

CITY OF DEARBORN

Home Town of Henry Ford

JOHN B. O'REILLY, JR., MAYOR



SOLICITATION FOR QUOTES FOR DECORATIVE WINDOW POSTERS FOR VACANT STORE FRONTS NO. 102143

Issue Date: December 22, 2009

Quote Deadline: January 13, 2010 at 2:00 PM Eastern Time
City of Dearborn
Purchasing Division
4500 Maple Road
Dearborn MI 48126

Purchasing Contact: Terri Genette, Buyer
Phone: (313) 943-2485
Fax: (313) 943-2420
tgenette@ci.dearborn.mi.us

DESCRIPTION: Quotes are being solicited by the City of Dearborn (City) on behalf of the West Dearborn Downtown Development Authority (WDDDA) for the purpose of contracting design services, printing, and installation of decorative posters to be installed in vacant store front windows for a select number of business locations in West Dearborn. The resulting contract will be between the successful respondent and the WDDDA, not the City of Dearborn.

This solicitation, along with all Attachments may be downloaded from the Michigan Intergovernmental Trade Network (MITN) website at www.mitn.info. Special Note: Any and all Addenda issued by the City of Dearborn must be viewed or downloaded from the above listed websites.

SPECIFICATIONS/SCOPE OF WORK

- 1) **GENERAL INFORMATION:** This solicitation is issued by the City of Dearborn on behalf of the West Dearborn Downtown Development Authority. The WDDDA is a separate authority that operates under the City and is not subject to the City's procurement ordinance however, in an effort to encourage competition among vendors, the City has agreed to provide procurement services to the WDDDA for this purchase. This solicitation is for contracting design services, printing, and installation of decorative posters to be installed in vacant store front windows for a select number of business locations in West Dearborn.
- 2) **SCOPE OF SERVICES:** The successful respondent (Contractor) shall provide design including layout, final art development and file preparation, printing, and installation of poster like signage for 17 unique store fronts ranging from one to nine windows and a total of 1,523 square feet located in the downtown area of West Dearborn. Window signage shall be created to reflect a positive image of the businesses in the area and create a marketing opportunity for various retail space options such as; dining, entertainment, recreation, and general shopping. Information for each business location and window requirements are included in this quote document.
- 3) **PRODUCT SPECIFICATIONS:**
 - a) Signs will be designed in poster like style.
 - b) Posters to be created using bright primary colors.
 - c) Use of striking poster sized photos or silhouettes of people as a main ingredient.
 - d) Messaging to include targeted messaging along with the WDDDA "Come Play in West Dearborn" brand message.
 - e) Promote the WDDDA website to be incorporated in design layout.
 - f) Printing shall be a 4 color print process on poster weight paper.
 - g) Store front windows shall be cleaned inside and out prior to signage installation.
 - h) The installation process (finished look of installed product) shall be subject to the approval of the WDDDA.
 - i) Provide a minimum of three (3) different samples of previous poster designs created or 8-1/2 x 11 reduction of a poster design or designs from a similar product that was created by the proposed designer and printed using a four color process. Include design samples with the quote response.

QUALIFICATIONS

- 1) **MINIMUM QUALIFICATIONS:** Respondents (specifically, the business that will be contractually bound under the contract with the WDDDA) will be deemed non-responsive and rejected without any further evaluation if they do not meet the following qualifications:
 - a) Respondent and any subcontractor used must have 5 years experience printing four color work or products similar in scope.
 - b) The designer assigned to this project must have a minimum of 5 years graphic design experience and have designed a minimum of three (3) different products similar in scope.

EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS

- 1) EVALUATION:** All quotes received will be evaluated by The WDDDA Streetscape Committee. The following factors, listed in relative order of importance, will be considered in making the selection:
- a) Quality of printing and design work based on sample submissions
 - b) Pricing submitted on Price Page
 - c) Experience and Qualifications of Printer and Designer
 - d) References

Each quote submitted in response to this SFQ shall focus on these criteria. In addition, the WDDDA Streetscape Committee may also consider the past performance of the Respondent on other contracts with the City or other entities. The City reserves the right to make such additional investigations as it deems necessary and may require the submission of additional information.

