

# REQUEST FOR QUOTE



## CITY OF BATTLE CREEK

10 N. Division Street  
Battle Creek, MI 49014  
PH: (269) 966-3390  
FAX: (269) 963-9222

DATE: January 14, 2022  
DUE DATE: January 26, 2022

PLEASE DIRECT INQUIRIES REGARDING  
THIS QUOTE TO: Nils Vos, Senior Buyer  
npvos@battlecreekmi.gov

### REQUEST FOR QUOTE

PRICE QUOTE - NOT A PURCHASE REQUEST

The City of Battle Creek is soliciting price quotes for the following project:

**DESCRIPTION:** The City's Transit Department is requesting a quote for janitorial services for 3 buildings located at 339 W Michigan Ave, Battle Creek, MI 49037. The expected contract term is \_\_\_\_\_?

See attached map of buildings. A site visit can be coordinated with the Transit Director Mallory Avis. She can be reached at [mravis@battlecreekmi.gov](mailto:mravis@battlecreekmi.gov) or phone at 269-966-3355 x1703

1. Monthly cost for janitorial services at Administration Building \$ \_\_\_\_\_
2. Monthly cost for janitorial services at the bus garage \$ \_\_\_\_\_
3. Monthly cost for janitorial services at the maintenance facility \$ \_\_\_\_\_
4. What is your guaranteed start date? \_\_\_\_\_

Price quotes shall be valid for 30 days. Award of the purchase order shall be to the firm with the lowest, responsive, responsible quote, but the City reserves the right to award to other than low quote, all factors considered.

**Liability insurance shall be required prior to awarding the contract.**

VENDOR NAME: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_