



REQUEST FOR EXPRESSIONS OF INTEREST

Title: CLEANING SUPPLIES AND EQUIPMENT

Reference No.: 1220-050-2014-009

FOR THE SUPPLY OF GOODS AND SERVICES

(General Services)

REQUEST FOR EXPRESSIONS OF INTEREST

PRE-QUALIFICATION OF CLEANING SUPPLIES AND EQUIPMENT PROVIDERS

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REQUEST FOR EXPRESSIONS OF INTEREST / STATEMENTS OF QUALIFICATIONS (RFEOI/SOQ)

CLEANING SUPPLIES AND EQUIPMENT

1. INTRODUCTION

1.1 Purpose and Intent

The purpose of this request for expressions of interest and statements of qualifications (the “**RFEOI/SOQ**”) is to:

- (a) invite submissions (the “**Submission**”) from respondents (the “**Respondent**”) that describe the desire, relevant expertise, capability and resources (financial and technical) of the Respondent to undertake the project requirements as generally set out in Schedule A – Specifications of Goods and Scope of Services; and
- (b) to select a Respondent or Respondents who may be invited to participate in the next stage of the competitive selection process, the request for quotations (the “**RFQ**”) stage when called.

The intent of this project is to help the City’s custodial maintenance staff and supervisors at various recreation centres (and other locations if necessary) select and use safer cleaning products. The scope of services to be covered by the contract between the City and the successful contractor(s) includes all aspects of janitorial supplies, to be provided to various City facilities.

The City is looking for a janitorial supplies company(ies) able to:

- Provide all cleaning supplies and operational materials;
- All materials should be eco-friendly;
- Distribute all consumable supplies to all City facilities, as, if and when required;
- Next day delivery; and
- Online ordering (preferred),

The pre-qualification document is designed to evaluate the capacity, capability, experience and eligibility of potential Respondents to provide janitorial supplies, which are the subject of the City’s procurement.

The selection process is composed of 2 stages.

Stage 1: It is the intent of the City to utilize this RFEOI/SOQ to generate indications of interest in the project and shortlist, from those who have expressed an interest and rank high on the Stage 1 Evaluation Criteria, at least three top-ranked Respondents to continue to Stage 2, the RFQ process. Stage 2: Respondents who were top ranked in Stage 1 will be invited to submit a quotation responding to Stage 2 RFQ. The written quotations will be evaluated and the finalist candidates will be asked to participate in interviews following which a single candidate will be selected for negotiations with the City. It is intended that the interviews will be the final step in identifying a Preferred

Respondent. If negotiations are unsuccessful with the preferred service provider, the City reserves the right to terminate its negotiation and enter into discussions with another Respondent or to engage in a new selection process.

1.2 Definitions

In this RFEOI the following definitions shall apply:

"BC Bid Website" means www.bcbid.gov.bc.ca;

"City" means the City of Surrey;

"City Representative" has the meaning set out in section 2.3;

"City Website" means www.surrey.ca;

"Evaluation Team" means the team appointed by the City;

"Goods" means the equipment or materials that are set out in Schedule A;

"Preferred Respondent(s)" means the Respondent(s) selected by the Evaluation Team;

"Respondent" means an entity that submits a Submission;

"Submission" means a submission submitted in response to this RFEOI;

"RFEOI" means this Request for Expressions of Interest; and

"Services" has the meaning set out in Schedule A.

2. INSTRUCTIONS TO RESPONDENTS

2.1 Address for Submission Delivery

A Submission should be labelled with the Respondent's name, RFEOI/SOQ title and number. A Submission should be submitted in the form as described in section 3.2 – Form of Submission.

The Respondent may submit a Submission either by email or in a hard copy, as follows:

(a) Email

If the Respondent chooses to submit by email, the Respondent should submit the Submission electronically in a single pdf file to the City by email at: purchasing@surrey.ca. PDF emailed Submissions are preferred and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Respondents should phone to confirm receipt. A Respondent bears all risk that the City's equipment functions properly so that the City receives the Submission.

