

The City of Merriam, Kansas is seeking a licensed, qualified contractor to provide janitorial services for the City of Merriam's following facilities.

**Location**

Merriam City Hall – 9001 W 62<sup>nd</sup> Street, Merriam, Kansas 66202  
Merriam Police Department - 9001 W 62<sup>nd</sup> Street, Merriam, Kansas 66202  
Station 46 – 9000 W 62<sup>nd</sup> Terrace, Merriam, Kansas 66202  
Merriam Public Works – 6901 Knox Street, Merriam, Kansas 66203  
Merriam Visitors Bureau – 6304 E Frontage Road, Merriam, Kansas 66202  
Merriam Community Center – 6040 Slater Street, Merriam, Kansas 66202

A walk-thru of facilities is scheduled for April 20<sup>th</sup>, 2023, beginning promptly at 10:00 a.m. All interested parties must be present in the lobby of Merriam City Hall by 10:00 a.m. to participate.

**Contact**

Caleb Hunt  
Facilities Superintendent  
Merriam Public Works  
913-322-5574  
[chunt@merriam.org](mailto:chunt@merriam.org)

**Submittal Requirements**

All proposals shall be in a sealed envelope and marked "Proposal for City of Merriam janitorial services"

Detail specifications for "janitorial services" are on file and copies for bids may be obtained from the Office of the City Clerk. Contractors submitting proposals that deviate from the specifications must provide details on any deviations or alternates proposed.

The City of Merriam reserves the right to accept or reject any and all proposals.

Proposals submitted must be delivered to the City of Merriam City Hall 9001 W 62<sup>nd</sup> Street, Merriam, Kansas 66202 prior to 10:00 a.m., Friday, May 5<sup>th</sup>, 2023 at which time they will be opened and reviewed. Once a proposal is chosen it will be subject to approval by Merriam City Council. Proposals that are received after 10:00 a.m., Friday, May 5<sup>th</sup>, 2023, will not be considered. Preferences will be given to contractors who have experience working with other governmental entities. The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. Proposals may be modified or withdrawn by written request of the bidder received in the Office of the City Clerk, prior to the time and date for the bid opening. No contractor may withdraw its proposal for a period of

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sixty (60) days after the date set for the opening thereof. All contractors agree that rejection shall create no liability on the part of the City because of rejection.

The following items must be included in the sealed envelope with the proposal:

- A. Proposal Form
- B. Information on three references
- C. Certificate of insurance

The City of Merriam is a Kansas municipality governed by the Kansas Open Records Act (KORA), K.S.A. 45-215 *et seq.* By submitting a bid, the bidder acknowledges that its bid, once opened, is presumed to be an open record under the KORA. If the bidder submits information that it believes to be subject to an exemption to disclosure under the KORA, the bidder must reference the particular exemption from mandatory disclosure outlined in the KORA. The words “Confidential” or “Proprietary” are not sufficient. The City of Merriam cannot guarantee the confidentiality of claimed material, however. Bidders specifically waive any claims against the City of Merriam related to the disclosure of any material if made pursuant to a public records request.

**Contract Duration**

The term of the contract shall be for one (1) year (beginning July 3<sup>rd</sup> 2023), with the option to renew up to four (4) additional one (1) year terms.

The City of Merriam shall have the option to adjust cleaning task, hours and schedule as needed. The City may request additional cleaning duties as it deems necessary, negotiated with the contractor under this agreement.

**Insurance Required**

The selected contractor shall, at its own expense, obtain and maintain the following insurance:

(1) **General Liability**

General Aggregate:	\$1,000,000
Products Completed Operations Aggregate:	\$1,000,000
Personal & Advertising Injury:	\$500,000
Each Occurrence:	\$500,000

**Name City of Merriam as “Additional Insured.”**

(2) **Automobile Liability:** Policy shall protect the Contractor against claims for bodily injury and/or property damage arising from the ownership or use of all owned, hired and/or non-owned vehicles in an amount of no less than \$500,000, combined single limit.

**Name City of Merriam as “Additional Insured.”**

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(3) **Workers' Compensation and Employer's Liability:** This insurance shall protect the Contractor against all claims under applicable state workers' compensation laws. The Contractor shall also be protected against claims for injury, disease, or death of employees that for any reason may not fall within the provisions of a workers' compensation law. The policy limits shall not be less than the following:

Workers' Compensation:	Statutory
Employer's Liability:	
Bodily Injury by Accident	\$500,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$500,000 each employee

If the Contractor has no employees, a waiver form provided by the City must be executed.