2) GENERAL SUBMITTAL REQUIREMENTS:

- a) **NUMBER OF COPIES:** One original, plus 6 copies (7 total) of the entire quote must be submitted. The original must be marked as an original. Each copy must be identical to the original. Quote submissions must include this quote packet, fully completed and all relevant charts, diagrams, and other materials.
- b) **QUOTE FORMAT:** Each quote should be prepared simply and economically. Responses shall be in the same order as the requirements are listed below to ensure the WDDDA Streetscape Committee is able to easily locate the information that is requested in this solicitation.
- c) **QUOTE CONTENT:** The Respondent must include the following items, or the quote may be deemed non-responsive and rejected without any further evaluation.
 - i) All general forms contained in this SFQ, fully completed:
 - (1) Quote Form
 - (2) Business Information Questionnaire
 - (3) Subcontractor Form
 - ii) Evidence showing that the Respondent meets each of the Minimum Qualifications listed in the Scope of Work of this SFQ.
 - iii) A complete response to each of the items in the next section, which are specific to the evaluation criteria.
 - iv) Include a minimum of three (3) different samples of poster designs that were created by the proposed designer and printed using a four color process.

3) SUBMITTAL REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA: Submit a complete response to each of the following items which are specific to the evaluation criteria:

a) Experience and Qualifications (attach additional sheets if necessary)

- i) Respondent shall describe their experience and qualifications as a printer for the type of product as outlined (include any subcontractors that would be used) that meets or exceeds the minimum qualifications as outlined in the Qualifications section of this document.

- ii) Describe the experience and qualifications of the graphic designer that would work on this project (include any subcontractors that would be used) that meets or exceeds the minimum qualifications as outlined in the Qualifications section of this document.

b) References

- i) Printing References: Provide three (3) customer references for which your company has printed poster like materials or similar products and provided installation of such printed material. Include the name of establishment, full address, dates of service, client contact name and client telephone number and e-mail address:

1.

2.

3.

- ii) Designer References: Provide three (3) customer references for which your company has provided design services. Include name of establishment, full address, dates of service, client contact name and client telephone number and e-mail address:

1.

2.

3.

The same reference may be listed for printing and design however the reference must be noted as such.

- 4) EXCEPTIONS:** Respondent shall clearly identify any proposed deviations from the language in the Solicitation for quote (including its Form of Agreement). Each exception must be clearly defined and referenced to the proper paragraph in this SFQ or its resulting Purchase Order.
- a) The exception shall include, at a minimum, the Respondent's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance.
 - b) If no exceptions are noted in the Respondent's quote, the WDDDA will expect and require complete conformance with this specification and the successful Respondent will be required to perform accordingly. Quotes taking exception to material terms/conditions will not be accepted.
 - c) Any proposed exceptions must be submitted by the pre-quote question deadline.
 - d) Exceptions to the SFQ/PO Terms and Conditions **WILL NOT** be accepted.
- 5) SHORTLISTING:** The WDDDA may shortlist the Respondents based upon responses to the above items. If necessary, the WDDDA will conduct interviews/demonstrations. The City will notify each Respondent on the shortlist, if such presentation is required. These presentations will provide an opportunity for the Respondents to respond to questions posed by the WDDDA Streetscape Committee and to clarify their quotes through exhibition and discussion. Neither the City nor the WDDDA will reimburse oral presentation costs of any Respondent.

SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS

The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget including the City of Dearborn are covered under the following special instructions, terms and conditions:

