



QUOTATION REQUEST

QUOTE NO. Q(05)R-10

Quotations are hereby solicited for the following City of Sunrise project:

PRESSURE WASH & SEAL PAVERS AT CIVIC CENTER & TENNIS CLUB

The City of Sunrise is seeking a Qualified Contractor to furnish all labor, materials, equipment and services, as specified herein, for pressure washing and sealing concrete pavers.

Mandatory Pre-Quote Conference

Day/Date: Tuesday December 7, 2004
Time: 10:00 a.m.
Location: Sunrise Civic Center
Theatre Auditorium, 1st Floor
10610 W. Oakland Park Blvd.
Sunrise, FL 33351

Purchasing Agent: Robert Romanitch
Phone: (954) 572-2274
Fax: (954) 572-2278

Quote Opening

Day/Date: Tuesday, December 14, 2004
Time: 3:00 p.m.
Location: Purchasing Division
4747 Nob Hill Road, Suite 6
Sunrise, FL 33351

Quotations must be received at the office of the Purchasing Division no later than **3:00 p.m., Tuesday, December 14, 2004.** Quotes may be faxed to (954) 572-2278, Attention: Robert Romanitch, hand delivered to the Purchasing Division, 4747 Nob Hill Road, Suite 6, Sunrise, FL 33351, or mailed to City of Sunrise, Purchasing Division, 10770 W. Oakland Park Blvd, Sunrise, FL 33351, Attention: Robert Romanitch.

Only Pages 13, 14 and 15 must be returned, along with proof of insurance and copies of licenses.

All quotes shall remain valid for ninety (90) days after submission.

TECHNICAL SPECIFICATIONS

WORK LOCATIONS:

1. Sunrise Civic Center, 10610 W. Oakland Park Blvd., Sunrise, FL 33351
2. Sunrise Tennis Club, 9605 W. Oakland Park Blvd., Sunrise, FL 33351

WORK SCHEDULE:

The above facilities must be available to the City's residents. The successful Contractor shall coordinate and schedule all work in advance with the Leisure Services Department's authorized representative.

SCOPE OF WORK/SPECIFICATIONS:

1. Pressure wash and seal all concrete pavers at the Sunrise Civic Center and the Sunrise Tennis Club.
2. The Contractor shall be responsible for measuring and determining the square footage of concrete pavers at both facilities.
3. All damages caused by the Contractor or its work force shall be repaired at no additional cost to the City. All items that cannot be repaired shall be replaced by the Contractor at no additional cost to the City. The City shall be the sole judge in determining the need for repairs and/or replacement.
4. The Contractor shall clean all Work areas at the end of each workday.
5. The Contractor shall remove all their equipment from City property at the end of each workday. The Contractor's equipment shall NOT be stored overnight on City property.
6. The Contractor shall restore all areas disturbed by their operations to the condition existing prior to the commencement of Work.
7. The Contractor shall be duly licensed as required for the Work, as specified herein.
8. The Contractor shall have successfully completed work of similar size and scope.
9. The Contractor shall provide the City with a manufacturer's warranty for the sealer at the completion of the Work.

SPECIFIED CONCRETE SEALERS:

Only the following concrete sealers shall be used:

1. Spartan oil based sealer for concrete
2. Sherwin Williams H&C clear 23 sealer
3. Wet-Look H2O

AWARD:

Award will be made to the Respondent with the lowest responsive and responsible Total Quote Offer.

The City reserves the right to reject any and all Quotes and waive any and all informalities, and the right to disregard all non-conforming or conditional Quotes.

In determining award, the City shall consider the qualifications of the Respondents, whether or not the Quotes comply with the prescribed requirements, and prices requested in the Quote form. The City may consider the qualifications and experience of Sub-contractors and other persons and organizations (including those who are to furnish the principal items of material and equipment) proposed for the Work. The City may conduct such investigations as it deems necessary to establish the responsibility, qualifications and financial ability of the Respondents, proposed Sub-contractors and other persons and organizations to do the Work in accordance with the Quote Documents to the City's satisfaction within the prescribed time. The City reserves the right to reject the Quote of any Respondent who does not pass any such evaluation to the City's satisfaction.

