

SPECIFICATIONS AND CONTRACT DOCUMENTS
For
TREE AND STUMP REMOVAL SERVICES for
VILLAGE of ROUND LAKE PARKWAYS

CONTRACT PERIOD: Up to Three (3) Years

PROPOSALS DUE: 06-27-2016, 12:00 PM

LOCATION: ROUND LAKE PUBLIC WORKS
751 W. Townline Road
Round Lake, IL 60073

awedoff@eroundlake.com

Phone: (847) 546-0962

Issued by:

Adam Wedoff, P.E.

Director of Public Works

Village of Round Lake

REQUEST FOR PROPOSALS NOTICE

The Village of Round Lake will be accepting sealed proposals for Tree and Stump Removal Services for Village Parkways. Proposals will be accepted at the Round Lake Public Works Building, 751 W. Townline Road, Round Lake, IL. 60073 until the time shown below.

Proposal Item: TREE AND STUMP REMOVAL SERVICES for VILLAGE PARKWAYS

Proposal Due Date: Monday June 27, 2016, 12:00 PM

At a minimum, all Proposals must include the following:

- CONTRACTOR'S CERTIFICATION – PROPOSAL - PAGE 3**
 - MUST BE EXECUTED AND NOTARIZED**

- PROPOSAL – PAGE 16**
 - MUST BE EXECUTED AND NOTARIZED**

- REFERENCES – PAGE 17**

- ALL INSURANCE REQUIREMENTS MUST BE MET; CERTIFICATE OF INSURANCE SHALL BE GIVEN TO THE VILLAGE AFTER THE CONTRACT IS AWARDED**

Two copies of all proposal documents shall be submitted.

Questions may be directed to Adam Wedoff at (847) 546-0962 or awedoff@eroundlake.com.

The Village of Round Lake reserves the right to reject any or all proposals, to waive technicalities, and to accept any proposal which is deemed to be in the best interest of the Village of Round Lake.

CONTRACTOR'S CERTIFICATION - PROPOSAL

_____, as part of its
(Name of Contractor)

proposal for a contract for _____ to The Village of Round Lake, Illinois, hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4.

By: _____ Authorized Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of
_____, 20_____.

MY COMMISSION EXPIRES:

NOTARY PUBLIC

I. GENERAL CONDITIONS

BASIS OF AWARD:

Selection of the Contractor will be based on the following considerations in order of importance:

1. Cost
2. References with preference awarded to references from Public Sector Agencies and/or Corporate Organizations served. At least one reference must come from a municipal entity. (Fill in submit, Reference Sheet)
3. Years of relevant experience
4. Equipment availability for tree removal

WAGE RATES:

The Village understands that tree removal is exempt from the Illinois Department of Labor's Prevailing Wage Requirements.

SUBCONTRACTORS:

The Contractor shall not employ any subcontractor, supplier or other person or organization, whether initially or as a substitute, against whom the Municipality may have reasonable objection. The selected Contractor shall submit to the Village of Round Lake within ten (10) days after the receipt of proposals, a list of the names of Contractor's proposed subcontractors along with a description of the work to be performed by each.

APPLICATION FOR PAYMENT:

The Contractor shall furnish with his final application for payment a complete release of all liens arising out of this contract, or receipts in full in lieu thereof and an affidavit that the releases and receipts include all labor and material for which a lien could be filed.

WORKING HOURS:

The normal working hours are 7:00 AM to 5:00 PM Monday thru Friday. The Contractor may request permission to work on Saturdays and the Director of Public Works reserves the right to approve or deny the request. No work is allowed on Sundays. No work is allowed on Labor Day 09-07-2015.

FAILURE TO COMPLETE THE WORK ON TIME:

Should the Contractor fail to complete the work on or before the completion date stipulated in the contract or within such extended time as may have been allowed, the Contractor shall be liable and shall pay to the Village the amount of \$100 per calendar day, not as a penalty but as liquidated damages, for each day of overrun in the contract time or such extended time as may have been allowed. The liquidated damages for failure to complete the contract on time are approximate, due to the impracticality of calculating and proving actual delay costs. This deduction establishes the cost of delay to account for administration, inspection, and supervision during periods of extended and delayed performance. The costs of delay represented by this schedule are understood to be a fair and reasonable estimate of the costs that will be borne by the Village during extended and delayed performance by the Contractor of the work, remaining incidental work, correction of work improperly completed, or repair of work damaged as a result of the Contractor. The liquidated damage amount specified will accrue and be assessed until final completion of the total physical work of the contract even though the work may be substantially complete. The Village will deduct these liquidated damages from any monies due or to become due to the Contractor from the Village

INSURANCE

1. The Contractor shall indemnify, keep and safe harmless the Village of Round Lake and its respective officers, agents and employees against all suits or claims that may be based on any injury and/or death to persons or damage to property that may occur, or that may be alleged to have occurred in the course of the performance of this contract by the Contractor, whether or not it shall be claimed that the injury was caused through a negligent act or omission of the contractor or his employees; and the Contractor shall, at his own expense, defend any and all such actions and shall pay the charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and if any judgment shall be rendered against the Village of Round Lake or any of its respective officers, agents or employees in any such action, the Contractor shall, at his expense, satisfy and discharge the same.
2. The Contractor shall, at his own expense obtain and maintain during the life of this contract, Public Liability and Property Damage insurance, which shall protect the Contractor, the Village of Round Lake and its respective officers, agents and employees, and shall also protect any sub-contractors performing work under this contract, from claims, for damages, for personal injury (including accidental death) as well as from claims for property damages which may arise from the performance of work under this contract or by any sub-contractor or by any party directly or indirectly employed by the Contractor or by any sub-contractor, and the amounts of such insurance shall be not less than the following:
 - A. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.

