



ATTACHMENT 4 - PROPOSER SUBMISSION FORM

PART I – Proposer Information Questionnaire

1. CONTACT INFORMATION

Proposer's Company Name	
Authorized Signatory for Company	Name:
	Email:
Company Address	
Contact Person for this Proposal – Name	
Contact Person for this Proposal – Phone Number	
Contact Person for this Proposal – E-Mail Address	

2. BUSINESS INFORMATION

Principal type of business (Corporation, S-Corp, LLC, Sole Proprietor)	
Federal Tax Identification Number (Note: If Sole Proprietor using social security number, the SSN will be required before finalizing the contract)	
Number of years in business	
Number of years providing products and services similar in size and scope as this solicitation	
Description of Proposer's primary products and services	
Description of Proposer's typical customers	



3. REFERENCES

List three (3) business references for whom you have provided similar services as those in this bid/Solicitation within the past five (5) years. (Please notify these References that you have provided them to the Court as References):

<p>Reference 1</p> <p>Is this a government agency?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Business Name:</p> <p>Contact Person's Name:</p> <p>Phone:</p> <p>Email:</p> <p>Contract Value:</p> <p>Contract Start and End Dates:</p>
<p>Reference 2</p> <p>Is this a government agency?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Business Name:</p> <p>Contact Person's Name:</p> <p>Phone:</p> <p>Email:</p> <p>Contract Value:</p> <p>Contract Start and End Dates:</p>
<p>Reference 3</p> <p>Is this a government agency?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Business Name:</p> <p>Contact Person's Name:</p> <p>Phone:</p> <p>Email:</p> <p>Contract Value:</p> <p>Contract Start and End Dates:</p>



PART II – Technical Proposal

Check this box **ONLY** if the following condition applies.

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Submission of Proposal will be attached separately; this section is intentionally left blank.

Please provide a detailed technical proposal that includes the following minimum information:

- a. A detailed work plan and project schedule, including descriptions of the services to be provided and timeline for each service.
- b. Procedures for site preparation, removal and disposal of existing window coverings, product installation and method of securing product, and site clean-up.
- c. A detailed description of the products to be provided, including brand, model, material, color, finish, dimensions, and other product specifications. Images of the products and manufacturer specifications are encouraged.
- d. Detailed information on product operation, cleaning, maintenance, manufacturer's warranty, and labor warranty.





PART III – Cost Proposal

The proposer will consider terms indicated in the RFP Document RFP# 2510-01 at 7.0 ACTION ITEMS while providing its Cost Estimates below. Please fill only green areas of the worksheet.

Check this box ONLY if the following condition applies.

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Exhibit B: Cost Proposal will be attached separately; this section is intentionally left blank.

Floor	Room Number	Window Measurement		Number of Blinds and Shades per Window	Cost of Blinds and Shades per Window	Number of Windows	Total Cost of Blinds and Shades
		Width	Height				
1st	1010	12 FT 4 IN	6 FT 6 IN	2		1	
	1028, 1032, 1040, 1044	16 FT	6 FT 5 ½ IN	2		8	
	1046	12 FT 4 IN	6 FT 5 IN	2		1	
	1048	16 FT	6 FT 6 IN	2		2	
2nd	2004, 2006, 2008, 2012, 2016, 2024, 2028, 2036, 2040, 2046	16 FT	5 FT 7 IN	2		18	
	2011	15 FT	5 FT 8 IN	2		1	
	2020	6 FT 2 IN	5 FT 8 IN	2		1	
		6 FT 2 IN	1 FT 10 ½ IN	1		1	
	2044	6 FT 2 IN	5 FT 8 IN	2		1	
		6 FT 2 IN	1 FT 10 ½ IN	1		1	
3rd	LR, 3004, 3010, 3014, 3023, 3026, 3034, 3038, 3042, 3044	16 FT	5 FT 7 IN	2		17	
	3006	32 FT	5 FT 7 IN	4		1	
		15 FT	5 FT 7 IN	2		1	
	3018	15 FT	5 FT 7 IN	2		1	
4th	4003, 4008, 4014, 4018, 4026, 4030, 4038, 4042, 4048	16 FT	5 FT 7 IN	2		18	



	4022	12 FT 3 IN	8 FT	3		1	
	4046	12 FT 4 IN	8 FT	3		1	
	Cost of Blinds and Shades for 75 Windows (Pre-Tax)						
	Shipping, Freight, and/or Delivery						
	Labor Cost to Remove, Haul Away, and Dispose Exiting Curtains						
	Labor Cost to Install Blinds and Shades						
	7.75% Sales Tax for Taxable Items Only						
	Other Costs (please specify):						
	Other Costs (please specify):						
	Total Cost Proposal						



PART IV – PROPOSER CERTIFICATION OF ACCEPTANCE

Certification of Acceptance of Standard Agreement with its Terms and Conditions

A. In response to the Solicitation Document, its Attachments and Addenda, I/we hereby declare that I/we have carefully read, examined and am/are fully familiar with the Solicitation Document Attachments and its Addenda and all other relevant documents and information posted, and hereby propose to perform the Statement of Work and/or provide the Goods/Services as required in this Solicitation. The undersigned hereby agrees that the Court will not be responsible for any errors or omissions in these Solicitation Document(s) and their Attachments and Addenda.

B. **Instructions: Mark the appropriate choice below and sign this attachment.**

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1. Proposer accepts Attachment 3: JBE Standard Terms and Conditions (“Attachment 2”) without exception.

OR

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2. Proposer proposes exceptions or changes to Attachment 3. Proposer must also submit (i) a red-lined version of Attachment 3 that implements all proposed changes, and (ii) a written explanation or rationale for each exception or proposed change.

The undersigned certifies that the signatory has the legal capacity to sign on behalf of the Bidder/Proposer listed above, and that this signature is a legally binding signature upon the Bidder/Proposer.

BY (Authorized Signature) 
PRINTED NAME OF PERSON SIGNING
TITLE
NAME OF THE COMPANY
DATE OF SIGNING