean and dry inside and out of wash basin, including bottom, faucets, and spigots, with approved crème cleaner. Rinse thoroughly to remove all cleaner residue, then wipe each item with approved disinfectant solution and allow to air dry.

4. Thoroughly clean all glass and mirrors using an approved alcohol-based glass cleaner. Surface should be streak, smear, and smudge free. Attached frames, edges and shelves must also be cleaned and dried.
5. Thoroughly clean and rinse toilets, toilet seats, and urinals with an approved acid-free bowl cleaner. Wipe each toilet, toilet seat, and urinal completely with approved disinfectant. Bright metal parts are to be dry shined.
6. Thoroughly clean all walls including switch and electrical covers, doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper dilution. Rinse thoroughly as needed, then wipe all areas with approved disinfectant solution and allow to air dry.
7. Thoroughly damp mop floors with an approved disinfectant daily to include under all easily movable objects (chairs, waste receptacles, etc.) Return objects to their original location after the floor has dried completely. The finished floor must be clean and streak free. Allow floor to air dry.

Daily – Stairwell

1. Spot sweep steps, landings, and handrails.

Daily- Elevators

1. Thoroughly vacuum and clean all interior cab floors. Damp mop as needed to remove spills and stains. Clean and shine elevator door tracks.
2. Wipe all walls, handrails, and doors with approved cleaners.
3. Interior elevator walls and doors should be cleaned in accordance with the manufacturer's recommendations.

F. Weekly- All Areas

1. Vertical furniture surfaces are to be dusted with a treated cloth.
2. Thoroughly vacuum or sweep all steps and landings. Spot clean landings and steps to remove stains, scuffs, etc.
3. Dust baseboards and low vents.
4. All carpet throughout the buildings shall be thoroughly vacuumed in all areas inclusive of corners, edges and behind doors.
5. Wet mop and spot finish floors.
6. Dust all vertical surfaces, venetian blinds, open shelves, and top of partitions in all work areas.
7. Clean sink, stove, microwave and outside of the refrigerator in break areas.
8. Clean baseboards in restrooms and around bottom of fixtures.

Note: White leather furniture in Annex III must be cleaned with a professional leather cleaner only.

Monthly

1. Vacuum upholstered furniture using proper attachments.
2. Horizontal blinds are to be dusted, including dusting ledges and window mullions. Blinds should be returned to their original position. As required, blinds will be cleaned to prevent any accumulation of build-up or dirt.
3. Carefully wipe off switch, outlets, and telephone covers with a soft, dry dust cloth.
4. Thoroughly dust ceiling vents, air duct vents, ceiling around vents, door closures, door frames and ledges above six feet.

Quarterly

1. Draperies to be dusted using special treated dusting tools.
2. Stairwell walls and handrails must be dusted and wiped.

Every Six Months- All Areas

1. Carpet in high traffic areas (halls, walking paths, lobby areas) must be shampooed or steam cleaned. A schedule must be coordinated at least one week in advance with the Director of General Services.
2. Air condition vents must be cleaned thoroughly.

Annually

1. Carpets in all areas must be shampooed or steam cleaned. A schedule must be coordinated at least one week in advance with the Director of General Services.

As Directed

1. Computer rooms and work rooms will be cleaned as directed by the County.

It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general janitorial practices will be provided by the Successful Bidder.

Vendor Requirements

1. **A mandatory pre-bid meeting will be held on March 23, 2026, at 10:00 a.m., at Montgomery County Annex III Bldg. 101 South Lawrence Street, Montgomery, AL in the Conference room 1st Floor.** Bidders/authorized representatives must attend this meeting to be eligible to bid.
2. Bidder must furnish the following with their bid:
 - A. A minimum of three (3) references from its customers that are currently in business. These references must include company name, address, telephone number, contact person, the size of the building with an estimated square footage, and period service was performed.
 - B. One (1) page narrative explaining qualifications, experience, years in business, company's philosophy, and any unique benefits your company will provide Montgomery County.
 - C. One (1) page narrative describing how you plan to manage this project. Describe your management and supervision plan to maintain the facilities as outlined in the specifications.

3. Bidder must currently have under contract a building totaling at least 10,000 square feet under one roof.
4. Successful Bidder must have and always maintain an adequate number of trained employees to satisfy all the specifications listed in the bid.
5. Successful Bidder shall furnish all equipment and supplies, other than supplies specified herein to be provided by the County.
6. Prior to commencement of the contract, a list of all materials and equipment to be used in providing cleaning services shall be furnished to the Director of General Services. The General Service Director may approve or disapprove any product or equipment on the list. Material Safety Data Sheets (MSDS) pertaining to the cleaning supplies must be filed and kept on Montgomery County's premises at all times. Containers shall be labeled accordingly.
7. Successful Bidder shall provide a work schedule for the entire year within seven (7) days after the award of the contract, to include cleaning frequencies. Any deviations from the work schedule must be approved by the Montgomery County Administrator or Deputy Administrator.
8. Successful Bidder shall furnish all power equipment such as floor machines, vacuums, and carpet cleaning equipment. Equipment shall be new or in good condition when placed on Montgomery County premises. Equipment will be kept in a presentable condition at all times. Replacement and/or repair of equipment will be made as necessary, off-site at the expense of the Successful Bidder..
9. Successful Bidder will maintain a chart or schedule of periodical cleaning assignments. This chart will include, but will not be limited to weekly, monthly, quarterly, bi-annual, and annual assignments. These charts will be visible to the County.
10. Successful Bidder must supply all cleaners, finishes, etc. for the treatment of various type flooring, carpet, and furniture. Use only such materials as are recommended and approved by Montgomery County or the flooring and furniture manufacturer.
11. Successful Bidder shall be held responsible for any breakage, damage or loss incurred through carelessness of any of its employees.
12. Successful Bidder will ensure that any articles of any personal or monetary value found by its employees will be turned in to the Director of General Services.
13. Successful Bidder will post, within the building, the rules and regulations governing its employees while in the building(s), as well as a copy of the cleaning schedule.
14. HVAC Systems will not be adjusted by the janitorial service employees. Water faucets or valves shall be turned off after the required usage has been accomplished.