(b) Hard Copy

If the Respondent chooses NOT to submit by email, the Respondent should submit one original unbound Submission and one (1) copy (two (2) in total) which should be delivered to the City at the office of:

Name: Richard D. Oppelt, Purchasing Manager
at the following location:

Address: Surrey City Hall
Finance & Technology Department – Purchasing Section
Reception Counter, 5th Floor West
13450 – 104 Avenue, Surrey, B.C., Canada, V3T1V8

2.2 Date

The City would prefer to receive Submissions on or before **July 22, 2014**. The City's office hours are 8:30 am to 4:00 pm, except holidays.

2.3 Inquiries

All inquiries related to this RFEOI/SOQ should be directed, by email to the person named below (the "**City Representative**"). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Richard D. Oppelt, Purchasing Manager
Email: purchasing@surrey.ca
Reference: #1220-050-2014-009

2.4 Addenda

If the City determines that an amendment is required to this RFEOI, the City Representative will issue a written addendum by posting it on the BC Bid Website at www.bcbid.gov.bc.ca (the "BC Bid Website") and the City Website at www.surrey.ca (the "City Website") that will form part of this RFEOI. It is the responsibility of Respondents to check the BC Bid Website and the City Website for addenda. The only way this RFEOI may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFEOI or may be relied upon by any Respondent. By delivery of a Submission, Respondent is deemed to have received, accepted and understood the entire RFEOI including, any and all addenda.

2.5 Status Inquiries

All inquiries related to the status of this RFEOI, including whether or not a Respondent has been selected, should be directed to the City Website and not to the City Representative.

3. RFEOI/SOQ SUBMISSION FORM AND CONTENTS

3.1 Package (Hard Copy)

If the Respondent chooses NOT to submit by email, the Respondent should submit a Submission in a particular submittal format, to reduce paper, encourage our recycled product expectations, and reduce package bulk. Bulk from binders and large packages are unwanted. Vinyl plastic products are unwanted. The City also has an environmentally-preferable purchasing commitment, and seeks a package format to support the green expectations and initiatives of the City.

Please do not use any plastic or vinyl binders or folders. The City prefers simple, stapled paper copies. If a binder or folder is essential due to the size of your submission, they should be fully 100% recycled stock.

The City seeks and prefers submittals on 100% Post Consumer Fibre (PCF) paper, consistent with the City's policy and the City environmental practices.

Please double-side your Submission.

Submissions should be in a sealed envelope/package, marked on the outside with the Respondent's name, title of the Submission and reference number.

3.2 Form of Submission

Respondents should complete the form of Submission attached as Schedule B – Form of Submission, including Appendix A. Respondents are encouraged to respond to the items listed in Schedule B in the order listed. Respondents are encouraged to use the forms provided and attach additional pages as necessary.

Upon submitting a response to this RFEOI/SOQ, Respondents consent to the City and their representatives checking and verifying the information provided. References may also be contacted.

In completing their pre-qualification submission, Respondents should not assume that the City has any prior knowledge of the Respondent, its practice or reputation or its involvement in existing services, projects or procurements. In evaluating pre-qualification submissions, the City will only consider information provided in response to this RFEOI/SOQ.

3.3 Signature

The Submission should be signed by a person authorized to sign on behalf of the Respondent and include the following:

- (a) If the Respondent is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Submission should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Submission on behalf of the corporation is submitted;

- (b) If the Respondent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Respondent is an individual, including a sole proprietorship, the name of the individual should be included.

4. EVALUATION AND SELECTION

4.1 Evaluation Team

The evaluation of Submissions will be undertaken on behalf of the City by an Evaluation Team. The Evaluation Team may consult with others including City staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Respondent or Preferred Respondents to the City.

