

Janitorial Services "Invitation-to-Bid" Form

Invitation-to-Bid

Date _____

Contractor's fax # or email _____

Dear _____,

Your company has been accepted as one of the janitorial service contractors that we would like to bid on our facility.

The bid walk-through will be conducted on date _____ at time _____. We will meet in the main lobby of our building at address _____.

You are allowed to bring one person with you to assist in the walk-through.

Please check one of the options below, and fax or email this back to us as soon as possible.

Yes, I will be at the walk-through ____ No, my company will not be bidding ____

Thank you for your prompt response regarding this matter.

Facility manager's name _____

Phone _____ Fax or email _____

Note : Call only if you have questions regarding the walk-through. Sales calls will disqualify your company from the bidding process.

End of form