- (4) **Fidelity Bond:** Contractor agrees to purchase and maintain a fidelity bond for its officers, directors, agents, and employees in an amount no less than \$10,000.
- (5) **Subcontractor's Insurance:** If a part of this Agreement is to be sublet, the Contractor shall either:
- (1) Cover all subcontractors under its insurance policies; or
  - (2) Require each subcontractor not so covered to secure insurance that will protect against applicable hazards or risks of loss as and in the minimum amounts designated herein.

**Kansas Tax Clearance Letter**

The selected vendor will be required to provide a Kansas Tax Clearance letter  
<https://www.ksrevenue.gov/taxclearance.html>

Juliana Pinnick  
City Clerk  
City of Merriam, Kansas

Vendor's initials \_\_\_\_\_

**All contracted employees designated to have access to facilities must clear a criminal background screening performed by the City of Merriam Police Department**

**References**

Please provide a list of three (3) references documenting your experience. Each reference should include the name of the individual knowledgeable of your service, his/her title and a current telephone number. In addition, please provide:

- A. A listing of all business you currently provide janitorial services for; and
- B. Information on the experience and/or qualification of personnel assigned to the project.

Vendor's initials \_\_\_\_\_

## Scope of Work – Merriam City Hall

### Janitorial Tasks

- A. Daily cleaning services of the lobby, kitchen, restrooms, meeting rooms, offices, workout room and elevators including:
1. Clean and disinfect restrooms (partitions, toilets, urinals, sinks, chrome, stainless steel, mirror, towel and soap dispensers)
  2. Empty all trash bins to outside dumpster, clean containers inside and out, and return them to their original location. Empty recycle containers to outside recycle container, clean inside and out, and return to their original location.
  3. Empty sanitary napkin holders in women’s restroom, clean container inside and out, replace bags, and shine stainless steel.
  4. Fill all paper products including toilet paper, and soap dispensers in restrooms.
  5. Wipe down exterior kitchen cabinets, all counter tops and tables, microwave, all sinks, dishwasher front, stove/oven/hood, refrigerator and freezer.
  6. Wipe all desktops, tables, and counters if free of papers.
  7. Dust/mop all tile floor areas and ledges including stairwells.
  8. Vacuum all rugs and carpeted areas.
  9. Check floors for dirty spots and spills and clean as necessary.
  10. Clean and mop kitchen floor.
  11. Clean all drinking fountains.
  12. Spot clean all interior partition glass.
  13. Clean both sides of all glass doors and entryways.
- B. Weekly cleaning services of the lobby, kitchen, restrooms, meeting rooms, offices and workout room, including:
1. Clean all stools and urinals with nonacid bowl cleaner.
  2. Scrub tile walls using a disinfectant.
  3. Clean entire interior glass partitions.
  4. Remove finger prints from doors, frames, light switches, kick and push plates, handles and railings.
  5. Remove dust and cobwebs behind doors and in corners, etc.
  6. Strip and clean off all soil and soap scum in shower areas.

### Supplies

- A. The contractor will be responsible for providing all cleaning supplies necessary to complete the task outlined above in this scope.
- B. Contractors are required to use environmental friendly products in all applications, Contractor may use fragrant air freshener or scented cleaning agents in the restrooms, but unscented or lightly scented products must be used in all other areas.

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- C. The contractor will be responsible for providing all paper goods, soap and can liners. All products must be approved by the City. The contractor will be responsible for keeping a limited stock on hand in approved area and will bill the City separately for products. Cost for paper products, hand soap and can liners must be provided in this quote.

Other

- A. Secure all doors and lights as required throughout the work shift.
- B. Advise proper personnel of any unusual conditions.
- C. Keep closets clean, neat and organized.

Schedule

Crews must perform the described janitorial task Monday, Tuesday, Wednesday, Thursday and Friday between the hours of 4:30pm - 10:00pm. City Council meetings occur in the Council Chambers between 7:00pm – 9:00pm on the second and fourth Mondays of each month. Planning Commission meetings occur in the Council Chambers between 7:00pm - 9:00pm on the first Wednesday of each month. City court takes place on Thursday evenings in the Council Chambers. Services provided during these times must not impact these meetings.