In the event the successful Respondent's contract is terminated or cancelled for any reason, the City reserves the right to make an award to the next lowest responsive and responsible Respondent, or re-quote the entire contract or any part thereof, whichever is in the best interest of the City.

QUESTIONS AND INQUIRIES, ADDENDA AND MODIFICATIONS:

Any addenda, modification or interpretation of the Quote Documents will be made in writing, and issued by the City, prior to the time and date of Quote Opening. Such written addenda or modifications shall be part of the Quote Documents and shall be binding upon each Respondent. No oral or verbal addenda or modifications shall be allowed nor shall any Respondent rely upon any oral or verbal addenda or modifications in preparing or submitting its quote. Respondents should direct all inquiries in writing, to the Purchasing Division, by fax, to (954) 572-2278. All inquiries must be received by the Purchasing Division no later than 12:00 p.m., **six (6) calendar days prior to the Quote opening.**

INDEMNIFICATION:

The Contractor agrees to indemnify and hold harmless the City, its officials, employees and agents from liabilities, damages, losses, and costs, including, but not limited to reasonable attorney's fees, arising from or related to any contract resulting from this Quotation Request or in any way connected with this Quotation Request to the extent caused by the negligence, recklessness or intentionally wrongful conduct of the Contractor and other persons employed or utilized by the Contractor.

INSURANCE:

RESPONDENT'S SPECIAL ATTENTION IS CALLED TO THIS SECTION.

NOTE: RESPONDENTS ARE ENCOURAGED TO CONFER WITH THEIR INSURANCE CONSULTANT(S) TO ENSURE COMPLIANCE WITH THE FOLLOWING SPECIFICATIONS:

INSURANCE REQUIREMENTS:

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this contract.

Commercial General Liability: Contractor agrees to maintain Commercial General Liability at a limit of liability not less than **\$300,000** Each Occurrence. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Worker's Compensation Insurance & Employers Liability: Contractor agrees to maintain Worker's Compensation Insurance & Employers Liability insurance.

Additional Insured: Contractor agrees to endorse City as an Additional Insured with either a CG 2010 Additional Insured – Owners, Lessees, or Contractors, or CG 2026 Additional Insured – Owners, Lessees, or Contractors – Scheduled Person Organization endorsement, or similar endorsements, to the Commercial General Liability. The Additional Insured shall read "City of Sunrise."

Waiver of Subrogation: Contractor agrees by entering into this contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Contractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Contractor enter into such an agreement on a pre-loss basis.

Certificate(s) of Insurance: Contractor agrees to provide City a Certificate(s) of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect. Said Certificate(s) of Insurance shall include a minimum thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage. The Certificate Holder address shall read:

City of Sunrise
Attn Robert Romanitch
Purchasing Department
10770 West Oakland Park Blvd
Sunrise, FL 33351

Umbrella or Excess Liability: Contractor may satisfy the minimum liability limits required above for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest “Each Occurrence” limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse City as an “Additional Insured” on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.

Right to Revise or Reject: City reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage. Additionally, the City reserves the right, but not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein or any insurer providing coverage due of its poor financial condition or failure to operating legally.

TERMINATION FOR GOVERNMENTAL NON-APPROPRIATIONS:

Purchaser is a bona fide governmental entity of the State of Florida with Purchaser's fiscal year ending on September 30 of each calendar year. If Purchaser does not appropriate sufficient funds to purchase the quantities required under this Agreement for any of the Purchaser's fiscal years subsequent to the one in which the Agreement is executed and entered into, then this Agreement shall be terminated effective upon expiration of the fiscal year in which sufficient funds to continue satisfaction of Purchaser's obligation under this Agreement were last appropriated by Purchaser and Purchaser shall not, in this sole event be obligated to make any further purchases beyond said fiscal year.

