



Date:

MERIT FACILITY MANAGEMENT

A FACILITY MAINTENANCE MANAGEMENT COMPANY

Vendor Questioner Pre-Qualifying Application

Thanks for your interest in becoming part of Merit Facility Management list of approved vendors. Merit FM requires basic vendor information in efforts to pre-qualify any vendor interested in becoming part of Merit FM approved vendor list. Below you will find a list of questions that will allow Merit FM to categorize your company based on your company's primary line of service, capability, and availability to cover any and or all regions Merit FM currently services. Please refer to the following questions;

Vendor Information:

Vendor Name	
Address	
Phone Number	
Contact Name	
Email address	
Year in Business	
Insurance Provider	Coverage Amount:

Line of Services:

Primary	
Secondary	

Regions:

Regions	San Antonio	Austin	Houston	Dallas	Corpus	Laredo	McAllen	El Paso
Check All That Apply								

Hours of Availability:

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours							

Exclusive Pricing: Pricing reflects exclusive rates by Vendor for Merit FM and Merit FM clients.

	Materials	Workweek Hourly Rate	Service Call Rate	After Hour Rate
Mark-up/Hourly Rate				

- All vendor rates must reflect exclusive discounted pricing for Merit FM and Merit FM clients.

Basic Service protocol if approved by Merit FM; Vendors will be notified via text/email for any Work Orders that come open for the line of services they render. This communication will also include Name of Customer, Locations address, Hours of access, Level of request, Scope of work being requested, along with Merit FM Vendor arrival and completion guidelines instructions. Vendors must agree to comply with Merit FM vendor app for all work assigned to vendor by Merit FM and its clients.

Note: Please email completed document to ness@merit-fm.com

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www.merit-fm.com

PLEASE ENDORSE THE CERTIFICATE OF INSURANCE AS THE FOLLOWING:

CUSTOMER:
MERIT FACILITY MANAGEMENT

ADDRESS:
P.O. BOX 701
HELOTES, TX 78023

SEND TO BETH@MERIT-FM.COM