Optional additional service scheduled and be provided upon request with additional separate cost:

- A. Annually strip, wax and buff tile floors
- B. Annual carpet cleaning.

Vendor's initials \_\_\_\_\_

## Scope of Work – Merriam Public Works

### Janitorial Tasks

- A. Daily cleaning services of the lobby, kitchen, restrooms, meeting rooms and offices including:
  - 1. Clean and disinfect restrooms (partitions, toilets, urinals, sinks, chrome, stainless steel, mirror, towel and soap dispensers)
  - 2. Empty all trash bins to outside dumpster, clean containers inside and out, and return them to their original location. Empty recycle containers to outside recycle container, clean inside and out, and return to their original location.
  - 3. Empty sanitary napkin holders in women’s restroom, clean container inside and out, replace bags and shine stainless steel.
  - 4. Fill all paper products including toilet paper, and soap dispensers in restrooms.
  - 5. Wipe down exterior kitchen cabinets, all counter tops and tables, microwave, all sinks, dishwasher front, stove/oven/hood, refrigerator and freezer.
  - 6. Wipe all desktops, tables and counters if free of papers.
  - 7. Dust/mop all tile floor areas and ledges including stairwells.
  - 8. Vacuum all rugs and carpeted areas.
  - 9. Check floors for dirty spots and spills and clean as necessary.
  - 10. Clean and mop kitchen floor.
  - 11. Clean all drinking fountains.
  - 12. Spot clean all interior partition glass.
  - 13. Clean both sides of all glass doors and entryways.
- B. Weekly cleaning services of the lobby, kitchen, restrooms, meeting rooms, offices, including:
  - 1. Clean all stools and urinals with nonacid bowl cleaner.
  - 2. Scrub tile walls using a disinfectant.
  - 3. Clean entire interior glass partitions.
  - 4. Remove finger prints from doors, frames, light switches, kick and push plates, handles and railings.
  - 5. Remove dust and cobwebs behind doors and in corners, etc.
  - 6. Strip and clean off all soil and soap scum in shower areas.

### Supplies

- A. The contractor will be responsible for providing all cleaning supplies necessary to complete the task outlined above in this scope.
- B. Contractors are required to use environmental friendly products in all applications, Contractor may use fragrant air freshener or scented cleaning agents in the restrooms, but unscented or lightly scented products must be used in all other areas.
- C. The City will provide paper goods as needed including toilet paper for this department.

Vendor’s initials \_\_\_\_\_

Other

- A. Secure all doors and lights as required throughout the work shift.
- B. Advise proper personnel of any unusual conditions.
- C. Keep closets clean, neat and organized.

Schedule

Crews must perform the described janitorial task Monday, Tuesday, Wednesday, Thursday and Friday between the hours of 4:00pm -10:00pm

Optional additional service scheduled and be provided upon request with additional separate cost:

- A. Annual carpet cleaning.

Vendor's initials \_\_\_\_\_



## Scope of Work – Visitors Bureau

### Janitorial Tasks

- A. Daily cleaning services of the lobby, kitchen, restrooms, meeting rooms and offices including:
  - 1. Clean and disinfect restrooms (partitions, toilets, urinals, sinks, chrome, stainless steel, mirror, towel and soap dispensers)
  - 2. Empty all trash bins into the large container in storage room, clean containers inside and out, and return them to their original location. Empty recycle containers into the large recycle container in storage room, clean inside and out, and return to their original location.
  - 3. Empty sanitary napkin holders in women’s restroom, clean container inside and out, replace bags and shine stainless steel.
  - 4. Fill all paper products including toilet paper, and soap dispensers in restrooms.
  - 5. Wipe down exterior kitchen cabinets and all counter tops, microwave, all sinks, dishwasher front, stove/oven/hood, refrigerator and freezer.
  - 6. Wipe all desktops, tables and counters if free of papers.
  - 7. Dust/mop all tile floor areas and ledges including stairwells.
  - 8. Vacuum all rugs and carpeted areas.
  - 9. Check floors for dirty spots and spills and clean as necessary.
  - 10. Clean all drinking fountains.
  - 11. Spot clean all interior partition glass.
  - 12. Clean both sides of all glass doors and entryways.
- B. Weekly cleaning services of the lobby, kitchen, restrooms, meeting rooms and offices including:
  - 1. Clean all stools and urinals with nonacid bowl cleaner.
  - 2. Scrub tile walls using a disinfectant.
  - 3. Clean entire interior glass partitions.
  - 4. Remove finger prints from doors, frames, light switches, kick and push plates, handles and railings.
  - 5. Remove dust and cobwebs behind doors and in corners, etc.