TERMINATION FOR CAUSE:

If the Contractor shall fail to provide the goods or services under this agreement in a timely and proper manner, the City will advise the Contractor of their non-performance and afford the Contractor five (5) days to cure any deficiencies. If the Contractor fails to cure the deficiencies within the above time frame, the City may terminate the right of the Contractor to continue under agreement and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any goods accepted by the City or any services performed by the Contractor under this agreement shall at the option of the City become the City's property and the Contractor shall be entitled to receive equitable compensation for any goods accepted or work completed to the satisfaction of the City. The Contractor, however, shall not thereby be relieved of liability to the City of damages sustained by the City by reason of any breach of the agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages can be determined. The Contractor shall not be held liable for damages under this article solely for reasons of delay if the delay is due to causes beyond its control and without its fault or negligence, but this shall not prevent the City from terminating this agreement because of such delay.

TERMINATION FOR CONVENIENCE:

This agreement may be terminated by the City without cause upon thirty (30) day written notice to the Contractor. In the event of such a termination without cause, the Contractor shall be compensated for all services performed satisfactorily and prior to termination.

DEFAULT:

In the event of default on a contract, the City may immediately terminate said Contract.

INSPECTION:

The Respondent is required, before submitting his/her proposal to visit the site of the proposed work and familiarize himself/herself with the nature and extent of the work, equipment, materials and labor required.

The Respondent is also required to examine, carefully, the specification and to inform himself/herself thoroughly regarding any and all conditions and requirements that may in any manner affect the work to be performed under this contract.

MANDATORY PRE-QUOTE CONFERENCE AND SITE VISIT:

A pre-quote conference will be held and all bidders are required to attend. The time and place is listed on Page 1 of this Quote. Failure to attend may be cause for disqualification of a quote. At the conference, the City's representatives will be available to discuss issues relative to this Quote and the quotation documents. Any suggested modifications may be presented in writing or discussed at this conference and may be considered by said representatives as possible amendments to the Quote documents. A visit to the Work site, if deemed necessary, shall take place following the conference, and bidders will be required to fill out a Site Inspection Attendance/Liability Release Form at the Work site. This requirement may, in the sole discretion of the City, be waived.

TIME OF COMPLETION:

On or after the award of the Contract, the City shall notify the Contractor of the date on which the Work shall commence "the Commencement Date". The Contractor shall receive no less than forty-eight (48) hours notice of the Commencement Date. If awarded, Contractor shall commence work on the Commencement Date, and the Work shall be carried on regularly and without interruption, and the Contractor shall achieve Completion of the Work no later than **twenty-one (21) calendar days** after the Commencement Date. Site activities shall be required on the Commencement Date.

PRICE CALCULATION ERRORS:

In the event that an inadvertent error in the extension of price totals occurs, the unit price shall prevail. When quotes are awarded on the basis of lump sum, if there is a discrepancy between the written and numeric amount, the written amount prevails.

APPROVAL:

A purchase order will be issued with the understanding that all items delivered, constructed and installed are required to meet the approval of the City. Material not acceptable shall be replaced or proper credit given at the City's option. All approvals are made with the presumption that commodities, workmanship and materials are in conformance with all aspects of the quote specifications.

CODE REQUIREMENTS:

The Contractor and their sub-contractors on this project shall be familiar with the Florida Building Code, current edition, and all applicable Federal, State, County, City and Local Laws, Regulations or Codes and be governed accordingly as they will apply to this project and the actions or operations of those engaged in the work or concerning materials used. Contractor shall ask for and receive any required inspections.

COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT:

By the submission of its Quote, Respondent certifies that all material, equipment, etc. contained in his quote meets all Occupational Safety and Health Act (OSHA) requirements. Respondent further certifies that if he is the successful Bidder, and any of the material, equipment, etc. delivered is subsequently found to be deficient of any OSHA requirement in effect on date of delivery, all costs necessary to bring the material, equipment, etc. into compliance with the aforementioned requirements shall be borne by the Respondent. Furthermore, in compliance with Chapter 422, Florida Statutes, any item delivered from a contract resulting from this Quote must be accompanied by a Material Safety Data Sheet (MSDS). The MSDS must include the following information:

- (a) The chemical name and common name of the toxic substance.
- (b) The hazards or other risks in the use of the toxic substances including:
 - (i) The potential for fire, explosion, corrosively and reactivity.
 - (ii) The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance.
 - (iii) The primary routes of entry and symptoms of overexposure.
- (c) The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
- (d) The emergency procedure for spills, fire, disposal and first aid.

- (e) A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.
- (f) The year and month, if available, that the information was compiled and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.

LICENSES:

All Respondents are to submit with their Quotation Request a copy of all licenses required to construct the Project along with such other information as the City may require to verify that the Respondent is responsible and capable of completing the Project.

CONTRACTOR QUALIFICATIONS:

The Contractor, including their sub-contractors and material suppliers, performing or supplying this Work shall be reputable firms regularly engaged in this type of work with skilled workers and equipment capable of making a first-class installation in accordance with acceptable standards and practices.

All Contractors, firms, sub-contractors, etc. performing specialty work for the Project shall be licensed, registered and/or certified by applicable law or authority having jurisdiction over that portion of the work. Certified copies of such licenses, registrations and/or certifications shall be filed with the City prior to the Commencement of the Work.

STORAGE, REMOVAL AND DISPOSAL OF SOLID WASTE/CONSTRUCTION DEBRIS:

The Contractor must comply with Section 12-11 of the City Code, which reads as follows:

"All solid waste on construction sites shall be contained on site and shall be secured as provided in Section 12-5 (bagged, bundled or stored in a container) while awaiting removal and disposal.

Only containers ("dumpsters" or "roll offs") for solid waste may be used, borrowed, or rented which are obtained from, or are the property of a City-franchised solid waste hauler and the name of the owner shall be clearly indicated on such containers. Only solid waste haulers that possess a franchise from the City may remove and dispose of solid waste, construction debris or recyclables from within the City."

The Contractor shall ensure that all recyclable construction and demolition debris is disposed of in a manner consistent with the provisions of Chapter 4.7 of the City Code (i.e., all recyclable construction and demolition debris must be disposed of by a City franchised hauler).

MATERIALS, INSTALLATION AND PERFORMANCE:

The Contractor shall be responsible for the provision, installation and performance of all equipment, materials, services, etc. offered in their Quote. The Contractor is in no way relieved of the responsibility for the performance of all equipment furnished or of assuring the timely delivery of materials, equipment, etc. even though it is not of their own manufacture. Unless otherwise specified, material storage shall be on site and within the defined area of the Work and within the Contractor's area of responsibility.

SAFETY AND PROTECTION OF PROPERTY:

The Contractor shall take all reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to, its employees on the Work and all other persons who may be affected thereby; the Work and materials and equipment to be incorporated therein; and all other property at the site or adjacent thereto including, but not limited to, trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction. The Contractor shall comply with all applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss, and shall give all notices required by same.

AUTHORIZED MANUFACTURER'S INSTALLATIONS:

Installation of any manufacturer's proprietary systems, products or equipment, specified or approved for this project, shall be performed by duly authorized and approved manufacturer's representatives, dealers, applicators or installers if same is a condition of special, standard or implied manufacturer's warranty. Certification of said authorization shall be submitted to the City upon request.

SUBCONTRACTING:

The successful Respondent shall not enter into a subcontract with any proposed sub-contractor with reference to whom the City has made timely objection. After submittal of the list of sub-contractors, no variance in sub-contractors will be allowed without prior written acceptance and authorization by the City.

The Prime Contractor shall not subcontract the Work or portions of the Work in excess of 80% of the Contract amount. Reciprocally, at least 20% of the Work shall be performed by the Prime Contractor's own on-payroll forces.

