**ATTACHMENT A**

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Vendor Services

Request for Quotations

**C O V E R S H E E T**

**INFORMATION ABOUT BIDDER**

|  |  |
| --- | --- |
| Identification of Bidding Entity:  Legal Name of Organization:  Head of Organization:       Title:  Mailing Address:  Physical Address (if different):  Phone Number:       Fax Number:  Contact Person:       Title:  Contact Person Email Address:  Signatory Authority for Bidding Entity:  Title:       Phone Number: | |
| Tax/Legal Status: [ ] Corporation [ ] Sole Ownership [ ] Public [ ] Profit  [ ] Partnership [ ] Other [ ] Private [ ] Not For-Profit  Date Es**t**ablished:  State Controller Identification Number:  Federal Taxpayer Identification Number:  Small Business? [ ] Yes [ ] No  Is bidder certified as a historically underutilized business? [ ] Yes [ ] No  Certifying Agency?  (If yes, a copy of the certification notice is required as an attachment.) |

**ATTACHMENT B**

On this page and additional pages if necessary, please provide information on vendor history, qualifications/experience on providing service.

**ATTACHMENT C**

In this section, include copies of licenses, certifications and other documentation qualifying individual or company to perform work in the State of Texas.

**ATTACHMENT D**

In this section, provide proof of bonding and/or liability insurance (i.e., include applicable documentation).

**ATTACHMENT E**

In this section, provide a pricing schedule/listing consisting of all of bidder’s service offerings. In addition, please note any quantity and/or purchase agreement discounts that may be applicable to the WFSDallas as **a private not-for-profit organization**.

**ATTACHMENT F**

In this section, provide a list of three (3) customer references. These should include a contact person and phone number who is familiar with bidder’s service. Additionally, the references should be active customers within the past two years.