### Supplies

- A. The contractor will be responsible for providing all cleaning supplies necessary to complete the task outlined above in this scope.
- B. Contractors are required to use environmental friendly products in all applications, Contractor may use fragrant air freshener or scented cleaning agents in the restrooms, but unscented or lightly scented products must be used in all other areas.
- C. The contractor will be responsible for providing all paper goods, soap and can liners. All products must be approved by the City. The contractor will be responsible for keeping a limited stock on hand in approved area and will bill the City separately for products. Cost for paper products, hand soap and can liners must be provided in this quote.

Vendor’s initials \_\_\_\_\_

Other

- D. Secure all doors and lights as required throughout the work shift.
- E. Advise proper personnel of any unusual conditions.
- F. Keep closets clean, neat and organized.

Schedule

Crews must perform the described janitorial task Tuesday and Thursday between the hours of 4:30pm - 10:00pm

Optional additional service scheduled and be provided upon request with additional separate cost:

- A. Annual carpet cleaning.

Vendor's initials \_\_\_\_\_

## Scope of Work – Merriam Police Department

### Janitorial Tasks

- A. Daily cleaning services of the lobby, kitchen, restrooms, meeting rooms, offices, workout room, elevators and cells including:
1. Clean and disinfect restrooms (partitions, toilets, urinals, sinks, chrome, stainless steel, mirror, towel and soap dispensers)
  2. Empty all trash bins to outside dumpster, clean containers inside and out, and return them to their original location. Empty recycle containers to outside recycle container, clean inside and out, and return to their original location.
  3. Empty sanitary napkin holders in women's restroom, clean container inside and out, replace bags and shine stainless steel.
  4. Fill all paper products including toilet paper, and soap dispensers in restrooms.
  5. Wipe down exterior kitchen cabinets, all counter tops and tables, microwave, all sinks, dishwasher front, stove/oven/hood, refrigerator and freezer.
  6. Wipe all desktops, tables and counters if free of papers.
  7. Dust/mop all tile floor areas and ledges including stairwells.
  8. Vacuum all rugs and carpeted areas.
  9. Check floors for dirty spots and spills and clean as necessary.
  10. Clean and mop kitchen floor.
  11. Clean all drinking fountains.
  12. Spot clean all interior partition glass.
  13. Clean both sides of all glass doors and entryways.
- B. Weekly cleaning services of the lobby, kitchen, restrooms, meeting rooms, offices and workout room, including:
1. Clean all stools and urinals with nonacid bowl cleaner.
  2. Scrub tile walls using a disinfectant.
  3. Clean entire interior glass partitions.
  4. Remove finger prints from doors, frames, light switches, kick and push plates, handles and railings.
  5. Remove dust and cobwebs behind doors and in corners, etc.
  6. Strip and clean off all soil and soap scum in shower areas.

### Supplies

- A. The contractor will be responsible for providing all cleaning supplies necessary to complete the task outlined above in this scope.
- B. Contractors are required to use environmental friendly products in all applications, Contractor may use fragrant air freshener or scented cleaning agents in the restrooms, but unscented or lightly scented products must be used in all other areas.

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- C. The contractor will be responsible for providing all paper goods, soap and can liners. All products must be approved by the City. The contractor will be responsible for keeping a limited stock on hand in approved area and will bill the City separately for products. Cost for paper products, hand soap and can liners must be provided in this quote.

Other

- A. Secure all doors and lights as required throughout the work shift.
- B. Advise proper personnel of any unusual conditions.
- C. Keep closets clean, neat and organized.

Schedule

Crews must perform the described janitorial task Monday, Tuesday, Wednesday, Thursday, Friday and Saturday between the hours of 4:30pm - 10:00pm

Optional additional service scheduled and be provided upon request with additional separate cost:

- A. Annual carpet cleaning.