- 1) **CONTRACT AWARD:** This contract is intended to be awarded as a whole; however the City reserves the right to award by item, whichever it deems to be in its own best interest.
- 2) **ESTIMATED QUANTITIES:** The quantities shown are estimates only and the City reserves the right to increase or decrease amounts as circumstances may require.
- 3) **ADDITIONAL PURCHASES:** The City reserves the right to make additional purchases at the same unit pricing as noted in the quote response or at negotiated pricing for variations to the product specifications outlined.
- 4) **INSURANCE SUBMISSION REQUIREMENTS:** The Contractor must submit proof that they meet all City insurance requirements prior to receiving an executed contract or purchase order. Proof of insurance as stated below will be required within 5 days of request. To expedite the process, a copy of your current coverage may be submitted with your quote.
- 5) **STANDARD INSURANCE REQUIREMENTS:**
 - a) **Commercial General Liability Coverage:** Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: "The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget including the City of Dearborn are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Dearborn". The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
 - b) **Workers Compensation Coverage:** At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employers Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.
 - c) **Automobile Liability Coverage:** The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.
 - d) The insurance carrier must have an A.M. Best Company rating of A-, VII or better.
 - e) Cancellation clause of insurance shall identify not less than thirty (30) days.
 - f) The City reserves the right to require complete, certified copies of all required insurance policies at any time.
- 6) **COOPERATIVE PURCHASING:** This contract may be extended for future purchases to the City of Dearborn and the East Dearborn Downtown Development Authority with the same terms, conditions, pricing, etc.

SFQ/PO TERMS AND CONDITIONS OF AGREEMENT

The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget including the City of Dearborn are covered under the following terms and conditions:

- 1) Assignment/Transfer:** Assignment or transfer of this contract without written consent of the City of Dearborn (Purchaser) may be construed by the Purchaser as a breach of contract sufficient to cancel this agreement at the discretion of the Purchaser.
- 2) Inspection:** All goods and services shall be subject to inspection and approval by Purchaser at all reasonable times including inspection during manufacture. Inspection and approval by Purchaser at Contractor's (Seller's) plant does not preclude rejection for defects upon discovery by subsequent inspection. Any goods and services rejected by Purchaser shall be promptly repaired or replaced at Seller's expense. Any and all costs incurred by Purchaser in connection with the return of goods rejected by Purchaser as defective shall be at Seller's risk and expense.
- 3) FOB and Risk of Loss:** All items must be FOB Destination and all freight charges must be included in the Quote unless otherwise indicated in this document regardless of FOB point, Seller agrees to bear all risks of loss, injury or destruction of goods and materials ordered herein which occur prior to delivery and acceptance; and such loss, injury or destruction shall not release Seller from any obligation hereunder.
- 4) Payment Terms:** Payment will be 2%/10, Net 30 unless otherwise specified by the City of Dearborn.
- 5) Warranty:** Seller warrants that it has good and merchantable title to the goods sold hereunder and that said goods shall conform to the descriptions and applicable specifications and samples. Such goods shall be of good merchantable quality and fit for the known purposes for which sold, and are free and clear of all liens and encumbrances. Seller and Purchaser agree that this order does not exclude, or in any way limit, other warranties provided for in this agreement or by law.
- 6) Excise and Sales Tax:** The prices herein must not include any Federal excise taxes or sales taxes imposed by any State or Municipal Government. Such taxes, if included, must be deducted by the Seller when submitting invoice for payment.
- 7) Invoices:** Invoices for goods must be submitted on date of complete shipment. Invoices for services must be submitted within 45 days after completion of Services. Payment will be delayed if the invoice fails to reference PO number, ordering department, unit prices, quantities, totals, and a full description of the order that matches the PO (if applicable).
- 8) IRS Form W-9:** Seller must have on file with the City of Dearborn an IRS Form W-9 before Purchaser will issue any payment to Seller.
- 9) Compliance with Laws:** Contractor represents and warrants that the performance of this order and the furnishing of goods or services required shall be in accordance with the applicable standards, provisions and stipulations of all pertinent Federal, State or City of Dearborn laws, rules, regulations, resolutions, and ordinances including but not limited to the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, the Transportation Safety Act and the Occupational Safety and Health Acts.
- 10) Amendments:** No amendment, modification or supplement to this contract shall be binding unless it is in writing and signed by authorized representatives of the parties.
- 11) Termination:** When in the City of Dearborn's best interest, the City of Dearborn may unilaterally cancel this agreement at any time, whether or not the Contractor is in default of any of its obligations hereunder. Under any such cancellation, the Contractor agrees to waive any claim for damages, including loss of anticipated profit on account hereof. However, the City of Dearborn agrees that the

Contractor shall be paid for items and/or services already accepted by City of Dearborn, but in no event shall the City of Dearborn be liable for any loss of profits on the order or portion thereof so terminated. Either party may terminate this agreement at any time for the failure of the other to comply with any of its material terms and conditions.

