

**ATTACHMENT A
General Information**

Complete the following sections and include with Bid Response.

Vendor Name _____ **Date** _____

Vendor Website _____

Contract Management contact information:

Account Manager _____

Telephone _____

Email _____

Servicing Location that will make deliveries:

Contact name _____

Address _____

Telephone _____

Email _____

Deliveries will normally be made as follows:

Vendor Owned Equipment _____ Frequency _____

Commercial Carrier _____ USPS _____ Other _____

To place verbal orders:

Customer Service Rep _____

Toll-free telephone _____

Online ordering? YES _____ NO _____

Website Address: _____

If yes, describe online ordering process: _____
