

CITY OF VINELAND
DEPARTMENTAL REQUEST FOR PUBLIC BIDDING

1. NATURE OF REQUEST: Open-End Contract for Janitorial Supplies

2. ENGINEER'S ESTIMATE: \$ 70,000.00
(If Engineer's Estimate has been prepared by anyone other than the person signing this form, please attach a copy of said Engineer's Estimate.)



3. AMOUNT BUDGETED FOR THIS REQUESTED ITEM: \$ _____

4. BUDGETED ITEM: YES _____ NO _____
(If no, is it an ordinance authorized material, service or supply?)

YES _____ NO _____ ORDINANCE NO.: _____

(B) Please identify the page number and line item appropriation sub-account:

Budget Page No. _____ Account No. _____

5. Check here if:

Federal Funds _____ State Funds _____

UEZ Funds _____ Davis Bacon Requirements _____

(If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)

6. Date to be Advertised: 11/14/17

7. Date to be Received: 11/28/17

8. Date to be Awarded: 12/12/17

9. Special Conditions or Instructions: _____

10. The following must be attached:

Bidders Mailing List

Plans (if applicable)

Specifications

11. Specifications Prepared by: Miguel A. Mercado Miguel A. Mercado
(NAME, TITLE AND EXTENSION NUMBER)

12. Approved by: _____
(DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)

Send copies to:
Purchasing Department
Business Administration

SUMMARY
JANITORIAL SUPPLIES

The City of Vineland has a need to contract for various cleaning and janitorial supplies to maintain the clean appearance of all City locations and Departments. The bulk purchase under this Open-Ended specification will provide for better pricing to the City.