

**WASHINGTON COUNTY ARKANSAS**

ATTN: Alisha Willett  
280 N College Ave, Suite 530  
Fayetteville, AR 72701



**INVITATION TO BID**

**DUE: 4:00PM – 4/6/2020**

Sealed bids must be clearly marked on the outside of the package with:  
**“BID 2020-04 East Wallin Mtn. Road Phase 1”**

**PROPOSALS WILL BE OPENED APRIL 7, 2020 @ 11:00 AM**  
**LOCATION: WASHINGTON COUNTY COURTHOUSE**  
**280 N. COLLEGE AVE, SUITE 530, FAYETTEVILLE, AR 72701**

**BID 2020-04 EAST WALLIN MTN ROAD PHASE 1**

**GENERAL SPECIFICATIONS:** Washington County is seeking bids for furnishing all tools, materials and labor, and performing the necessary work for construction of Phase 1 East Wallin Mountain Road Improvements.

**REQUIREMENT:** Bidders must comply with the following requirements to be considered for the evaluation and award process:

1. Bidders must quote 100% of all items within each category; and
2. Bidders must list brand names on the items bid.

**INFORMATION:** For additional information, email [purchasing@co.washington.ar.us](mailto:purchasing@co.washington.ar.us). Bidders shall direct bid inquiries to the Washington County Purchasing Office.

**FOR EVALUATION PURPOSES WE REQUEST THAT YOU SUBMIT ONE (1) ORIGINAL AND FOUR (4) COPIES OF YOUR BID IN A SEALED ENVELOPE LABELED “BID 2020-04 EAST WALLIN MTN ROAD PHASE 1”**

It is solely and strictly the responsibility of the bidder to ensure that the BID is received by the Washington County Purchasing Division on or before the specified date and time.

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

The undersigned hereby offers to furnish & deliver the articles and/or service as specified, and all parts of this offer at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal unless upon mutual written agreement by bidder and Washington County

Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I affirm that the information given on this form is true and accurate as of this date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **TERMS AND STANDARD CONDITIONS**

1. When submitting a bid/proposal, the bidder warrants that the commodities covered shall be free from defects in material and workmanship under normal use and service. In addition, bidder must deliver new commodities of the latest design and model, unless otherwise specified.
2. Sales or use tax is not to be shown in bid price but is to be added by the bidder to the invoice billing to the County. The County is not exempt from Arkansas Sales and Use Tax. Bidders are to register and pay both taxes directly to the Arkansas State Revenue Dept.
3. When bidding other than the brand and/or model specified in the request, the brand and/or model must be listed and descriptive literature attached to the document. County may require examples of the product bid.
4. Identical Bids: In the event of two or more identical low bids, Arkansas Code Annotated Section 14-22-111 shall apply.
5. Specifications furnished with this request are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price. Only designated brands, and products determined to be equivalent, shall be considered.
6. If required, product samples must be furnished at no cost to the county. Samples will become county property thirty (30) days from the date of the bid opening, unless a written request for return is provided to the county before expiration of the thirty (30) days.
7. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated facility within Washington County. Charges may not be added after the bid is opened.
8. The Purchasing Department reserves the right to award items in whole or in part by line item(s).
9. Quality, time and probability of performance will be some of the factors in making an award.
10. Guarantees and warranties should be submitted with the bid/proposal, as they may be a consideration in making an award.
11. Any ambiguity in any bid as the result of omission, error, lack of clarity or noncompliance by the bidder with specification, instructions and all conditions of bidding shall be construed in the light most favorable to the County.
12. All terms and conditions stated herein shall constitute a complete and integrated document and the covenants contained herein shall not be altered or modified by parol evidence unless such modifying term, conditions or covenants are in writing and are signed by the bidder and the agent of Washington County.
13. If requested, the bidder must supply Washington County with evidence of current, continuing, proper, and complete insurance coverage. The type of insurance coverage required shall be determined by Washington County based upon the nature and type of bid being submitted.
14. Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on the bid form and/or provided for by the plans and specifications at the rate of \$100.00 per day.
15. Whenever a bid is sought seeking a source of supply for a specified period of time for materials and/or services, the quantities of usage shown shall be estimates only. No guarantee or warranty is given or implied by the county as to the total amount that may or may not be purchased from any resulting contracts. These quantities shall only be used for tabulation and presentation of the bid and the county reserves the right to increase or decrease quantities as required. Bidder agrees to this condition upon the signing of this document.
16. Washington County reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities or technicalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, Washington County may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price.
17. All bids/proposals must meet or exceed the requirements of the bid documents and must be submitted on the proper bid forms as prepared and provided by the county.
18. No contract or agreement may contain an indemnification clause, or an arbitration clause; if such a clause is present in any contract or agreement, such shall be deemed stricken and null and void.
19. All contracts or agreements shall be governed by the State of Arkansas and venue shall lie in Washington County, Arkansas. Any Provisions to the contrary shall be deemed stricken and null and void.