4.2 Evaluation Criteria

The City will compare and evaluate all Submissions to determine the Respondent's strength and ability to provide the Goods to the City as outlined in Schedule A, Specification of Goods and Services, generally using the following criteria:

Stage 1 Selection Criteria for the RFEOI/SOQ:

- (a) Demonstrated understanding of the City's vision and the demonstrated ability to articulate an innovative plan for the physical development of a cleaning chemical and equipment supplies program;
- (b) Demonstrated experience with similar planning and development activities of a scale and complexity comparable to the proposed scope of Services; and
- (c) Project management experience that includes the multiple characteristics described in this RFEOI/SOQ.

The Evaluation Team will not be limited to the criteria referred to above, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Submissions by comparing one Respondent's Submission to another Respondent's Submission. All criteria considered will be applied evenly and fairly to all Submissions.

4.3 Litigation

In addition to any other provision of this RFEOI, the City may, in its absolute discretion, reject a Submission if the Respondent, or any officer or director of the Respondent submitting the Submission, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Respondent.

In determining whether or not to reject a Submission under this section, the City will consider whether the litigation is likely to affect the Respondent's ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates that there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

4.4 Additional Information

The Evaluation Team may, at its discretion, request clarifications or additional information from a Respondent with respect to any RFEOI, and the Evaluation Team may make such requests to only selected Respondents. The Evaluation Team may consider such clarifications or additional information in evaluating a Submission.

4.5 Interviews

The Evaluation Team may, at its discretion, invite some or all of the Respondents to appear before the Evaluation Team to provide clarifications of their Submissions. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Submissions.

5. GENERAL CONDITIONS

5.1 No City Obligation

This RFEOI is not a tender and does not commit the City in any way to select a Preferred Respondent(s), or to proceed to negotiations for an agreement, or to award any agreement, and the City reserves the complete right to at any time reject all Submissions, and to terminate this RFEOI process.

5.2 Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing, and submitting a Submission, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from this RFEOI. The City and its representatives, agents, consultants and advisors will not be liable to any Respondent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Respondent in preparing and submitting a Submission, or participating in subsequent proposal requests, negotiations for an agreement, or other activity related to or arising out of this RFEOI.

5.3 No Contract

By submitting a Submission and participating in the process as outlined in this RFEOI, Respondents expressly agree that no contract of any kind is formed under, or arises from, this RFEOI, prior to the signing of a formal written Contract. The Respondent may cancel or revoke its Submission at any time, until acceptance by the City.

5.4 Conflict of Interest

A Respondent shall disclose in its Submission any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

5.5 Solicitation of Council Members and City Staff

Respondents and their agents will not contact any member of the City Council or City staff with respect to this RFEOI, other than the City Representative named in section 2.3, at any time prior to the award of an agreement or the cancellation of this RFEOI.

5.6 Confidentiality

All Submissions become the property of the City and will not be returned to the Respondent. All Submissions will be held in confidence by the City unless otherwise required by law. Respondents should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

SCHEDULE A

SPECIFICATION OF GOODS AND SCOPE OF SERVICES

1. OVERVIEW

- 1.1 The provisions outlined in this document pertains to the City of Surrey's sports and recreation facilities which require an experienced provider of janitorial cleaning supplies and equipment capable of responding and servicing the various needs of the locations. The facilities provide an extensive range of services to the public and require a large range of cleaning products as a whole and a catered products list to each individual facility to suit its service needs. The respondent must be able to demonstrate relevant experience with managing similar contracts and have the capability, resources, and labour to provide the Goods and Services and have the flexibility to adapt to changing seasonal and cyclical demands.
- 1.2 Typically, a wide variety of commercial and consumer cleaning products are used. Many common commercial and consumer cleaning products contain chemicals that, depending on dose and exposure, could be harmful to cleaning staff and chemically sensitive facility visitors. Some chemicals in cleaning products can pose physical hazards. For example, they might pose risks if purposely or accidentally mixed with other cleaning chemicals. Some chemicals in cleaning products can also have an adverse effect on the environment.
- 1.3 Sports and Recreation Facilities (pools, arenas, and multi-use facilities) present many cleaning supply challenges based on the size of the facilities, storage, operational hours, geographical location, staffing and daily usage by the public. These facilities also vary drastically in physical layout and structure. Each facility will have a fluctuating demand on supplies and delivery which should be catered to suit each facility requirements.

