

This is the form you would send to the contractors you are interested in. It might work for you exactly as is, or you might have to edit it to fit your needs.

To the attention of (Contractor) \_\_\_\_\_

We are interested in obtaining a quote for janitorial services. Please fill out this questionnaire as completely as possible and fax it to us. If you are not interested in providing a quote, please indicate as such and fax back to us as soon as possible.

If you wish to participate, return this form to us by this date \_\_\_\_\_. If you have questions regarding this form, you may contact \_\_\_\_\_ at \_\_\_\_\_

Contractor Information:

Name of your company \_\_\_\_\_

Contact name \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone # \_\_\_\_\_

Contact person's email address \_\_\_\_\_

Your company's website address \_\_\_\_\_

Do you buy, sell or transfer contracts in any way? \_\_\_\_\_

To what amount is your company insured? \_\_\_\_\_

Is your company bonded? \_\_\_\_\_

Current number of square feet you maintain on a regular basis \_\_\_\_\_

Our facility is \_\_\_\_\_ square feet with a population of \_\_\_\_\_, and our facility is cleaned \_\_\_\_\_ times per week.

Can your company handle a job of this size? \_\_\_\_\_ Do you have other jobs of similar size? \_\_\_\_\_

Do you maintain buildings in the same geographical area as our facility? \_\_\_\_\_

Please list 3 current customers for reference purposes:

Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

Please fax this form back to fax number \_\_\_\_\_ to the attention of \_\_\_\_\_

We will also accept a one-page cover letter - tell us why your company would be a good fit for us.

Note - Please call only if you have questions regarding this form. Sales calls will eliminate your company from the bidding process.

End of form