

**CITY OF VINELAND**  
**DEPARTMENTAL REQUEST FOR PUBLIC BIDDING**

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

2. ENGINEER'S ESTIMATE: \$ 30,000 (annually)  
*(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.)*

SEP 11 2015

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: Sept. 22, 2015

7. Date to be Received: October 14, 2015

8. Date to be Awarded: November 10, 2015

9. Special Conditions or Instructions: \_\_\_\_\_

10. The following must be attached:

Summary of Project

Specifications

Plans (if applicable)

Bidders Mailing List (with emails of the vendor)

11. Specifications Prepared by: Yvonne Lewis, Purchasing Agent  
(NAME, TITLE AND EXTENSION NUMBER)

12. Approved by:

\_\_\_\_\_  
SIGNATURE (DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)

Send copies to:  
Purchasing Department  
Business Administration

Summary of Project

Janitorial Supplies

Request for public bidding for Janitorial Supplies for all departments for the City of Vineland.

Contract will be for a two (2) year period.