2. DESCRIPTION OF SERVICES

- 2.1 To assist the City with the product mix and service capability to efficiently and cost effectively supply quality janitorial cleaning supplies and equipment (the "**Goods**") and related services (the "**Services**") as per the general requirements set out herein. The general requirements stated within this RFEOI/SOQ are as envisioned by the City at the time of writing, but may change or be refined in the course of the Stage Two, RFQ.
- 2.2 The City is looking to reduce toxins and hazardous materials in Goods used by the City in order to reduce air and water pollution and to protect human health and safety in the workplace. The City also aims to reduce the overall waste that results from the City's operations by ensuring product packaging is minimized and is reusable or recyclable.

3. SUSTAINABILITY

- 3.1 The City of Surrey's [Sustainability Charter](#) is a commitment by the City to place the principles of social, environmental and economic sustainability as the foundation of all the decisions we make. The Charter provides a comprehensive lens through which we view all future initiatives, programs and plans, and a framework to best develop and manage Surrey's human and physical resources to create a strong, sustainable City. Key components of the Charter are a Vision, Goals and an Action Framework.

4. PROJECT OBJECTIVES

4.1 This process is intended to achieve the following objectives:

- Achieve cost savings through a single competitive solicitation process that eliminates the need for multiple quotations for various City facilities and multiple responses by vendors;
- Combine various facilities volumes to achieve cost effective pricing;
- Rationalization of product range, with the aim to standardize and reduce the range and number of cleaning products utilized by the City;
- Quality – Goods and Services must be customer-centred, effective and delivered in a safe manner;
- To agree a plan of approach with key stakeholders to implement the services provisions in a controlled/phased solution where feasible and practical;
- To conduct a full review of existing arrangements and submit a business case offering an alternative solution where feasible and practical;
- To procure eco-friendly products (low environmental impact);
- To deliver affordable and value for money products;
- To ensure the correct application of substances and their associated risks and precautions;
- To ensure sufficient information and instruction are provided on control measures, personal protective equipment, results of any exposure monitoring or health surveillance and emergency procedures; and
- To establish tighter control over the use and storage of materials.

5. PRODUCT REQUIREMENTS

5.1 As part of the City's effort to address certain environmental and health concerns associated with some Goods, it is the intent of the City to establish a contract for environmentally preferable Goods and packaging.

(a) Janitorial Products

Respondents are to provide environmentally sensitive products or services wherever possible.

The following is a list of some product categories the City generally requires for custodial purposes.

All-purpose cleaners	Glass cleaners
Restroom/Washroom cleaners	Odour control products
Lime and Scale Remover	Liquid/Foam Hand Soap
Degreaser/Cleaner	Carpet care products (shampoo and extraction)
Furniture Polish	Chrome Polish/Cleaner
Graffiti Remover	Brass Polish/Cleaner
Floor care products (finishes and sealers)	Disinfectant
Floor care products (strippers)	General purpose cleaners

5.2 It is preferable that Respondents be able to supply the greatest number of products listed above. Respondents of single products are encouraged to partner with other suppliers or distributors to maximize the City's administrative convenience.

6. Environmental Certification

(a) Cleaning Supplies and Equipment

Minimally, cleaning supplies and equipment should meet the environmental criteria set forth in:

- Green Seal (<http://www.greenseal.org>)
- ECOLOGO Certification (<http://www.ul.com>)
- Greenguard Certified (<http://www.greenguard.org>)
- CRI Green Label Plus (<https://www.carpet-rug.org>)

(b) Packaging

- Goods should come in on recyclable packaging made from post consumer recycled materials (preferred 100%);
- Packaging should not contain excessive amounts of printing ink;
- Goods contents should be clearly identified on the exterior of the packaging; and
- Goods should be available in bulk packaging to minimize waste.

