

CONTRACTOR INFORMATION SHEET

Please complete the following Information Sheet in the space provided:

Information Sought	Response
Contact Information	
Contractor's sole contact person during the RFP process. Include name, title, address, email, and phone number.	
Person authorized to receive and sign a resulting contract. Include name, title, address, email, and phone number.	
Background Information	
Legal business name and address. Please include business entity designation, e.g., sole proprietor, Inc., LLC, LLP.	
State of the company's incorporation, if applicable.	
Main phone number.	
Number of years in business and number of employees.	
Legal business name and address of parent company, if any.	
Are you a Michigan Journeyman Electrician, Master Electrician, or is there a Michigan Journeyman Electrician or Master Electrician supervising your work? Provide any relevant license numbers.	

Has your company (or any affiliates) been a party to litigation against the Pigeon District Library, the Village of Pigeon, or Chandler, McKinley, or Winsor Township? If the answer is 'yes,' please state the date of initial filing, case name and court number, and jurisdiction.	
Experience	
Describe relevant experiences from the last five (5) years supporting your ability to successfully manage a contract of similar size and scope for the services described in this RFP.	
Experience #1	
Company name Contact name Contact role at time of project Contact phone Contact email	
1. Project name and description of the scope of the project. 2. What role did you or your company play? 3. How is this project experience relevant to the subject of this RFP?	
Start and end date (mm/yy – mm/yy)	
Status (completed, live, other – specify)	
Experience #2	
Company name Contact name Contact role at time of project Contact phone Contact email	

1. Project name and description of the scope of the project. 2. What role did you or your company play? 3. How is this project experience relevant to the subject of this RFP?	
Start and end date (mm/yy – mm/yy)	
Status (completed, live, other – specify)	
Pricing	
Number of laborers to complete project.	
Hourly rate (in \$ / hour) for laborer(s).	
Estimated labor time (in hours) needed to complete project.	
Estimated budget for clean-up and disposal of fluorescents and ballasts.	
Estimated cost of incidental materials (wire, tombstones, connectors, etc.).	
Estimated cost of rental equipment needed.	
Other costs not listed above.	