The Prime Contractor shall submit to the City a list of superintendents and supervisors proposed for the project Prior to commencement of the Work.

The Prime Contractor shall have a competent superintendent, supervisor, or foreman on the job when any work is being performed. **Sub-contractors shall NOT be used in these capacities.** No subcontract or sub-trade work shall be done without a project superintendent, supervisor or foreman and a competent trades supervisor on the job.

No Sub-contractors, suppliers or superintendents shall be used after reasonable objection

TAXES:

The Contractor shall pay all applicable sales, consumer, use land other similar taxes required by law. The CONTRACTOR is responsible for reviewing the pertinent State Statutes involving the sales tax and complying with all requirements.

PAYMENT/BILLING INSTRUCTIONS:

Payment will be made by the City after all work has been inspected and accepted and found to comply with award specifications, free of damage or defect and properly invoiced. Invoices, unless otherwise indicated, must show Purchase Order Number and shall be submitted in duplicate to the CITY OF SUNRISE, Finance Department, 10770 West Oakland Park Blvd., Sunrise, Florida 33351. Payment will be made within 30 days after authorized inspection and acceptance.

CHANGES IN THE WORK:

Changes in the work consist of additions, revisions, deletions or any combination thereof without invalidating this Contract, by Change Order or Field Directive. The awarded Quote price and/or specified completion time may only be changed by a properly executed Change Order. If the Contractor encounters unforeseen conditions, the Contractor shall inform the City and its authorized City representative(s) of the situation within Seventy-Two (72) consecutive hours and suggest solutions to resolve the situation. Further, the Contractor must give the City and its authorized representative(s) an opportunity to observe said unforeseen conditions prior to commencement of any changes. The Contractor shall quantify their response by informing the City and its authorized representative(s) of any additional costs and/or additional time required for the added or changed Work.

PRE-WORK CONFERENCE:

Before beginning the Work at the site, the Contractor shall attend a pre-work conference and be accompanied by the City's Project Manager. The conference will be scheduled by the City's Project Manager. At this time all parties concerned will discuss the Work and prepare a program of procedure in keeping with the requirements of the Contract Documents. The superintendent shall thereafter make every effort to expeditiously coordinate all segments of the Work, including the required reporting procedure, to obtain the end result within the full purpose and intent of the plans and specifications of the Work.

NOTICE TO PROCEED:

The Contractor will receive a Notice to Proceed from the Leisure Service Department prior to the commencement of the Work.

CITY'S RIGHT TO STOP WORK:

If the Contractor persistently fails or refuses to perform the Work in accordance with the contract documents, the City shall have the right, but not an obligation, to order the Contractor to stop the Work, or any described portion thereof, until the cause for stoppage has been corrected, no longer exists, or the City orders that the Work be resumed. In such event, the Contractor shall immediately obey such order. A stop work directive provided under this paragraph shall not entitle the Contractor to an extension of the completion date.

CITY'S RIGHT TO PERFORM WORK:

If the Contractor's Work is stopped by the City, or if the Contractor persistently fails or refuses to perform the Work in accordance with the contract documents, and the Contractor fails within Three (3) working days of such stoppage, failure, or refusal, to provide adequate assurance to the City that the cause of such stoppage, failure, or refusal will be eliminated or corrected, then the City may, without prejudice to any other rights or remedies the City may have against the Contractor, proceed to carry out the subject Work. In such a situation, an appropriate Change Order shall be issued deducting from the contract price the cost of correcting the subject deficiencies, plus compensation for the City's Consultant's additional services and expenses necessitated thereby, if any. If the unpaid portion of the contract price is insufficient to cover the amount due the City, the Contractor shall pay the difference to the City.

EMERGENCIES:

In emergencies affecting the safety or protection of persons or the Work or property at the site or adjacent thereto, the Contractor, without special instruction or authorization from the City or the City's authorized representative, is obligated to immediately act to prevent threatened damage, injury, or loss. The Contractor shall give the City's authorized representative(s) written documentation within three (3) days from the inception of said emergency if the Contractor believes that any significant changes in the Work or variations from the contract documents have been caused thereby. If the City's authorized representative determines that a change in the contract documents is required because of action taken by the Contractor in response to such an emergency, a Change Order will be issued to document the consequences of such action.