## 1. BID SECURITY

- A. All bidders are required to include a Bid Security, for each bid submitted. The Bid Security shall be payable to Washington County, Arkansas in the equal amount of five percent (5%) of the total bid sum. The Bid Security may be in the form of following:
1. **Bid Bond** issued by a surety licensed to conduct business in the State of Arkansas; or
  2. **Certified Check; or**
  3. **Cashier's Check; or**
  4. **Letter of Credit from their Bank**
- B. The successful bidder's Bid Security will be retained until he has signed the contract agreement and furnished the required insurance certificates, and furnished Performance and Payment bonds.
- C. The County reserves the right to retain the security of the two next lowest bidders until the lowest bidder enters into contract or purchase order agreement or until 60 days after bid opening, whichever is shorter. All other bid securities will be returned as soon as possible. If a bidder refuses to enter into a contract, the County will retain his Security as liquidated damages, but not as a penalty.

## 2. AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

Contractor, subcontractor and/or seller agrees that the performance of any work or sale pursuant to this bid is and shall in all respects be in strict compliance with all local, state and federal laws as well as such rules, regulations, ordinances, proclamations, demands, directive, executive orders or other requirements issued pursuant thereto by the municipal, state and federal governments and all subdivisions thereof which now govern or may thereafter govern the manufacture, sale or delivery of the Goods contemplated by this bid including but not limited to the provisions of (i) Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and the regulations and executive orders issued thereunder, (ii) the Equal Employment Opportunity clause in Section 202 of Executive Order 11246, as amended, and the implementing rules and regulations (41 CFR, Part 60) and executive orders issued thereunder, (iii) the Affirmative Action Clauses and regulations of Section 503 of the Rehabilitation Act of 1973, as amended, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended, and executive orders issued thereunder, and (iv) all laws, interim and permanent standards, rules, regulations and executive orders of the Occupations Safety and Health Act and all state and federal laws and regulations relating to safety and health standards. Seller agrees upon request to furnish Buyer with a certificate of compliance relating to any such laws in such form as Buyer may require. Seller agrees to indemnify and hold harmless from any liability arising from any failure of the Goods purchased under this bid from complying with such laws and regulations.

## 3. INSURANCE

- A. All proposals must contain a letter of intent from an insurance company authorized to do business in the State of Arkansas. The letter of intent must state the insurance company's willingness to insure the bidder pursuant to the terms of any contract the results from the request for proposal. The bidder shall procure and maintain, at the bidder's expense, the following insurance coverage for the life of the contract. If labor is involved, Washington County requires the bidder to provide, from the insurance company, evidence of the effective dates and the amounts insured.
- B. (i) Workers Compensation: As required by the State of Arkansas.  
(ii) Comprehensive General Liability (Broad Form) coverage in amounts specified under the contract for work at the facility prior to the signing of the contract. Minimum shall be the total amount of contract.