15. Successful Bidder will be responsible for turning off all lights and locking all doors in serviced areas where applicable.
16. Successful Bidder shall furnish ample safety devices (caution wet floor signs, ribbons, etc.) positioned appropriately when mopping floors.
17. Successful Bidder's supervisor will maintain a current inventory of the County's janitorial supplies.
18. Employees must pass a background check.
19. Successful Bidder shall provide and/or ensure the following:
 - A record of keys signed in/out by each employee. The Successful Bidder may be required to replace, re-key or to reimburse Montgomery County for the replacement of locks or re-keying as a result of keys lost by Successful Bidder's employees. Successful Bidder shall ensure that only its employees have access to and the use of these keys.
 - All employees must be trained and capable.
 - A list of emergency contacts must be provided to Montgomery County for each employee.
 - A supervisor must be on site at all times.
 - All employees must wear County issued identification badges that are visible to Montgomery County staff. Upon termination, the employee's badge must be turned in immediately to the Director of General Services.
 - Employees may not consume food or beverages in public view while on duty.
 - Employees must use designated break areas to consume food or beverages.
 - Employee must be identified with company uniforms.
 - Employees will not bring or meet personal visitors (children, relatives, etc.) on Montgomery County premises.
 - Employees will not receive or initiate personal telephone calls from County-owned or operated telephones or other office equipment.
 - Employees must limit personal cell phone use while on duty.

20. The successful bidder shall, within ten (10) calendar days of receiving notification of award, provide all required documentation necessary to execute the contract, including but not limited to:
- Proof of required insurance coverage
 - E-Verify documentation (if applicable)
 - Performance and payment bonds (if required)
 - Any additional documentation requested by the Owner
21. Failure of the successful bidder to provide the required documentation within the specified time period may be considered a failure to execute the contract. In such event, the County reserves the right to:
- Withdraw the award,
 - Declare the bidder non-responsive to the award, and
 - Award the contract to the next lowest responsible and responsive bidder, or take any other action deemed in the best interest of the County.

Montgomery County Commission's Responsibilities

1. Montgomery County will provide a secure storage space on one or more levels for the Successful Bidder's supplies and equipment.
2. Montgomery County will provide water and electricity necessary to perform the janitorial services.
3. Montgomery County will provide soap, toilet paper and paper towels for all dispensers.
4. Montgomery County will allow the Successful Bidder to work weekends when necessary.

BID FORM

Square footage is an estimate only.

Item	Location/ Approximate Square Footage of Area to be Cleaned	Days/Hours	Monthly	Annual
1.	Annex III 101 S. Lawrence St. 73,972 sq. ft.	Monday- Friday 6:00 am to 10:00 am	\$ _____	\$ _____
2A.	Community Corrections 301 Adams Ave. Building 1 5,152 sq. ft. all carpet	Monday- Friday 1:00 pm to 3:00 pm	\$ _____	\$ _____
2B.	Community Corrections 301 Adams Ave. Building 2 1,482 sq. ft./ all tile floors	Monday- Friday 1:00 pm to 3:00 pm	\$ _____	\$ _____
3.	Montgomery County CareHere Clinic 300 S. Hull St. 2,552 sq. ft./ all tile floors	Monday- Friday 6:00 pm to 8:00 pm	\$ _____	\$ _____

Total annual cost for Items 1-3 \$ _____

Additional facilities may be added at a cost of \$ _____ per square foot.

REFERENCE LIST

This reference list shall be completed and attached to the bid form when submitted to the Purchasing Office. Bids received without this completed reference list will be disqualified.

List three (3) companies/public agencies that you have performed janitorial services for in the last two (2) years.

1.	_____	_____
	Company/Public Agency	Square Footage of Building
	_____	_____
	Name of Contact Person/Title	Type of Facility
	_____	_____
	Phone Number	Email Address
2.	_____	_____
	Company/Public Agency	Square Footage of Building
	_____	_____
	Name of Contact Person/Title	Type of Facility
	_____	_____
	Phone Number	Email Address
3.	_____	_____
	Company/Public Agency	Square Footage of Building
	_____	_____
	Name of Contact Person/Title	Type of Facility
	_____	_____
	Phone Number	Email Address

Please complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to our office as soon as possible. It is necessary that you check all categories that apply to your company.

Vendor Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

Is the Company Minority Owned: _____ Yes _____ No

Is the Company Owned By: _____ Female _____ Male _____ Both

Is the Company Incorporated: _____ Yes _____ No

Ethnicity of Ownership:

_____ African American

_____ American Indian

_____ Asian American

_____ Caucasian

_____ Disabled

_____ Hispanic

_____ Other (Please Specify) _____

Official Signature

Printed Name and Title

Date: _____

RESPONSE FORM TO BE ATTACHED TO BID

Company Name _____

Federal I.D. # _____

Mailing Address _____

Phone Number _____

Email Address _____

Quote F.O.B. _____

Terms of Payment _____

Delivery Date _____

Official Signature

Printed Name and Title