

Amy Smith, Purchasing Manager
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Commerce Department
City of North Little Rock, Arkansas



700 West 20th Street - P.O. BOX 5757
North Little Rock, AR 72119
501-975-8881 Telephone
asmith@nlr.ar.gov

INVITATION TO BID

Bid Number: 26-3922 Date Issued: April 26, 2026

Date & Time Bid Opening, Thursday, May 14, 2026 at 10:00 A.M. CT

Professional Janitorial Services for the North Little Rock Justice Center #1 Justice Center Drive North Little Rock, Arkansas

Please direct technical questions to: Capt. Brian Dedrick
Brian.dedrick@nlrpolice.org
501-771-7115

Please direct general bidding questions to the Commerce Department at 501-975-8881.

You may obtain this bid from the City of North Little Rock's website, please be reminded that addendums may occur. It is therefore advisable that you review this listing (www.nlr.ar.gov) for attachments including any changes to the bid.

The City of North Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

EXECUTION OF BID

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this bid including conditions set forth and pertinent information requests.

Name of Firm: _____ Phone No.: _____

Business Address: _____

Signature of Authorized Person: _____

Title: _____ Date: _____, 2026

UNSIGNED BID COVER SHEET WILL BE REJECTED.

GENERAL TERMS AND CONDITIONS FOR THE CITY OF NORTH LITTLE ROCK, AR

1. When submitting an "Invitation to Bid," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition, bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Invitation to Bid."
2. Prices quoted are to be net process, and when an error is made in extending total prices, the City may accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.
3. Discounts offered will be taken when the City qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.
4. When bidding other than the brand and/or model specified in the "Invitation to Bid," the brand and/or model number must be stated by that item in the "Invitation to Bid," and descriptive literature be submitted with the bid.
5. **REJECTION**
 - A. The City reserves the right to reject any or all Bids, to waive any minor informality or irregularity in any Bid, to negotiate changes and/or modifications with the lowest responsible bidder and to make award to the response deemed to be the most advantageous to the City. Bidders shall be required to comply with all applicable federal, state and local laws.
 - B. The City reserves the right to cancel request for bids without penalty with it is in the best interest of the City. Notice of Cancellation shall be inserted on the City's website (www.nlr.ar.gov).
 - C. Any Bid not conforming to the specifications or requirements set forth by the City in this Bid Request may be rejected.
 - D. Bids may be also rejected if they are made by a Bidder that is deemed un-responsible due to lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.
 - E. The City of North Little Rock reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the City of North Little Rock may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price
6. The Purchasing office reserves the right to award items, all or none, or by line item(s).
7. Quality, time and probability of performance may be factors in making an award.
8. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the Purchasing Office.
9. Bidder must submit a completed signed copy of the front page of the "Invitation to Bid" and must submit any other information required in the "Invitation to Bid."
10. In the event a contract is entered into pursuant to the "Invitation to Bid," the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
11. Sales or use tax is not to be included in the bid price, but is to be added by the vendor to the invoice billing to the City.

Although use tax is not to be included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.

12. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated facility in North Little Rock. Charges may not be added after the bid is opened.
13. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between them at the discretion of the Purchasing Office.
14. Specifications furnished with this Invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive an equal consideration.
15. Samples of items when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will become property of the City.
16. Bids will not be considered if they are:
 1. Submitted after the bid's opening time.
 2. Submitted electronically or faxed (unless authorized by Purchasing Manager).
17. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.

18. **CONSTRUCTION**

- A. Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor. In no way will the City be responsible in case of accident.
 - B. When noted, a Certified check or bid bond in the amount of 5% of total bid shall accompany bid.
 - C. A Performance Bond equaling the total amount of any bid exceeding \$50,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Arkansas Code Annotated Section 22-9-203).
19. **LIQUIDATED DAMAGES** – Liquidated damages shall be determined at the time of contract negotiations, based upon the construction contract price and stated time period set for completion of the project. Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.
 20. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.
 21. The bid number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.
 22. Whenever a bid is sought seeking a source of supply for a specified period of time for materials and services, the quantities of usage shown are estimated ONLY. No guarantee or warranty is given or implied by the participants as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for the bidders information ONLY and will be used for tabulation and presentation of bid and the participant reserves the right to increase or decrease quantities as required.