## 4. RESTRICTION OF BOYCOTT OF ISRAEL

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract or purchase order valued at \$1,000 or greater with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

## 5. CONTRACT

- 5.1 If applicable a sample of the bidder's contract should accompany the bid.  
5.2 The budget approval of the contract shall be annually in accordance with A.C.A § 14-20-106,

5.3 The County may consider entering a multi-year contract, not to exceed seven years.

5.4 At the end of the term of this Agreement (or any renewal term) (the "End Date"), the County may terminate the agreement with a 30 day written notice.

## **6. SUBMISSION OF BIDS**

All bids will be submitted on the forms provided by the County. All bid forms must be signed by a representative of the company having the legal authority to bind the bidder contractually. Bidder's signature on the face of the bid form indicates bidder's agreement to be governed by Federal, State and County laws and regulations.

Should a bidder find discrepancies in the specifications, or should (s)he be in doubt as to the meaning or intent of any part thereof, bidder must, no later than 2:00PM on March 30, 2020, request clarification from the County.

Written requested maybe emailed to [purchasing@co.washington.ar.us](mailto:purchasing@co.washington.ar.us). Oral instructions or explanations will not be binding. Only written addenda shall be binding. Any addenda resulting from these requests for clarification will be faxed or delivered to all listed holders of the bid document and posted on the County web-site. Bidders shall acknowledge the receipt of all addenda. Any addenda or bulletins issued during the time of bidding shall become part of the documents provided to bidders for the preparation of their bids. Any such addenda or bulletins shall be covered in the bid, and shall be made part of the resulting agreement.

## **7. EXCEPTIONS**

In the event a bidder desires to take exception to any term or condition set forth in the Sample Agreement, and/or any of its Exhibits and Attachments, said exceptions must be clearly identified in the response to this Request for Bid. **Exceptions or deviations to any of the terms and conditions must not be added to the Request for Bid pages but must be a separate document accompanying the bid.**

Should the County omit anything from this bid request which is necessary to provide a clear understanding of the work, or should it appear that various instructions are in conflict, then the bidder shall secure written instructions from the Purchasing Department at least forty-eight (48) hours prior to the time and date of the bid opening shown on page one (1).

## **8. SUBSTITUTE OR "OR-EQUAL" ITEMS**

The contract, if awarded, will be on the basis of materials and equipment described in the Drawings or specified in the Specifications without consideration of possible substitute or "or-equal" items. Whenever it is indicated in the Drawings or specified in the Specifications that a substitute or "or-equal" item of materials or equipment may be furnished or used by Contractor if acceptable to Engineer, application for such acceptance will not be considered by Engineer until after the Effective Date of the Agreement. The procedure for submission of any such application by Contractor and consideration by Engineer is set forth in paragraph 6.05 of the General Conditions and may be supplemented in the General Requirements

## **9. NOTICE TO BIDDERS**

The County may not consider bids from individuals, contractors, firms or corporations included in the following categories:

- A. Any organization or individual currently in arrears or in default to the County on a previous debt or contract.
- B. Any organization or individual currently in default as surety, or otherwise, for any obligation to the County.
- C. Any organization or individual who has previously failed to faithfully perform a contract with Washington County.

## **10. AWARD OF CONTRACT**

Washington County reserves the right to award bids/proposals by individual line item(s), group, or all or none. The contract will be awarded to the bidder with the lowest responsible and responsive bid that complies with the specifications listed herein.

10.1 A back up bidder will be awarded in the event that the awarded lowest responsible and responsive bidder is not able to comply with this proposal and /or the contract is terminated within the first year of services; and

10.2 Washington County reserves the right to reject any or all bids submitted in response to this solicitation, to waive an informality or technicality, or to accept bids deemed to be in the best interest of the County.

## 11. TIME SCHEDULE

- 11.1 BID posted on County website and legal notice published, March 9, 2020.
- 11.2 BID requests for interpretations to be submitted by 2:00PM on March 30, 2020.
- 11.3 BID due at 4:00 PM, Monday, April 6, 2020.
- 11.4 BID opened at 11:00 AM, Tuesday, April 7, 2020.

