

**VENDOR QUESTIONNAIRE AND REFERENCES**  
*(You may use a separate sheet for additional information)*

VENDOR: \_\_\_\_\_

DATE: \_\_\_\_\_

1. Where are your corporate/ business headquarters located?
2. Where is your factory located?
3. Where is the nearest full service center?
4. How many years has your organization been in business under your present business name?
5. List all previous business names of your organization:
6. Will you furnish a written guarantee that sufficient replacement equipment and/or replacement parts and components will be available at your facility if requested within a minimum 24-hour period?
7. Will your company provide a written copy of the manufacturer's written or expressed warranty on the equipment? Provider must state length of standard warranty and any extended warranties available as well as all requirements for the District to remain within warranty compliance.
8. Does your company contract out the warranty repair work? If so, how long has your company done this? How long has the current vendor been with your company? Please provide name, address and phone number of vendor.

9. Have you ever failed to complete any work awarded to you in the last 3 years?  
Yes\_\_\_ No\_\_\_ If yes, where and why?

10. List/describe five (5) contracts/projects with similar specifications that you currently have or have recently completed.

Project	Location
Date	Contract Amount
Contact Name, Phone Number and Fax Number	

Project	Location
Date	Contract Amount
Contact Name, Phone Number and Fax Number	

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