23. The City of North Little Rock will follow procedures to check bidder eligibility through the federal System for Award Management (S.A.M.) as outlined in 2 C.F.R. § 200. This will be completed prior to the award of any contract in which federal grant funds will be expended.
24. Respondents acknowledge and understand that upon award of the winning Bid, the Respondent will be required to review and sign a contract with the City of North Little Rock, which will contain additional terms and conditions, prior to providing any services to the City. In the event of any discrepancy or contradiction between the bid documents, Terms and Conditions or other such documents, the provisions in the contract shall take precedence.
25. Additional information or bid forms may be obtained from:

COMMERCE DEPARTMENT, 700 West 29th Street, P.O. Box 5757, North Little Rock, Arkansas 72119
(501)975-8881 www.nlr.ar.gov

Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, bids must be sealed and mailed or delivered to:

**Amy Smith, Purchasing Manager
Commerce Department
700 W. 29th Street, 3rd Floor
North Little Rock, AR 72114**

The City of North Little Rock is committed to fair and equal opportunity in employment and service delivery regardless of race, color religion, gender, age, disability, sexual orientation, gender identity or expression, genetic information, marital status, national origin, or veteran status. This policy statement reinforces and communicates that commitment to employees.

INVITATION FOR BID

Professional Janitorial Services for the Justice Center North Little Rock, Arkansas

1.0 PURPOSE

The intent of this Invitation For Bid is to secure, on a competitive basis, Janitorial Services for the North Little Rock Justice Center Building located at #1 Justice Center Drive, North Little Rock, Arkansas. The City of North Little Rock is seeking qualified parties to submit bids including a pricing schedule and a summary of qualifications for providing janitorial services according to the City's specifications and all other terms and conditions.

2.0 COMPETITION INTENDED

It is the City of North Little Rock's (hereinafter referred to as the "City") intent that this Invitation for Bid (IFB) permit competition. Bidder and Vendor mean the same thing in this bid.

3.0 INSTRUCTIONS TO BIDDERS

3.1 Submission of Bids

Before submitting a bid, read the ENTIRE solicitation. Failure to read any part of this solicitation will not relieve a bidder of the obligations. The Bidder is responsible for being familiar with all conditions, instructions, and documents governing this project and bid. Failure to make such investigation and preparations shall not excuse the Bidder from performance of the duties and obligations imposed under the terms of this bid. Include other information, as requested or required. On the front of the envelope when submitting a bid, include Bid number and project title: **Professional Janitorial Services for Justice Center – Bid Number 26-3922.** Bids must be received by the City BEFORE the hour specified on the opening date. Bids may be either mailed or hand delivered to:

Amy Smith
Purchasing Manager
Commerce Department
700 West 29th Street, 3rd Floor
North Little Rock, AR 72114

The City is not responsible for delays from the US Post Office or any other courier.
Faxed and emailed bids will not be accepted.

3.2 Questions and Inquiries

Questions and inquiries, both verbal and written, will be accepted from any and all bidders. The City is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other City staff regarding the IFB may result in the disqualification of the bidder. Inquiries pertaining to the Invitation for Bid must give the IFB number, title and acceptance date. Material questions will be answered in writing with an Addendum provided, however, no questions will be

taken after **4:00 p.m. on Monday, May 11, 2026.** It is the responsibility of all bidders to ensure that they have received all Addendums. Addendums can be downloaded from www.nlr.ar.gov. (Click on Government, Commerce and Current Bids and Summaries.)

Contact the following person for questions regarding the bid specifications:

Capt. Brian Dedrick
Brian.Dedrick@nlrpolice.org
501-771-7115

3.3 Firm Pricing for City Acceptance

Price of Services must be firm for the City's acceptance for a minimum of sixty (60) days from bid opening date. See Price of Services Sheet Attachment "A".

3.4 Authority to Bind Firm in Contract

Bids MUST give full firm name and address of bidder. Failure to manually sign bid may disqualify it. Person signing bid should show TITLE or AUTHORITY TO BIND THE FIRM IN AN AGREEMENT. Firm name and authorized signature must appear on cover page of bid.

3.5 Late Bids

LATE bids will not be OPENED.

3.6 Basis for Award

The award will be made to the lowest responsive, qualified and responsible bidder based upon the price and meeting the requirements in this IFB.

- a) The City reserves the right to reject any and all bids, to waive any minor informality or irregularity in any bid, to negotiate changes and/or modifications with the lowest responsible bidder and to award the bid to bidder deemed to be the most advantageous to the Owner. Bidders shall be required to comply with all applicable federal, state and local laws, including those relating to employment of labor without discrimination on the basis of age, race, color, handicap, sex, national origin or religious creed.
- b) Any bid not conforming to the specifications or requirements set forth in the bid request may be rejected.
- c) Bids may also be rejected if they are made by a bidder that is deemed un-responsible due to a lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.