## 12. GENERAL SPECIFICATIONS & QUALIFICATIONS

Washington County is seeking bids for the completion of Phase 1 of the East Wallin Mtn. Road Improvements. The successful bidder will complete the excavation, embankments, storm drainage ditches and culverts, ROW (right of way) clearing, fencing, incidental relocation of mailboxes, seeding, and related appurtenances. The articles of BID 2020-04 East Wallin Mtn. Road Phase 1 shall include this document and attachments:

- Attachment A. E Wallin Mnt. Road Improvements Phase 1 Plans
- Attachment B. Agreement,
- Attachment C. Performance Bond,
- Attachment D. Payment Bond, and
- Attachment E. Standard General Conditions, Supplementary Conditions, and General Requirements

- 12.1 The bidders shall make such inspection and studies of the site of the work as to familiarize themselves with all conditions to be encountered.
- 12.2 The County will provide each Bidder access to the site to conduct such examinations, investigations, explorations, tests and studies as each Bidder deems necessary for submission of a Bid. Bidder shall fill all holes and clean up and restore the site to its former condition upon completion of such explorations, investigations, tests and studies
- 12.3 All bidders must be licensed under the terms of Act 150, Arkansas Acts of 1965, as amended.
- 12.4 All materials and construction shall comply with the latest edition of the Standard Specifications for Highway Construction published by the Arkansas Department of Transportation (ArDOT), which is incorporated by reference. For additional requirements, see also the design plans prepared by Washington County Department.
- 12.5 The bidder shall not assign or sublet all or any part of Bid 2020-04 without the prior written approval of the County nor shall the bidder allow such Subcontractor to commence Work until he has provided such workers' compensation and public liability insurance as may be required. The approval of each subcontract by the County will in no manner release the bidder from any of his obligations as set out in the Plans, Specifications, Contract and Bonds
- 12.6 Certain parts of the Standard Specifications are appropriate for inclusion in these Technical Specifications. Such parts are incorporated herein by reference to the proper section or paragraph number. The individual specification numbers noted herein may be different from those in the latest edition of the Standard Specifications. The most current specification number shall apply.
- 12.7 Each such referenced part shall be considered to be part of Bid 2020-04 as though copied herein full.
- 12.8 Clearing and Grubbing of ROW, shall be performed in accordance with ArDOT, Division 200, Site Preparation and Earthwork, Section 201, Clearing and Grubbing
- 12.9 Unclassified, embankment, borrow embankment, and topsoil, shall be performed in accordance with ArDOT, Division 200, Site Preparation and Earthwork, Section 210, Excavation and Embankment. The subgrade shall be prepared in accordance with Section 212, Subgrade and Section 628, Topsoil Furnished and placed.
- 12.10 Installation of CMP w/hdwls (corrugated metal pipe with headwalls), shall be performed in accordance with ArDOT, Division 600, Incidental Construction, Section 606, Pipe Culverts.
- 12.11 Installed new fencing shall be priced according to the requested amount of linear feet (LF)