Vendor's initials \_\_\_\_\_

## Scope of Work – Fire Department

### Janitorial Tasks

- A. Daily cleaning services of the lobby, kitchen, restrooms, meeting rooms, offices and living quarters including:
  - 1. Clean and disinfect restrooms (partitions, toilets, urinals, sinks, chrome, stainless steel, mirror, towel and soap dispensers)
  - 2. Empty all trash bins to outside dumpster, clean containers inside and out, and return them to their original location. Empty recycle containers to outside recycle container, clean inside and out, and return to their original location.
  - 3. Empty sanitary napkin holders in women’s restroom, clean container inside and out replace bags and shine stainless steel.
  - 4. Fill all paper products including toilet paper, and soap dispensers in restrooms.
  - 5. Wipe down exterior kitchen cabinets, all counter tops and tables, microwave, all sinks, dishwasher front, stove/oven/hood, refrigerator and freezer.
  - 6. Wipe all desktops, tables and counters if free of papers.
  - 7. Dust/mop all tile floor areas and ledges including stairwells.
  - 8. Vacuum all rugs and carpeted areas.
  - 9. Check floors for dirty spots and spills and clean as necessary.
  - 10. Clean and mop kitchen floor.
  - 11. Clean all drinking fountains.
  - 12. Spot clean all interior partition glass.
  - 13. Clean both sides of all glass doors and entryways.
- B. Weekly cleaning services of the lobby, kitchen, restrooms, meeting rooms, offices, including:
  - 1. Clean all stools and urinals with nonacid bowl cleaner.
  - 2. Scrub tile walls using a disinfectant.
  - 3. Clean entire interior glass partitions.
  - 4. Remove finger prints from doors, frames, light switches, kick and push plates, handles and railings.
  - 5. Remove dust and cobwebs behind doors and in corners, etc.
  - 6. Strip and clean off all soil and soap scum in shower areas.

### Supplies

- A. The contractor will be responsible for providing all cleaning supplies necessary to complete the task outlined above in this scope.
- B. Contractors are required to use environmental friendly products in all applications, Contractor may use fragrant air freshener or scented cleaning agents in the restrooms, but unscented or lightly scented products must be used in all other areas.
- C. The City will provide paper goods as needed including toilet paper for this department.

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Schedule

Crews must perform the described janitorial task Monday, Tuesday, Wednesday, Thursday and Friday between the hours of 8:30am - 5:00pm

Optional additional service scheduled and be provided upon request with additional separate cost:

- A. Annual carpet cleaning.

Vendor's initials \_\_\_\_\_

## Scope of Work – Merriam Community Center

### Janitorial Tasks

- A. Daily cleaning services Level 01 Men and Women Restroom, Unisex Restroom x 2, Lobby, Corridors, Community Gathering Rooms, Catering Kitchen, Fitness Center and Walking Track.
- B. Daily cleaning services Level 00 Lounge/Vending, Corridors, Gymnasium, Family Locker Room, Men and Women Locker Room.
  - a. Clean and disinfect restrooms (partitions, toilets, urinals, sinks, chrome, stainless steel, mirrors, towel and soap dispensers)
  - b. Clean and disinfect locker rooms (partitions, shower stalls, lockers, toilets, urinals, sinks, chrome, stainless steel, mirrors, towel and soap dispensers)
  - c. Empty all trash bins to outside dumpster, clean containers inside and out, and return them to their original location. Empty recycle containers to designated recycle containers, clean inside and out, and return to original location.
  - d. Empty sanitary napkin holders in restroom / locker room, clean container inside and out, replace bags and shine stainless steel.
  - e. Fill all paper products including toilet paper, paper towels, soap dispensers and baby changing station liners in all restrooms and locker rooms.
  - f. Wipe down exterior of all cabinetry, lockers, all counter tops, tables, sinks, dishwasher fronts, refrigerators and freezers.
  - g. Dust and mop all non-carpeted floor areas and ledges including stairwell and elevator.
  - h. Auto scrubber will be used daily in high traffic areas as well as in large spaces where appropriate instead of a mop.
  - i. Micro-scrubbers will be used in restrooms and locker rooms at least 3 times weekly, Sunday being one of the three days.
  - j. Vacuum all rugs and carpeted areas.
  - k. Clean all drinking fountains and bottle filling stations.
  - l. Clean both sides of all glass doors and entryways.
  - m. Spot clean all interior glass.
- C. Six-Day / week cleaning areas Level 01 Child Watch Drop-Off, Child Watch, Child Watch Restroom, Yoga, Group Exercise
  - a. Clean and disinfect restrooms (partitions, toilets, urinals, sinks, chrome, stainless steel, mirrors, towel and soap dispensers)
  - b. Empty all trash bins to outside dumpster, clean containers inside and out, and return them to their original location. Empty recycle containers to designated recycle containers, clean inside and out, and return to original location.
  - c. Fill all paper products including toilet paper, paper towels, soap dispensers and baby changing station liners in all restrooms.
  - d. Wipe down exterior of all cabinetry, all counter tops, tables, sinks, dishwasher fronts, refrigerators and freezers.
  - e. Dust and mop all non-carpeted floor areas and ledges including stairwells.
  - f. Auto scrubber will be used daily in high traffic areas as well as in large spaces where appropriate instead of a mop.
  - g. Vacuum all rugs and carpeted areas.
  - h. Clean all drinking fountains and bottle filling stations.
  - i. Clean both sides of all glass doors and entryways.