12) Waiver of Breach: No waiver by either party of any breach of any of the covenants or conditions herein contained performed by the other party shall be construed as a waiver of any succeeding breach of this same or of any other covenant or condition.

13) Records and Right to Audit: Whenever the City enters into any type of contractual arrangement including but not limited to lump sum contracts (i.e. fixed price or stipulated sum contracts), unit price, cost plus or time & material contracts with or without a guaranteed maximum (or not-to-exceed amounts), Contractor's "records" shall upon reasonable notice be open to inspection and subject to audit and/or reproduction at during normal business working hours. The City's representative or an outside representative engaged by City may perform such audits. The City or its designee may conduct such audits or inspections throughout the term of this contract and for a period of three years after final payment or longer if required by law.

- a. Contractor's "records" as referred to in this contract shall include any and all information, materials and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, commitments, arrangements, notes, daily diaries, superintendent reports, drawings, receipts, vouchers and memoranda, and any and all other agreements, sources of information and matters that may in the City's judgment, have any bearing on or pertain to any matters, rights, duties or obligations under or covered by any Contract Document. Such records shall include (hard copy, as well as computer readable data if it can be made available), written policies and procedures; time sheets; payroll registers; cancelled checks; subcontract files (including quotes of successful and unsuccessful respondents, bid recaps, etc.); original estimates; estimating work sheets; correspondence; change order files (including documentation covering negotiated settlements); back charge logs and supporting documentation; general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends; and any other contractor records which may have a bearing on matters of interest to the City in connection with rite contractor's dealings with the City (all foregoing hereinafter referred to as "records") to the extent necessary to adequately permit evaluation and verification of: a) contractor compliance with contract requirements, b) compliance with the City's Charter and policies, and c) compliance with provisions for pricing change orders, invoices or claims submitted by the contractor or his payees.
- b. Contractor shall require all payees (examples of payees include subcontractors, insurance agents, material suppliers, etc.) to comply with the provisions of this article by incurring the requirements hereof in a written contract agreement between Contractor and payee. Such requirements to include flow-down right of audit provisions in contracts with payees will also apply to Subcontractors and Sub-Subcontractors, material suppliers, etc. Contractor will cooperate fully and will cancel Related Parties and all of Contractor's subcontractors (including those entering into lump sum subcontracts) to cooperate fully in furnishing or in making available to the City from time to time whenever requested in an expeditious manner any and all such information, materials and data.
- c. The City's authorized representative or designee shall have reasonable access to the Contractor's facilities, shall be allowed to interview all current or former employees to discuss matters pertinent to the performance of this contract and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this article.
- d. If an audit inspection or examination in accordance with this Article, discloses overpricing or overcharges (of any nature) by the contractor to the City in excess of one-half of one percent (.5%) of the total contract billings the reasonable actual cost of the City's audit shall be reimbursed to the City by the Contractor. Any adjustments and/or payments which must be made as a result of any

such audit or inspection of the contractor's invoices and/or records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of the City's findings to Contractor.