- 12.12 Installation of fencing (5-strand barb wire Fence, 4-strand barb wire Fence, hog wire with 2-strand barb wire, standard hog wire Fence, hog wire with 4-strand Barb wire, 4' chain link fence, wood privacy fence, 2-rail wood fence, and relocation of existing gates) shall be performed in accordance with ArDOT, Division 600, Incidental Construction Section 619, Fences and Section 208, Fence Removed and Reconstructed.
- 12.13 The bidder shall relocate all fences within the ROW with new like fencing and remove or return the existing fence with materials at the property owner's discretion. If the owner does not wish to keep the existing fencing, all excess existing materials shall be removed from site and deposited.
- 12.14 Sill fencing and temporary drain dikes shall be performed in accordance with ArDOT, Division 600, Incidental Construction, Section 621, Temporary Erosion Control Items and Devices.
- 12.15 Relocation of Mailboxes shall be performed in accordance with ArDOT, Division 600, Incidental Construction, Section 637, Mailboxes.
- 12.16 Seeding and mulching shall be performed in accordance with ArDOT, Division 600, Incidental Construction, Section 620, Seeding.
- 12.17 Traffic control measures shall be performed in accordance with ArDOT, Division 600, Incidental Construction, Section 635, Roadway Construction Control and Section 604, Traffic Control devices in Construction Zones.
- 12.18 Mobilization shall be performed in accordance with ArDOT, Division 600, Incidental Construction, Section 601, Mobilization.
- 12.19 The lands upon which the Work is to be performed, rights-of-way and easements for access thereto and other lands designated for use by the bidder in performing the Work are identified in Bid 2020-04 and attachments. All additional lands and access thereto required for temporary construction facilities, construction equipment or storage of materials and equipment to be incorporated in the Work are to be obtained and paid for by bidder. Easements for permanent structures or permanent changes in existing facilities are to be obtained and paid for by the County unless otherwise provided in Bid 2020-04 and attachments.
- 12.20 The bidder shall have minimum five years of experience with road construction or similar projects.
- 12.21 The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of Bid 2020-04 East Wallin Mtn. Road Phase 1, that without exception the Bid is premised upon performing and furnishing the Work required by Bid 2020-04 and attachments and such means, methods, techniques, sequences or procedures of construction as may be indicated or expressly required by Bid 2020-04 and attachments, the Bidder has given Engineer written notice of all conflicts, errors, ambiguities and discrepancies that Bidder has discovered in Bid 2020-04, attachments, and the written resolutions thereof by the County is acceptable to Bidder, and that Bid 2020-04 and attachments are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work.
- 12.22 The bidder shall examine the Bid 2020-04, attachments, and the site. Before submitting a bid, the bidder shall:
- A. Examine thoroughly Bid 2020-04, attachments, and other related data identified in the Bidding Documents (including "technical data" referred to below);
  - B. Visit the site to become familiar with and satisfy Bidder as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the Work;
  - C. Consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work;
  - D. Study and carefully correlate Bidder's knowledge and observations with Bid 2020-04 and attachments and such other related data; and

E. Promptly notify County of all conflicts, errors, ambiguities or discrepancies which Bidder has discovered in or between Bid 2020-04, attachments, and such other related documents.

**13. BID PRICING & ITEM LIST**

<u>Description</u>	<u>Unit Amount</u>	<u>Unit Price</u>	<u>Total</u>
Clearing and Grubbing	3 Acres	\$ .	\$ .
Unclassified Excavation	28,350 CY (cubic yards)	\$ .	\$ .
Embankment	5,000 CY	\$ .	\$ .
Borrow Embankment	500 CY	\$ .	\$ .
Topsoil : Excavate, Stockpile, Replace	3,500 CY	\$ .	\$ .
Sill Fence (Furnish and Install)	9,225 LF	\$ .	\$ .
Temporary Drain Dikes	45 EA (each)	\$ .	\$ .
Relocation of mailboxes with new box & post	19 EA	\$ .	\$ .
Seeding and Mulching	2 Acres	\$ .	\$ .
Traffic Control Measures	Lump Sum	\$ .	\$ .
Mobilization	Lump Sum	\$ .	\$ .

The bidder shall install the below provided corrugated metal pipe with headwalls. Installation prices include:

<u>Description</u>	<u>Unit Amount</u>	<u>Unit Price</u>	<u>Total</u>
Installation of 24"x36' CMP w/hdwls	31 EA	\$ .	\$ .
Installation of 24"x64' CMP w/hdwls	2 EA	\$ .	\$ .
Installation of 24"x30' CMP w/hdwls	3 EA	\$ .	\$ .
Installation of 24"x56' CMP w/hdwls	1 EA	\$ .	\$ .
Installation of 30"x30' CMP w/hdwls	2 EA	\$ .	\$ .

The bidder shall furnish and install all new fencing materials. New fence pricing includes:

<u>Description</u>	<u>Unit Amount</u>	<u>Unit Price</u>	<u>Total</u>
5-strand barb wire fence	14,007 LF	\$ .	\$ .
4-strand barb wire fence	860 LF	\$ .	\$ .
Hog wire with 2-strand barb wire	1,608 LF	\$ .	\$ .
Hog wire fence	570 LF	\$ .	\$ .
Hog wire with 4-strand barb wire	282 LF	\$ .	\$ .
4' Chain link fence	131 LF	\$ .	\$ .
Wood privacy fence	183 LF	\$ .	\$ .
2 Rail wood fence	426 LF	\$ .	\$ .
Relocation of existing gates	6 EA	\$ .	\$ .