3.7 Negotiation with the Lowest Responsible Bidder

Unless all bids are cancelled or rejected, the City reserves the right to negotiate with the lowest responsive, qualified, responsible bidder to obtain a Contract price within the funds available whenever such low bid exceeds the available funds. Negotiations with the low bidder may include both modifications of the low price and the specifications/scope of work to be performed.

3.8 Debarment

By submitting a bid, the vendor is certifying that vendor is not currently debarred by the City, State or Arkansas or Federal Government for providing procurement services.

3.9 W-9 Form Required

Each bidder shall submit a completed W-9 form with their bid.

3.10 City Business/Privilege License

Vendor must hold a current Business/Privilege License with the City of North Little Rock or with any City within the State of Arkansas and a copy of the business/privilege license must be provided with the bid.

3.11 **Mandatory On-Site Visit**

All bidders must attend one of two mandatory on-site visits at the Justice Center. Meet at the public entrance of the Justice Center on #1 Justice Center Drive, North Little Rock, AR. The mandatory on-site visit dates and times are:

Thursday, April 30, 2026 at 10:00 a.m.

Tuesday, May 5, 2026 10:00 a.m.

The purpose of the site visit is to allow potential bidders the opportunity to inspect the site, present questions and obtain clarification relative to this solicitation. Only vendors who have attended one of the two site visits will be able to bid on this project. See Attachment "C" – Mandatory Site Visit Report.

3.11 Acknowledgement of Contract

Bidders acknowledge and understand that upon award of the winning bid, the selected bidder will be required to review and sign a contract with the City of North Little Rock prior to providing any services.

3.12 Subcontracts

The winning Vendor is fully responsible for all work performed under this Contract even if some of the work is performed by subcontractors.

No subcontract, which the Contractor entered into with respect to performance under this Contract, shall in any way relieve the Contractor of any responsibility

for performance of its duties. Contractor must notify the City if he/she intends to use a subcontractor and get Owner's approval of the subcontractor.

3.13 Term of Contract

The term of the Contract shall be for two years. This Contract is subject to three (3) annual renewal options to extend for one (1) year terms, to be mutually agreed upon by the City and the Vendor.

3.14 Non-Appropriation of Funds or Change in Law

Notwithstanding any other provision of this Contract, the City shall have the right to terminate this Contract without penalty and without any advance notice as a result of insufficient appropriation of funds to fulfill its obligations under the Contract or a change in federal or state law affecting the City's ability to fulfill its obligations under the this Contract. Vendor shall be entitled to any payments owed during the previous period.

3.15 Escalation Clause

Quoted prices must remain for the first term of the Contract. At the time of renewal, the contractor may request a price adjustment, not to exceed an increase of 5%, provided the contractor submits acceptable documentation that an increase in cost has been experienced. Acceptable documentation includes but is not limited to, manufacturer's dated price lists or invoices (before and after price increase) and manufacturer's letters certifying the date and the amount of the cost increase. In the event of a general price schedule decrease, the City shall be guaranteed full benefit of the price reduction. Requests for price adjustment shall be submitted to the City of North Little Rock, Attention: Captain Brian Dedrick, #1 Justice Center Drive, North Little Rock, AR 72114 at least 45 days before the contract term expires.

3.16 Special Requirements

The following is a brief outline of special requirements pertinent to the provision of janitorial services.

- a. The Vendor shall be required to provide proof of Worker's Compensation and General Liability Insurance with limits up to or exceeding one million dollars (\$1,000,000.00).
- b. The Vendor shall be liable for any and all damages to City property resulting from the performance of his/her service.
- c. The Vendor and all his/her employees performing services under the Contract must be bonded and provide proof at the time of the contract signing.

- d. The Vendor and all employees performing services will wear company issued I.D. badges with employee's name and company. Badges are to be worn and visible at all times while in the building.

4.0 REFERENCES

Bidder must provide a list of at least three (3) references from customers in the last three years, including customer name, address, dates that services were provided and a contact name, telephone number and email of contact person. References should be customers with similar size commercial buildings. Please provide your references on a separate page with the information requested. See Attachment "B".