- 14) Complete Agreement:** The parties agree that the conditions of purchase stated herein or attachments hereto set forth their entire agreement and there are no promises or understandings other than those stated herein, and that any prior negotiations between the Purchaser and Seller or terms or conditions of sales set forth in the Seller's quotation or order or sales acknowledgement shall not constitute a part of the agreement between the Purchaser and Seller concerning this purchase. The term "agreement" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.
- 15) Liability and Indemnity:** Contractor agrees to protect, defend, reimburse, indemnify and hold the City of Dearborn, its officers, affiliates, employees and agents harmless at all times from and against any and all claims, liabilities, expenses, losses, demands, damages, fines and causes of action of every kind and character made, incurred, sustained or initiated by any party hereto, any party acquiring any interest hereunder, any agent or employee of any party hereto, any third or other party whomsoever, or any governmental agency, arising out of, incident to, or in connection with this contract, or in the performance, nonperformance or purported performance of the work or services or breach of the terms hereof, except when the City of Dearborn is solely at fault.
- 16) Records:** The City of Dearborn reserves the right to inspect all vendor documents relating to this agreement for up to three (3) years after expiration.
- 17) Insurance:** The Contractor, at its own expense and in its own name must provide and keep in force during the term of this Agreement, insurance coverage provided by (a) company(s) licensed to conduct business in the State of Michigan acceptable to the City of Dearborn with limits not less than indicated for the respective items or as otherwise agreed. Types of coverage and limits of liability shall be as set forth in the Special Instructions, Terms and Conditions.
- 18) Noncompliance:** Failure to deliver in accordance with specifications will be cause for the City of Dearborn to cancel the contract or any part thereof and purchase on the open market, charging any additional cost to the Contractor.
- 19) Protection of Resident Workers:** The City of Dearborn supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification and non-discrimination. The contractor is held responsible to establish appropriate procedures and controls so no services under this contract will be performed by any worker who is not legally eligible to perform such services. The City of Dearborn shall have the right to terminate the contract if the City determines that the contractor has failed to perform satisfactorily with respect to its employment practices in support of INA.
- 20) Non-Discrimination Clause:** The respondent agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to hire, tenure, terms, conditions or privileges, of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as material breach of the contract as provided for in Act 220 and Act 453 of the Public Acts of 1976, as amended, entitled "Michigan Handicapper's Civil Rights Act" and the Michigan Elliott Larson Civil Rights Act." The respondent further agrees to require similar provisions from any subcontractors, or suppliers.
- 21) Subcontracting:** The use of a subcontractor is subject to the written approval of the Corporation Counsel of the City of Dearborn.
- 22) Use of the City Seal:** Contractors are prohibited from using the official Seal of the City of Dearborn in this Quote or in any other manner.
- 23) Legal Proceedings:** Any legal proceedings shall be resolved in Michigan courts.

24) Unusual Circumstances: If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party to the contract occur, and those circumstances significantly affect the Seller's cost in providing the required items or services, then the Seller may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Seller, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:

- a. The contract can be canceled by the City upon giving thirty (30) days written notice to the Seller with no penalty to the City or Seller. The Seller shall fill all City requirements submitted to the Seller until the termination date contained in the notice.
- b. The City requires the Seller to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
- c. If the City, in its interest and in its sole opinion, determines that the Seller in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Seller in default and disqualifying him for receiving any business from the City for a state period of time.
- d. If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Seller receives notice in writing signed by a person authorized to bind the City in such matters.

QUOTE FORM

Failure to complete this form may result in your Quote being deemed nonresponsive and rejected without any further evaluation.

QUOTE PRICE: This project is to be performed for the WDDDA. Review the Specifications/Scope of Work and complete the pricing table below. Costs must be inclusive of all expenses.

Description of Service	Unit Cost	Total Cost
Design that includes layout, final art development and file preparation based on the design of 17 unique store fronts ranging from one to nine windows with a total of 1,523 Square feet.	Per Store Front: \$	\$
Printing posters using four color process on poster weight paper	Per Square Foot: \$	\$
Cleaning vacant store front windows - inside and outside	\$	\$
Installation of poster signage	Per Poster: \$	\$
Total Store Front Poster Program		\$

DELIVERY AND INSTALLATION OF COMPLETED POSTERS WILL BE GUARANTEED NO LATER THAN 45 CALENDAR DAYS AFTER RECEIPT OF EACH ORDER.

OBLIGATION:

The undersigned, by submission of this Quote Form, hereby agrees to be obligated, if selected as the Contractor, to provide the stated goods and/or services to the WDDDA, in accordance with the Conditions, Scope and Terms, together with any written addendum.