Total Bid for Completed Project: \$ .

List any proposed subcontractors with cost of work exceeding \$20,000. (Attach additional pages, if more space is needed.)

Work to be Performed	Subcontract or Arkansas License #	Percent of Total Bid	Subcontractor's Name & Address

I have read Bid 2020-04 East Wallin Mtn. Road Phase1 in its entirety (including all attachments and plans) and requested any needed clarifications, and have an understanding of this solicitation. Yes  No

I visited the site and become familiar with and satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the Work. Yes  No

I am familiar with and satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work. Yes  No

I have given the County written notice of all conflicts, errors, ambiguities or discrepancies that I discovered in the Contract Documents and the written resolution thereof by the County is acceptable, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Bid is submitted. Yes  No

I can meet all of the specifications, qualifications, and requirements of this bid in its entirety: Yes  No

I agree that the Work will be substantially complete within 90 calendar days after the date when the Contract Times commence to run as provided in paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with paragraph 14.07 of the General Conditions within 90 calendar days after the date when the Contract Times commence to run. Yes  No

I accept the provisions of the Contract Agreement as to the liquidated damages in the event of failure to complete the Work within the times specified in the Agreement. Yes  No

The County is authorized to contact any references or previous clients: Yes  No

Are you certified to provide architectural services: Yes  No

Provide Contractor License Number: \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

Number of Employees Available for Assignment to this Proposal: \_\_\_\_\_

Year originated: \_\_\_\_\_ Number of Years in Business: \_\_\_\_\_

Number of years in the contracting business under your present firm or trade name? \_\_\_\_\_

Average Days Needed to Complete a Similar Project: \_\_\_\_\_

Have you ever failed to complete any work awarded to you? Yes No

Have you ever defaulted on a contract? Yes No

If yes, where and why: \_\_\_\_\_

List five important projects recently completed by your company, stating the approximate cost for each, and the month and year completed.

Project Name	Cost	Month & Year Completed
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the County? Yes No

Credit Available: \$ \_\_\_\_\_ Give Bank Reference \_\_\_\_\_

List your major equipment available for this contract. (Attach additional pages, if more space is needed.)

- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |

9.	10.
11.	12.
13.	14.
15.	16.
17.	18.
19.	20.
21.	22.
23.	24.

Do you have past experience providing these services, of similar capacity, to a government or business entity, to illustrate a minimum of 5 years of experience: Yes  No

If yes answer the following:

- a. How many years of experience: \_\_\_\_\_
- b. Name Government /Business Entity of Reference: \_\_\_\_\_
- c. Primary Point of Contact with Reference: \_\_\_\_\_
- d. Phone Number: (     )     - \_\_\_\_\_
- e. Email: \_\_\_\_\_

Provide nine business and / or government references from past job experience:

Reference 1	Reference 2	Reference 3
Name	Name	Name
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone	Phone	Phone
Email	Email	Email

Reference 4	Reference 5	Reference 6
Name	Name	Name
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone	Phone	Phone
Email	Email	Email

Reference 7	Reference 8	Reference 9
Name	Name	Name
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone	Phone	Phone
Email	Email	Email

Number of Home & Branch Offices: \_\_\_\_\_

List all Home Office and Branch Location Addresses:

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Type of organization:                      Individual or Sole Proprietorship                      Professional Corporation

   Partnership                      Joint Venture                      Other: \_\_\_\_\_

### 13. BID CHECK-OFF LIST

Bid Signed

Bid Security Included

Proof of Insurance Included

All Information is filled in the blanks (terms such as negotiable or case by case will not be accepted)

All Addendums Acknowledged

Four Copies of the Completed Bid