WARRANTY/GUARANTEE:

The Contractor shall furnish a manufacturer's warranty on all material and installation provided hereunder against defect in material and/or workmanship. The warranty shall become effective on the Date of Substantial Completion and acceptance by the City or as otherwise required by law. Should any defect in materials or workmanship, excepting ordinary wear and tear, appear during the above stated warranty period, the Contractor, upon written notice from the City, shall immediately repair or replace same at no cost to the City. The Contractor will not be liable under the above warranty for any defects or damages resulting from unforeseeable causes beyond the control and without fault or negligence if the Contractor, such as misuse or neglect by the City, acts of God, fires, floods and hurricanes.

WAIVER OF JURY TRIAL:

The City and Contractor hereby knowingly, irrevocably, voluntarily and intentionally waive any right either may have to a trial by jury in respect to any action, proceeding, lawsuit or counterclaim based upon the contract, arising out of, under, or in connection with the construction of the work, or any course of conduct, course of dealing, statements (whether verbal or written) or the actions or inactions of any party.

CITY OF SUNRISE
QUOTE PRICING PAGE

ALL QUOTES SHALL REMAIN VALID FOR NINETY (90) DAYS AFTER QUOTE OPENING. AWARD WILL BE MADE TO THE RESPONDENT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE TOTAL QUOTE OFFER.

FURNISH ALL LABOR, MATERIALS, EQUIPMENT AND SERVICES, AS SPECIFIED HEREIN, FOR PRESSURE WASHING AND SEALING ALL EXISTING CONCRETE PAVERS AT THE SUNRISE CIVIC CENTER AND THE SUNRISE TENNIS CLUB, AS SPECIFIED HEREIN.

TOTAL QUOTE OFFER: \$ _____
NUMERIC AMOUNT

WRITTEN AMOUNT: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE _____

FAX: _____

AUTHORIZED SIGNATURE: _____

CERTIFICATION

THIS DOCUMENT MUST BE SUBMITTED WITH THE QUOTE

The following certifies that this Quotation Request is submitted without prior understanding, agreement, or connection with any corporation, firm or person submitting a Quotation Request for the same materials, services, and supplies and is in all respects fair and without collusion or fraud.

The Contractor certifies by his/her signature below that this response is current, accurate, complete and is presented to the City for the performance of this contract in accordance with all the requirements as stated in this Quotation Request, and that the person signing this Certification is authorized to bind the firm by their signature.

Name (Print): _____

Title: _____

Signature: _____

Company Name: _____

Address: _____

Phone _____ **Fax:** _____

FEID No. or Social Security No. _____

Please affix corporate seal or have this Certification notarized below.

Notary-Full Name

Notary Expiration & Seal

Date: _____

OR:

(Corporate seal)

CONTRACTOR REFERENCES:

List all pertinent government agencies and private firm(s) with whom you have done similar work within past three (3) years:

Agency/Firm Name: _____	Agency/Firm Name: _____
Address: _____	Address: _____
_____	_____
City/State/Zip Code: _____	City/State/Zip Code: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Contact: _____	Contact: _____

Agency/Firm Name: _____	Agency/Firm Name: _____
Address: _____	Address: _____
_____	_____
City/State/Zip Code: _____	City/State/Zip Code: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Contact: _____	Contact: _____

Agency/Firm Name: _____	Agency/Firm Name: _____
Address: _____	Address: _____
_____	_____
City/State/Zip Code: _____	City/State/Zip Code: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Contact: _____	Contact: _____

Agency/Firm Name: _____	Agency/Firm Name: _____
Address: _____	Address: _____
_____	_____
City/State/Zip Code: _____	City/State/Zip Code: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Contact: _____	Contact: _____

YOUR COMPANY NAME _____