5.0 STANDARD PERFORMANCE

The Vendor shall perform according to the terms and conditions as stated herein. The Vendor shall be responsible to maintain a clean condition and appearance of all areas identified. Instances of poor performance by the Vendor shall be documented and submitted to the Vendor for immediate review or corrective action. Continued poor performance will be deemed a breach of the specifications of the Invitation for Bid (IFB), and shall be grounds for immediate termination of the contract, at the discretion of the City. A review meeting will be called between the Contractor and City when a documented instance of poor performance occurs and is not corrected satisfactorily. A plan for corrective action agreeable to both parties will be drafted and implemented. The City retains the absolute right to assess whether and when performance is subsequently acceptable.

The Vendor shall perform all services listed in the IFB and or contract, in the manner of frequency indicated. Any changes to these services, or frequency, must have prior written approval by the City.

6.0 FEES

The monthly fee shall include **ALL** services, whether or not those services are provided on a daily, weekly or other regular basis, or on "as required" basis plus all supplies, materials and equipment. The only services, which shall **NOT** be covered by the monthly fee, shall be those services performed by the Vendor at the request of the City, which are not implied, listed, or described within the Bid and or contract. Both the City and Vendor shall mutually agree in writing upon such services, including the cost of the service, prior to any performance of the service. Vendor will submit an invoice to City at the beginning of each month for the previous month's services and City will pay Contractor within twenty (20) days.

7.0 CONDUCT OF VENDOR'S EMPLOYEES

The Vendor shall prohibit his/her employees from disturbing papers on desks, opening desk drawers or cabinets, and using telephones or office equipment (including copy machines) provided for official City use only.

8.0 SUPERVISION

Work performed by employees within the scope of the Vendor's employees shall be directly employed and supervised by the Vendor. The Vendor shall perform management and technical supervision required to complete the work according to the specifications provided by the City. Employee(s) assigned to supervise the work shall be readily available, responsive to the City's representative(s) and capable of speaking and understanding the English language and have the authority to make decisions related to the management of the activities performed by the Vendor's employees.

9.0 SCOPE OF SERVICES

A Dayporter provided by the Vendor is required to be at the Justice Center between the hours of 7:00 a.m. to 5:00 p.m. Monday through Friday of every week excluding major holidays which include New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.

Any cleaning items the Dayporter is not able to complete during the daytime, the night crew must complete those cleaning items as outlined in the Routine Maintenance Specifications. The night crew will work five days a week excluding Saturday and Sunday and the holidays mentioned above.

The City has the right to request a new Dayporter if they are dissatisfied with the cleaning services by the Dayporter.

The City will furnish all trash can/bin liners, toilet paper, hand/paper towels, toilet seat liners, hand soap in bathrooms, bathroom deodorant spray, dish soap for break rooms and for dishwasher.

Electrical power will be furnished by the City at existing power outlets for the Vendor's use to operate such equipment as is necessary in the conduct of his/her work. Hot and cold water will also be made available as necessary for that purpose.

Vendor will furnish all remaining cleaning supplies/materials and equipment including, but not limited to: glass cleaner, all products for Terrazzo flooring, dusting spray, etc.

The Vendor must have experience and knowledge in cleaning and preserving Terrazzo flooring. Please explain on a separate sheet of paper your knowledge and experience regarding cleaning and preserving Terrazzo flooring.

See Schedule below for Routine Maintenance Schedule.

10.0 BID BOND

Each Bid shall be accompanied by a bid bond, in the form of a cashier's check, certified check, or bond payable to the City of North Little Rock in the amount of \$2,000. Bid bond is to be forfeited to the City if the successful respondent fails to execute a contract within fourteen (14) days after notification of Award of Contract. Bid bond shall be returned to the successful respondent and to unsuccessful respondents upon execution of a legal

contract.

ROUTINE MAINTENANCE SPECIFICATIONS
Cleaning Specifications

FOYERS/RECEPTION AREA/HALLWAYS			
Facility General Cleaning	Each Time	Once a Week (Friday)	Once a Month (1 st Monday)
Empty Wastebaskets (including outside cans) • Replace Liners • Remove trash to designated area	X		
Cigarette containers to be emptied out and cleaned		X	
Dust mop all hard surface floors with treated or electrostatic dust mop	X		
Spot mop all hard surface floors	X		
Damp mop all hard surface floors		X	
Vacuum mats and carpets	X		
Clean telephones and sanitize receivers	X		
Dust all furniture, fixtures, equipment & accessories		X	
Clean all ceiling vents, spot check for cobwebs in corners & hanging from ceilings		X	
OFFICES/CUBICLES/CONFERENCE ROOMS			
Empty Wastebaskets (including outside cans) • Replace Liners • Remove trash to designated area	X		
Dust mop all hard surface floors with treated or electrostatic dust mop	X		
Spot mop all hard surface floors	X		
Damp mop all hard surface floors		X	
Vacuum mats & high traffic carpet lanes	X		
Clean telephones & sanitize receivers	X		
Dust all furniture, fixtures, equipment & accessories (do not disturb paperwork on desk)		X	
Dust high & low areas (pictures, clocks, partitions, windowsills, etc.)		X	
Fully vacuum all carpets from wall to wall		X	
Clean all baseboards			X
Clean all ceiling vents, spot check for cobwebs in corners & hanging from ceiling		X	
Clean all blinds with wet cloth			X
RESTROOMS			
Empty Wastebaskets	X		
Empty sanitary waste receptacles • Replace liners as needed • Remove trash to designated area	X		

