



DR. R. GRIFF GORDY
Councilmember At Large

STEVE BAILEY
Councilmember District 1

EDDIE N. LOWE
Mayor

VICKEY CARTER JOHNSON
Councilmember District 2

ARTHUR L. DAY, JR.
Mayor Pro Tem / District 3

WALLACE B. HUNTER, City Manager
MELONY LEE, City Clerk
LABRITA KING COPELAND, Finance Director

VENDOR INFORMATION SHEET

Company Name: _____

Mailing Address: _____

Sales Contact: _____

Phone Number: _____ Cell Phone: _____

Email Address: _____

Expected Turn-Around Time: _____

For accurate fitting, will you provide samples at no cost to the City? _____

How long may the City have these samples? _____

If there is a need for repair, do you provide this service? _____

Average cost of repairs: _____

What do you consider a small order, and what is your small order charge? _____

Is there any additional information the City needs to know about your company? _____

DO YOU HAVE QUESTIONS, CONCERNS, OR NEED CLARIFICATION REGARDING THIS SOLICITATION?

Communication concerning any solicitation currently advertised must take place in writing and addressed to the Purchasing Agent.

All questions or clarifications concerning this solicitation shall be submitted in writing. The City will not orally or telephonically address any questions or clarifications regarding specifications or procedures. If a vendor visits or calls the Purchasing Agent with such questions, he or she will be instructed to submit the question(s) in writing.

All contact concerning this solicitation shall be made through the Purchasing Agent. Bidders shall not contact Department Heads or using agencies with questions about solicitations. You must submit the written question(s) to the Purchasing Agent. If it is necessary that a technical question needs addressing, the Purchasing Agent will forward such to the using agency, who will submit a written response.

The Purchasing Agent will forward the written responses to the respective vendor, or, if it becomes necessary to revise part of this solicitation, a written addendum will be issued to all vendors.

The City is not bound by any oral representations, clarifications, or changes made to the written specifications by City employees, unless such clarification or change is provided to the vendors in written addendum form from the Purchasing Agent.

Any request by vendors after a solicitation has been opened and pending award must also be submitted in writing to the Purchasing Agent.



**Question/Clarification
Fax/Email Form
Uniform Bid**

Date: _____

To: _____

Email: _____

Fax: _____

RE:

I have the following question(s)/concern(s) about the specifications: _____

From (Vendor Name and Representative): _____

Complete Address: _____

Telephone No. _____ Fax No. _____