**ABC Colorful Painting Company**



February 12, 2022

Agency Name: City of Metropolis

Attn: Lois Lane

Agency Address: 9000 Daily Planet Drive, City of Metropolis, 32323

Re: Solicitation Number 5432-ABCD-2022 “Painting of New School Gym” “Solicitation Name”

Dear Buyer

ABC Colorful Painting Co. has been in business since 2005 completing over 150 residential and commercial painting jobs in the City of Metropolis. During our 17 years in business our team has painted structures small as1200 square feet to our largest project at 32,500 square feet. These structures have been made of metal, wood, composite, and brick. We have a history of completing our contracts on time and on budget and have provided a list of references as a part of our bid proposal. We have completed numerous projects of your size and scope.

Our 12 painters have a combined 132 years of painting experience. We are a certified small minority owned business and have been certified since 2006. Four of the painters on staff have completed government projects prior to working at ABC Colorful Painting Co.

During the past 18 months we’ve completed the painting of 3 similar sized commercial building to the one you need painted, and our customers are willing to speak to you about the excellent quality of work we did.

We have completed all the required items as a part of the bid response, and we look forward to the possibility of partnering with the City of Metropolis for this very important job.

Bruce Wayne

Manager of Painting Specialist

444 Clover Drive Gotham City, New York

**Table Of Contents**

|  |  |
| --- | --- |
|  | **Page** |
| Cost form/pricing sheet | 3 |
| Experience and References | 4 |
| Required Signed Forms (may be forms the agency wants you to sign as a part of your bid)* Addendum Acknowledgement
* W9
 | 5-6 |
| Appendices (may be forms the agency wants a copy of)* Copy of Small Business Certification
* Copy of Bid bond
* Copy of Insurance
 | 7-9 |
| Additional Reference Items (items you may want to include that are not required as a part of the proposal | 10 |
|  |  |

**Cost Form/Pricing Sheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Quantity** | **Unit Cost** | **Total Cost**  |
| Gutters | Painting 1500 feet of gutters powder blue | 1,500 feet | $1.50 ft | $2,250 |
| Walls | Painting 20,000 sq ft of walls krypton green | 20,000 sq ft | $3.50 | $70,000 |
| Moldings | Painting 2,500 feet of molding canary yellow | 2,500 feet | $3.00 | $7,500 |
|  |  |  | **Total Bid** | **$79,750** |

**References Page**

Reference #1

|  |  |
| --- | --- |
| Entity Name | Sunny Township  |
| Scope of Work | Painted 12,000 square feet of conference hall |
| Entity Address | 3902 Sunny Town Drive |
| City, State, Zip | Sunny, Arizona 00304 |
| Point of Contact | Leonard Luther |
| Phone Number | 555-594-5959 |
| Email | Leonard.Luther@sunnytownship.com |

Reference #2

|  |  |
| --- | --- |
| Entity Name | Glitter School District |
| Scope of Work | Painted 14,000 square feet storage building |
| Entity Address | 1304 Question Avenue |
| City, State, Zip | Greenville, Virginia 30311 |
| Point of Contact | Jim Riddler |
| Phone Number | 333-304-4959 |
| Email | j.riddler@glitterschools.com |

Reference #3

|  |  |
| --- | --- |
| Entity Name | Homerville Parks and Rec’s Department |
| Scope of Work | Painted tennis courts and basketball court surfaces |
| Entity Address | First Parkway 32 |
| City, State, Zip | Felton, Texas 23232 |
| Point of Contact | Kelly Kingston |
| Phone Number | 020-220-3929 |
| Email | k.kingston@hprdept.org |

**Required Signed Forms: Addendum Acknowledgment**

**(Sample below of what an addendum acknowledgement form might look like)**

ADDENDUM ACKNOWLEDGEMENT **Painting of New School Gym** Bid Submission Check List: Confirm by placing a check mark in the space provided that as the Bidder the information listed below has been reviewed and complied with in the submission of a response to this Bid.

1. \_\_\_\_\_ Addenda acknowledgement.

(B) \_\_\_\_\_ Bid document has been signed by authorized Bidder official.

(C) \_\_\_\_\_ Bid package has been properly labeled per the instructions.

(D) \_\_\_\_\_ Bid Response Package Forms

The signature below certifies the Bid response complies with the requirements of this IFB and that the above items A through C have been verified as complete.

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required Signed Forms: Addendum Acknowledgment**

**(Sample below of what your W9 may look like)**



**Appendices: Small Business Certification Copy**

**(Sample below of what your certification might look like)**



**Appendices: Copy of Bid Bond**

**(Sample below of what a bid bond might look like)**



**Appendices: Copy of Insurance**

**(Sample below of what a copy of insurance might look like)**

