

Facility Maintenance Vendors and/or Suppliers:

Thank you for your interest in providing services/supplies for the Public Library of Charlotte & Mecklenburg County (PLCMC) facilities department. We accept bids for new vendor contracts on an *annual* basis which begins in March and ends in June of each fiscal year. Should you wish to be considered for services at that time, please submit the following information in writing to the address below.

1. The name of your company/organization and all relative business contact information.
2. Information about products, services or supplies your company offers.
3. References with contact numbers for the services/products you provide.
4. Business qualifications and professional License information.

Mail all information to:

PLCMC
Attn: Administration Office Manager
310 North Tryon St.
Charlotte, NC 28202

Your information will be kept in our files for future Library needs. Please do not contact the library regarding the information you have forwarded to us. Should we require your services, we will contact you.

Please note that vendors who are selected to do business with the Library will be required to submit a copy of a current W-9.

Additionally, vendors who provide services on Library property will be required to provide a current Certificate of Insurance, made out to the "Public Library of Charlotte & Mecklenburg County" as the Certificate Holder, evidencing their insurance coverage in the following minimum amounts:

- General Liability Insurance in the amount of \$1,000,000.
- Automobile Liability in the amount of \$1,000,000.
- Excess/Umbrella Liability in the amount of 5,000,000.
- Workers Compensation and Employers' Liability in the amount of \$1,000,000 policy limit.

Again, thank you for your interest in becoming a PLCMC vendor/supplier.