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- D. Weekly Cleaning services of entire facility
  - a. Clean all stools and urinals with non-acid bowl cleaner.
  - b. Scrub tile walls using a disinfectant.
  - c. Remove finger prints from doors, frames, light switches, kick and push plates, handles and railings.
  - d. Auto scrubber will be used in large spaces where appropriate.
  - e. Remove dust and cobwebs behind doors and in corners, etc.
  - f. Strip and clean off all soil and soap scum in shower areas.

#### Supplies

- A. The contractor will be responsible for providing all cleaning supplies necessary to complete the task outlined above in this scope.
- B. The contractor may store necessary machines and equipment in identified janitorial spaces located throughout the facility.
- C. Contractors are required to use environmental friendly products in all applications. Contractor may use fragrant air freshener or scented cleaning agents in the restrooms, but unscented or lightly scented products must be used in all other areas.

#### Other

- A. Secure all doors and lights as required throughout the work shift.
- B. Advise proper personnel of any unusual conditions.
- C. Keep closets clean, neat and organized.

#### Schedule

Crews must perform the described janitorial task Monday – Friday between the hours of 8:30 pm – 1 am. Saturday and Sunday between the hours of 5:30 pm – 12 am. Since the community room is designed for large functions, staff will communicate at least 2 weeks in advance if the rooms have a late rental that might alter the cleaning schedule defined. Services provided must not impact these events.

#### Optional additional service scheduled and be provided upon request with additional separate cost:

- A. Annual carpet cleaning
- B. Annual cleaning / polishing of the non-carpeted areas (excluding the gym floor)

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**BID FORM**  
**CITY OF MERRIAM JANITORIAL SERVICES**

Cleaning supplies shall be included in the monthly cost.

ITEM #	LOCATION	MONTHLY COST	Annual Carpet Cleaning
1	Merriam City Hall		
2	Merriam Police Department		
3	Station 46		
4	Merriam Public Works		
5	Merriam Visitors Center		
6	Merriam Community Center		
<b>Grand Monthly Total</b>			

Additional supplies

ITEM	Location	Description	Unit of measurement	Cost
Multi fold towels	City Hall, PD, Historical Plaza	Multi fold towel 250 pk 16/CS		
Roll towels	Police Department	Confidence 410126 Premium Paper Roll Towels TAD - 600' White		
Hand soap	City Hall, PD, Historical Plaza	Optimum 1250 Mil 3/CS		
Urinal screens	City Hall and PD			
Small can liners	City Hall, PD, Historical Plaza	24x33 6 mic 1000/CS		
Medium can liners	City Hall, PD, Historical Plaza	33x40 16 mic 250/CS		
Large can liners	City Hall, PD, Historical Plaza	38x58 1.7 Mil 100/CS		
Toilet tissue	City Hall, PD, Historical Plaza	2 ply 500 sheet 80/CS		

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Vendor's initials \_\_\_\_\_

The Undersigned certifies that he/she has the authority to bind the company and contract to supply the commodity or service in accordance with all the terms, conditions and pricing specified herein or to offer a "no bid" please type or print the information below.

Company Name	Telephone #
Street Address	Fax
City, State, Zip	E-Mail
Authorized Representative (Print)	Title
Authorized Signature	Date
Tax ID #	Entity Type (corporation, LLC, Sole Proprietor, Partnership)

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