# Template A – Cover Sheet

|  |  |  |
| --- | --- | --- |
| **#** | **Item** | **Response** |
| 1 | Name of Firm |  |
| 2 | Headquarter Address |  |
| 3 | Phone Number |  |
| 4 | Contact Name & Title |  |
| 5 | E-mail |  |
| 6 | Federal Tax ID |  |
| 7 | Person Preparing Bid |  |
| 8 | Local Representative Name & Number |  |