


Instructions for Properly Completing Solicitation Document A

Helpful Hints:



















- KCDC has a preference for a typed response, but please enter the requested information via Microsoft or printing.

- Below is an example of the Solicitation Document A with explanatory comments to assist you in properly completing the form.

- Please view the comments added to each of the boxes below for detailed instruction. Simply place your cursor over the highlighted comment boxes  to reveal notes for successfully completing this coversheet.


**Renovations at Montgomery Village C19011
Solicitation Document A General Information and Cost**

General Information about the Supplier

| | |
|--|---|
| Sign Your Name to the Right of the Arrow  By signing, you indicate you read and agree to “KCDC’s General Instructions to Suppliers” on www.kcdc.org . |  |
| Printed Name and Title  |  |
| Company Name  |  |
| Street Address  |  |
| City/State/Zip  |  |
| Contact Person (Please Print Clearly)  |  |
| Telephone Number  |  |
| Cell Number  |  |
| Supplier’s E-Mail Address (Please Print Clearly)  |  |




Addenda

Addenda are at www.kcdc.org. Click on “Procurement” and then on “Open Solicitations” to find addenda. Please check for addenda prior to submitting a proposal.

Acknowledge addenda have been issued by checking below as appropriate: 

| | | | | | |
|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| None <input type="checkbox"/> | Addendum 1 <input type="checkbox"/> | Addendum 2 <input type="checkbox"/> | Addendum 3 <input type="checkbox"/> | Addendum 4 <input type="checkbox"/> | Addendum 5 <input type="checkbox"/> |
|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|

Statistical Information (Check all the apply)

| | |
|--|--|
| This business is at least 51% owned and operated by a woman  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| This business qualifies as a small business by the State of Tennessee (Gross receipts of \$10,000,000 or less and employing less than 100 full time persons)  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| This business qualifies as a Section 3 business by defined herein  | Yes <input type="checkbox"/> No <input type="checkbox"/> |



This business is owned & operated by persons at least 51% of the following ethnic background:

| | | | | | |
|--|--------------------------------|--------------------------------------|-----------------------------------|---|--------------------------------|
| Asian/Pacific <input type="checkbox"/> | Black <input type="checkbox"/> | Hasidic Jew <input type="checkbox"/> | Hispanic <input type="checkbox"/> | Native Americans <input type="checkbox"/> | White <input type="checkbox"/> |
|--|--------------------------------|--------------------------------------|-----------------------------------|---|--------------------------------|

Prompt Payment Discount 

A prompt payment discount of _____% is offered for payment within ____ days of submission of an accurate and proper invoice.

MasterCard Acceptance

| |
|---|
| Mastercard is accepted for payment without additional fees. Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| Mastercard is accepted for payment with a fee of _____. Yes <input type="checkbox"/> No <input type="checkbox"/>  |