7. MSDS and WHMIS

7.1 The successful contractor will be required to provide Materials Safety Data Sheets (MSDS) and Workplace Hazardous Materials Information System (WHMIS) for all Goods for both concentrated form, and ready to use product.

8. OBSOLETE PRODUCTS

8.1 The successful contractor will be required to provide information for the disposition of obsolete or expired Goods as well as a solution for the minimal impact of equipment and recycling to landfills.

8.2 The successful contractor should have the capacity of conducting janitorial equipment repairs at the City facility(ies) and with trained professional technicians.

9. MANAGEMENT REPORTS

9.1 The City may require reporting on a number of performance measures and any other criteria determined by the City for products purchased.

Information required may include but is not limited to:

Stock Maintenance and Usage – The City requires the ability to identify the Goods purchased;

Back Order Status – The City requires the ability to identify the number of incidents and fulfillments rate (fill rate);

Obsolete Product - The City requires the ability to identify the amount and frequency of disposition of Goods; and

Repairs - The City requires the ability to identify the amount, location, and frequency of equipment repairs.

10. TRAINING

10.1 In general, the City may require training from an accredited instructor as provided by the successful contractor, for City staff and/or City contractors working with their products for the first time and for City staff and/ or City contractors who require additional training as required. Required training may include:

- i) WHMIS training;
- ii) MSDS;

Safety training

- iii) Floor Maintenance, including but not limited to scrubbing, stripping, burnishing and floor finish;
- iv) Washroom maintenance, focusing on products and procedures;
- v) Infectious and disease control;
- vi) Carpet cleaning and spotting;
- vii) Green product awareness;
- viii) New product orientation; and
- ix) Dispenser training.

SCHEDULE B - FORM OF SUBMISSION

RESPONDENT'S PROFILE AND EXECUTIVE SUMMARY

Project Title: JANITORIAL CLEANING SUPPLIES AND EQUIPMENT

Reference No.: #1220-050-2014-009

Respondent may supplement information requested with additional sheets if required.

A. COMPANY PROFILE

1. _____
Full Legal Name of Firm

2. _____
Business Address

3. Phone No.: _____ Fax No.: _____

4. Email _____ Website _____
Address: _____ Address: _____

5. Contact for prequalification inquiries (full name, position and email address):

6. Contact for general inquiries (full name, position and email address):

7. Membership of industry associations (please list):

8. How many years has your organization been in business as a contractor? _____

9. How many years has your organization been in business under its present business name?
_____.

10. Form of Business Organization
Corporation _____ Partnership _____ Sole Proprietorship _____

11. If Corporation/Partnership, year incorporated/established: _____

12. Submit a statement of qualifications documenting relevant background and experiences; provide resumes for proposed project team members and include their specific experiences with projects that are similar to the scope of Services.

Response:

B. SERVICE AND SUPPORT

13. **Work Plan:** Provide a general description of the work plan that you would propose to undertake and demonstrate your understanding of the work involved in developing the City's cleaning supplies and equipment maintenance program. Further, note additional work tasks that you view as being important to this project that have not been specifically described in Schedule A – Specifications of Goods and Scope of Services.

Response:

14. **Quality Procedures:** Provide details on your company's quality control standards and procedures to assure quality customer service.

Response:

15. **Reporting:** List the significant reports that you would anticipate providing the City's management team, including their relationship to project milestones and the method of delivery (electronic, paper, e-mail, other). Attach a sample of reports that you currently provide to customers.

Response:

Would you be able to provide the reports referred to in Schedule A, Section 9 – Management Reports? List all reports available and attach a sample to your submission.

Response:

16. **Product Recall Procedures:** Provide details on the procedures in place at your company to handle a product recall.

