

**ATTACHMENT II – SUPPLIER QUESTIONNAIRE**

**PLEASE COMPLETE AND RETURN WITH BID**

**EMERGENCY PHONE NUMBER:**

In the event of, and for the duration of, any state of emergency or disaster declared by the Governor, the supplier for any county in which the emergency of disaster is officially declared shall attempt to provide continuous twenty-four hour service as directed by the Commonwealth. For the purpose of maintaining necessary communications and services, the supplier has designated, in the space provided below, a primary and if available, a secondary contact person or title. The supplier guarantees that the persons so designated will be available throughout the emergency. **PLEASE PROVIDE AN ACTUAL EMERGENCY PHONE NUMBER (HOME PHONE NUMBER, CELL PHONE NUMBER FOR EXAMPLE) WHERE THE PERSON CAN BE REACHED AFTER HOURS.**

| <u>County</u> | <u>Facility Address</u> | <u>Contact Person(s)</u> | <u>Title</u> | <u>Emergency Phone Number(s)</u> |
|---------------|-------------------------|--------------------------|--------------|----------------------------------|
|               |                         |                          |              |                                  |

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

**CONTACT PERSON NAME:** \_\_\_\_\_

**CONTACT PERSON E-MAIL ADDRESS:** \_\_\_\_\_

**CONTACT PERSON TELEPHONE NUMBER:** \_\_\_\_\_

**CONTACT PERSON FAX NUMBER:** \_\_\_\_\_

**COMPANY WEB ADDRESS:** \_\_\_\_\_

**COMPANY FEDERAL ID#:** \_\_\_\_\_

**DOES YOUR COMPANY ACCEPT PAYMENT BY UTILIZING VISA?**

**REMINDERS:**

PLEASE MAKE SURE TO **PRINT YOUR NAME AND CIRCLE WHETHER YOU ARE AN AUTHORIZED OFFICER/PARTNER/OWNER** ON THE BID SIGNATURE PAGE. IF YOU ARE NOT THE OWNER, PRESIDENT OR VICE-PRESIDENT – PLEASE ATTACH A **CORPORATE RESOLUTION** TO YOUR BID ALLOWING YOU TO SIGN FOR THIS BID.

PLEASE COMPLETE THE **STATE OF MANUFACTURE SHEET** AND **RETURN WITH YOUR BID.**

**Fax and e-mail bids are not acceptable** --- all bids must be mailed.

Please mark "**BID**" on the envelope with the "**BID NUMBER**" when submitting bid.

When sending bids by courier and you need the street address ---use the following address:

Commonwealth of Pennsylvania  
Department of General Services  
Bureau of Procurement – ATTN: BID ROOM  
555 Walnut Street – 6<sup>th</sup> Floor  
Harrisburg PA 17101-1914