

## ATTACHMENT A

### Bid Cover Sheet

The Mississippi Department of Public Safety is seeking to establish a contract for Janitorial Services at our Gulf Port, MS location of the Mississippi Department of Public Safety (MDPS) that include the following branches: MS Highway Patrol (MHP), MS Forensic Laboratory (MSFL), MS Bureau of Investigation (MBI) and MS Bureau of Narcotics (MBN).

Bids are to be submitted as listed below, on or before 10:00 A.M. May 5, 2017.

PLEASE MARK YOUR ENVELOPE:

IFB 3160001489

Opening Date: May 5, 2017

Mississippi Department of Public  
Safety

Attention: Betsy Toles

1900 E. Woodrow Wilson Boulevard, 4<sup>th</sup> Floor, Room 402

Jackson, MS 39216

**SEALED BID — DONOTOPEN**

**Name of Company:** \_\_\_\_\_

**Quoted By:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Company Representative:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

<b>FEL/FIN # (if company, corporation or partnership):</b>	
<b>SS# (if individual):</b>	

**In addition to providing the above contact information, please answer the following questions regarding your company:**

What year was your company started? \_\_\_\_\_

How many years and/or months has your company been in the business of performing the services called for in this Invitation for Bids? \_\_\_\_\_

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If your company is not physically located in the region, how will you supply janitorial services to the Mississippi Department of Public Safety? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all licenses or permits your company possesses that are applicable to performing the services required in this Invitation for Bids. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For how many customers has your company provided janitorial service in the past two (2) years? Please include the dates, the size of the area maintained, and the annual amount of the billing to each customer. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the largest customer your company has provided janitorial service for in the past two (2) years? Please include the annual amount of the billing. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any specific service which your company offers along with any specialized experience, certification, and/or education of your current staff. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all the equipment that your company has available or that is intended to be used to perform the services required in this Invitation for Bids. \_\_\_\_\_

OWNED EQUIPMENT					
Year	Make	Model	ID#	Capacity	Description

RENTED/LEASED EQUIPMENT					
Year	Make	Model	ID#	Capacity	Description