COMPLIANCE:

By submission of this quote, Respondent represents they are in compliance with any applicable provisions of the City of Dearborn's Charter and Code of Ordinances and if awarded the contract, Respondent will comply with the City's Charter and Code of Ordinances. Also, Respondent certifies, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

Business Name

Signature of Person Authorized to Sign

* Federal Tax ID Number

The business name associated with the Federal Tax ID Number provided **MUST exactly match the business name indicated above.*

Address

City

State

Zip

Printed Name

Phone #

Title

BUSINESS INFORMATION QUESTIONNAIRE

Failure to complete this form may result in your Quote being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY _____

PRINCIPAL OFFICE ADDRESS _____

TELEPHONE NUMBER _____

DUNS # AND/OR CCR # _____

FORM OF OWNERSHIP (Check One)

Corporation () LLC () Joint Venture ()

State of Incorporation/Registration _____ Date of Incorporation/Registration _____

Partnership () If Partnership, select one of the following: Limited () or General ()

Individual ()

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

LIST OF CORPORATE DIRECTORS

Principal Business Affiliation

Name	Other Than Proposer Directorship
_____	_____
_____	_____
_____	_____
_____	_____

ADDITIONAL INFORMATION REQUIRED BY THE CITY OF DEARBORN

LIST OF PRINCIPAL STOCKHOLDERS (i.e., those holding 5% or more of the outstanding stock)

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

FINANCIAL DISCLOSURE/CONFLICTS OF INTEREST: Identify any contract(s), including any contract involving a personal, familial, employment or consulting relationship, which the firm, or its partners, principals, corporate officers or owners currently has with the WDDDA, the City of Dearborn, or with any of its council members or officers.

LATEST CREDIT RATING (Specify if other than Dun and Bradstreet)

I hereby certify that the foregoing business information is true, correct and complete to the best of (my/our) knowledge and belief:

(Name of Company)

By _____
(Signature) Date

(Title)

By _____
(Signature) Date

(Title)

SUBCONTRACTOR FORM

Failure to complete this form may result in your Quote being deemed nonresponsive and rejected without any further evaluation.

Are there any subcontractors to be utilized under this contract?

___ YES - You must complete both pages.

___ NO - You must complete only this page.

ACKNOWLEDGED BY:

Firm: _____

Name: _____
(Authorized Representative)

Title: _____

Signature: _____

Date: _____

SUBCONTRACTOR FORM Continued

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor _____

State relationship, if any, between Prime Contractor and each Subcontractor: _____

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor: _____ Fed Tax ID _____

Address: _____ P.O. Box _____

City: _____ County _____ State _____ Zip: _____

Phone:(_____) _____ Fax:(_____) _____

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings): _____

Work to perform: _____

Subcontract Amount \$ _____ Percent of Contract _____ %

ACKNOWLEDGED BY:

I acknowledge that all the above information has been completely filled out and is true.

SUBCONTRACTOR

Authorized Signature Name & Title Date

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR _____

Authorized Signature Name & Title Date

Business Locations and Window Specifications

Window Sizes

Address	Number of windows	Window Width	Window Height	Total Sq. Feet	From Ground
22001	2	92"	75"	95.83 SF	32"
22048	6	3-36" / 3-45"	63"	106.31 SF	41"
2 story Bldg	7	3-38" / 2-44" / 1-32"	52"	84.48 SF	36"
22174	2	24"	73"	24.33SF	35"
Brothers Formal Wear	2	60"	75"	62.5SF	31"
Tuxedo Rentals & Sales	3	55"	85"	97.39 SF	16"
To Hot Salon	3	54"	88"	99 SF	18"
22180 Little Café	4	47"	82"	107.05 SF	12"
22217	9 - 3 sets of 3	47"	86"	252.62 SF	11"
22011	4	38"	77"	81.27 SF	33"
22015 Weight Watchers	2	48"	78"	52 SF	32"
22022 Next to Rio Wraps	3	62"	65"	83.95 SF	29"
Nichols Center Window	6	4-42" / 2-43"	92"	162.27 SF	27"
Carpet Store corner of Oakwood	1 - 4 section	46" each	54" each	69 SF	37"
21903	8 - 4 windows 2 rows high	32"	53"	94.22 SF	32"
22039	6	36"	54"	80 SF	35"
22037 Cigar Lounge	1	93"	93"	60.06 SF	14"