

## **Official Bid Submission Form**

Attachments are permitted.

### **Section A**

Name of Business	
Mailing Address	
Telephone number	
Cell phone number	
Fax number	
Billing contact name	
Billing contact number	
Person authorized to sign a contract	

### **Please attach:**

1. A copy of your liability insurance
2. Provide three (3) businesses that Van Buren CMH can contact as a reference. These should be businesses to which you provide/have provided similar services.
3. A copy of a W-9 form.

### **Section B**

Include the following:

- How you plan to implement requirements.
- Overall costs
- Include a breakdown of software costs, stock photos costs, hourly rate for staff and maintenance costs.
- Include a statement on rates and a process for addressing management of any issues that arise after implementation.
- Document the time needed from award of contract to project completion, ensuring that you can meet the identified go live date.