Response:

17. **Return of Goods Policy:** The City will return any shipment, COLLECT if in the opinion the products supplied does not conform to the specifications.

Response: Time limit on returning Goods

Response: If there is a “restocking charge” on any returned item and the amount or rate to the charged if goods are returned for any other reason than above stated.

Response: Describe your procedure for returned goods with respect to packaging.

18. **Problem Management:** Clearly define your process to resolve performance issues including product effectiveness and equipment performance.

For example:

- Specify a minimum number of field visits you would make to check on new products
- Conference calls between respondent and City staff

Response:

Describe any difficulties or challenges you might anticipate in providing services to the City and how you would plan to manage these.

Response:

19. **Business Technology Capabilities:** Another key objective for the City is to streamline the P2P process for its consumable items such that the resources assigned are more efficiently utilized. The Respondent understands that the City may utilize an electronic procurement process that handles commercial transactions from requisitioning through payment such as, purchase order, order receipt, change order, and invoice. Define the technology and processes in place that would help accommodate and interface with the City’s business technology.

Response:

The City may elect to conduct business with the Respondent through an electronic procurement system. List instances where you have successfully conducted business through a customer’s electronic procurement system and any instances of successful

interfaces with your internal system and the customer's external electronic procurement system.

Response:

20. **Service Capabilities – Operations and Logistics:** The City requires that the service level for delivery of Goods directly to the site should be within forty-eight (48) hours from the time the order is placed. The City also requires that the successful Respondent possess the capability of providing same day delivery service. All delivery is to be considered F.O.B. destination and no additional charges freight or fuel surcharges will be accepted by the City. Identify if you can provide the required service and how you would provide the service.

Response:

21. **Service Capabilities – Training:** Referring to Schedule A, Section 10 – Training, outline if your company can provide the necessary training. List any relevant training programs your company has already developed and provide sample programs.

Response:

22. **Resources:** The Respondent shall also provide information indicating resources and availability to complete this work in a timely manner.

Response:

23. **Similar Projects:** Provide a customer reference list of a size and scope similar to the City that have significantly utilized your services, specifically with project characteristics similar in one or more ways to the City's proposed project. The City prefers a minimum of three references. For a sample form, refer to Schedule B, Appendix A.

Response:

24. **Customer Service:** Describe your firm's customer service process and capabilities (include the order servicing process, related technologies, recommended logistics solutions) including delivery schedules, size of vehicles, number of vehicles and the ability to provide delivery to multiple locations.

Response:

25. **Standard Pricing Structure:** General description of standard pricing structure for large, complex projects:

Response:

26. **Additional Information:** What other information is not requested here but which you think the City should consider in evaluating your company?

Response:

I/We confirm that this Submission is accurate and true to best of my/our knowledge.

This Submission is submitted this _____ day of _____, 2014.

I/We have the authority to bind the Respondent.

(Name of Respondent)

(Name of Respondent)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

APPENDIX A

PROJECTS (in order of date) OF SIMILAR NATURE COMPLETED

Attach additional pages, if necessary as follows (as applicable):

Ref. #1. Project Title and Date: _____ **Date:** _____

Project Description: _____

Location of Project: _____

Contract Value (\$): _____

Project Manager: _____ Superintendent: _____

Subcontract Value (\$): _____

Name of Contract Owner: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Name of Consultant: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Ref. #2. Project Title and Date: _____ **Date:** _____

Project Description: _____

Location of Project: _____

Contract Value (\$): _____

Project Manager: _____ Superintendent: _____

Subcontract Value (\$): _____

Name of Contract Owner: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Name of Consultant: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Ref. #3. Project Title and Date: _____ **Date:** _____

Project Description: _____

Location of Project: _____

Contract Value (\$): _____

Project Manager: _____ Superintendent: _____

Subcontract Value (\$): _____

Name of Contract Owner: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Name of Consultant: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

SAMPLE