• Refill dispensers from customers stock			
Clean & sanitize all restroom fixtures	X		
Clean mirrors, stainless steel/chrome	X		
Spot clean walls, doors, partitions & light switches	X		
Sweep & mop using germicidal cleaner	X		
Dust & clean all return air vents, spot check for cobwebs	X		
Clean all walls	X		X
Clean showers & locker room area	X		
Refill soap dispensers	X		
BREAK AREAS/KITCHENETTES			
Empty wastebaskets	X		
• Replace liners as needed			
• Remove trash to designated area			
Spot clean with disinfectant solution tables, chairs, counter tops, walls, sinks, etc.	X		
Spot clean outside of appliances	X		
Damp clean interior/exterior of microwaves	X		
Damp mop hard surface floors using disinfectant solution	X		
Dust all furniture, fixtures, equipment & accessories	X		
Load, insert dish soap and start dishwasher (if applicable)	X		
Clean sinks	X		
Dust high & low areas (pictures, clocks, partitions, windowsills, etc.)		X	
Clean baseboards			X
Remove appliances, where possible, on counter tops & clean the counters		X	
Clean all accessible exterior sides of refrigerators & other appliances		X	
Remove stains & polish sinks		X	
Clean all ceiling vents, spot check for cobwebs in corners & hanging from ceilings			X
Refill soap dispensers	X		
GLASS			
Spot clean all interior glass	X		
Clean all entrance & side glass			Twice per month

Other Areas of Building	Per Visit	Once a Week (Friday)	Once a Month (1st Monday)
Make sure elevators are clean	X		
Make sure stairwells are clean	X		
Clean and vacuum the community room and kitchen area each day it is used	X		
Dust and Vacuum the Gym area		X	
Clean the Sink and Water Dispenser in Gym		X	

Additional Floor Care	Frequency
Spot clean carpets	Daily or as needed
Professionally clean all carpets	Annually - in April
Machine scrub hard surface floors	Quarterly
Scrub & topcoat terrazzo flooring	Quarterly
Machine burnish terrazzo flooring	Twice per month
Strip & refinish terrazzo flooring	Annually – in April

COST OF SERVICES

(Must be fill out and returned with bid.)

Vendor's Company Name: _____

Vendor's Address: _____

Location

**Monthly Cost of Services According to Routine
Maintenance Specifications & Bid Specifications**

Justice Center Building
#1 Just Center Drive
North Little Rock

\$ _____

Please provide a cost for the item below which may or may not be a part of the Contract.

**Annual Cost of Cleaning all exterior windows/glass on the building both on the outside
and inside of the windows/glass: \$ _____**

REFERENCES

Bidder must provide a list of at least three (3) references from customers in the last three years, including customer name, address, dates that services were provided and a contact name, telephone number and email of contact person. References should be customers with similar size commercial buildings.

1. Company/City Name: _____
Contact Person: _____ Title: _____
Email of Contact Person: _____
Address: _____
City/State/Zip: _____ Phone: _____
Sq. Footage of Area Cleaned: _____ How Long Was Service Provided: _____

2. Company/City Name: _____
Contact Person: _____ Title: _____
Email of Contact Person: _____
Address: _____
City/State/Zip: _____ Phone: _____
Sq. Footage of Area Cleaned: _____ How Long Was Service Provided: _____

3. Company/City Name: _____
Contact Person: _____ Title: _____
Email of Contact Person: _____
Address: _____
City/State/Zip: _____ Phone: _____
Sq. Footage of Area Cleaned: _____ How Long Was Service Provided: _____

MANDATORY SITE VISIT REPORT

Must be signed by authorized city employee at the facility and returned with bid.

Vendor's Company Name: _____

Person Making the Site Visit for the Vendor: _____

Email of Contact Person: _____

Date

Time

Authorized City Employee Signature