- B. Owners and Contractors Protective Liability (OCP): \$1,000,000 combined single limit per occurrence for bodily injury and property manage.
 - C. Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property manage.
 - D. Worker's Compensation and Employees' Liability: Workers' compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident
 - E. Builder's Risks: Shall insure against "All Risk" of physical damage, including water damage (flood and hydrostatic pressure not excluded), on a completed replacement cost basis.
 - F. Environmental Impairment/Pollution Liability: \$1,000,000 combined single limit per occurrence for bodily injury, property damage and remediation costs.
3. The Contractor, at his own expense, shall also obtain and maintain Workmen's Compensation and Employer's Liability Insurance for all his employees engaged in the work under this contract, in accordance with the laws of the State of Illinois. The Contractor shall require each of his sub-contractors to provide Workmen's Compensation and Employer's Liability Insurance for all the latter's employees engaged on such sub-contracts. If any class of employees engaged on work under the contract is not protected under Workmen's Compensation Statute, the Contractor shall provide similar protection for these employees in amount not less than the legal requirements. The amount of Employer's Liability Insurance for the Contractor and each of his sub-contractors shall be not less than \$500,000 for each employee.
 4. Contractor shall furnish the Village with Certificates of Insurance naming the Village, its officials, agents, employees and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements may be on forms provided by the Village and are to be received and approved by the Village before any work commences. The attached Additional Insured Endorsement shall be provided to the right to request full certified copies of the insurance policies and endorsements.

CONTRACT TERM:

This Agreement shall be for a one (1) year term commencing July 7, 2016 and ending October 7, 2016. The Village of Round Lake has two (2), one (1) year renewal options, which it may exercise in the sole and absolute discretion. Each option shall be for a one (1) year term commencing at the end of the previous term. Upon exercise of the option, this Agreement shall be renewed with no change in any of its provisions, except for the contract term period and except that the prices set forth on Schedules A-F shall be increased as follows: By an amount equal to the annual percentage increase in the CPI as determined by comparing the CPI for the twelve month period ending November 30 of the current term; provided, however, that in no event shall the increase in said charges for any 12-month period be increased by less than one and a half (1.5) percent nor more than three (3) percent over the prior period's charges. For purposes of this section "CPI" shall mean the Chicago-Gary-Kenosha Consumer Price Index for all Urban Consumers, All Items, Issued by the Bureau of Labor Statistics of the United States Department of Labor.

VILLAGE OF ROUND LAKE
CONTRACT

1. THIS AGREEMENT, made and concluded this ____ day of _____, 20____, between The VILLAGE OF ROUND LAKE, acting by through the Board of Trustees, known as the party of the first part, and _____, his/their executors, administrators, successors or assigns, known as the party of the second part.

2. WITNESSETH: That for and in consideration of the payments and agreements mentioned in the Proposal hereto attached, to be made and performed by the party of the first part, and according to the terms expressed in the Bond referring to these presents, the party of the second part agrees with said party of the first part at his/their own proper cost and expense to do all the work, furnish all materials and all labor necessary to complete the work in accordance with the Specifications hereinafter described and in full compliance with this agreement and the requirements of the Director of Public Works under it.

3. And it is also understood and agreed that the Specifications hereto attached, for the TREE AND STUMP REMOVAL SERVICES, are all essential documents of this contract and are part hereof.

4. IN WITNESS WHEREOF, The said parties have executed these presents on thru date above mentioned.

Village of Round Lake

Attest: Patricia C. Blauvelt, Village Clerk

Daniel A. MacGillis, Mayor

For the Contractor

By _____

Attest:

President

ADDITIONAL INSURED ENDORSEMENT

Name of Insurer: _____

Name of Insured: _____

Policy Number: _____

Policy Period: _____

Endorse, Effective Date: _____

This endorsement modifies coverage provided under the following:

Commercial General Liability
Coverage Part

Name of Individuals or Organization:

WHO IS AN INSURED section of the policy / coverage document is amended to include as an insured, the individuals or organization shown above, but only with respect to liability "arising out of your work".

For purpose of this endorsement, "arising out of your work" shall mean:

1. Liability the Additional Insured may incur resulting from the actions of a Contractor it hires.
2. Liability the Additional Insured may incur for negligence in the supervision of the Named insured Contractors work.
3. Liability the Additional Insured may incur for failure to maintain safe worksite conditions.
4. Liability the Additional Insured may incur due to joint negligence of the Named Insured Contractor and the Additional Insured.

II. TREE REMOVAL SPECIFICATIONS

1. SCOPE OF WORK

These Detailed Specifications are for the removal of specified parkway trees within the Village of Round Lake. The contract and work shall be carried out in conformance with the Ordinances of the Village of Round Lake and these detailed specifications, in effect on the date of invitation for proposals.

The Contractor shall furnish all labor, supervision, supplies, tools, equipment and other means necessary or proper for performing and completing the work. The Contractor shall be responsible for the cleaning up of the job site and shall repair or restore all structures and property that may be damaged or disturbed during performance of the work to the satisfaction of the Village of Round Lake.

The contract will cover the period of July 25, 2016 to October 07, 2016.

2. LOCATION OF TREE REMOVAL WORK

The location of the work is known as: PUBLIC RIGHT-OF-WAY (parkways) within the Village of Round Lake, Illinois. All trees will be clearly marked with paint on the trunk side facing the street and correspond to a list supplied by the Village. Any tree marked in a similar manner, but not on the Village's location list, or on the Village's location list but not marked should be brought to the attention of the Village for a determination. All tree removal work is to be done in accordance with all current applicable ANSI standards.

It is the Contractor's responsibility to notify and make arrangements with the utility company for the removal of branches extending through power and/or telephone lines so removal operations will not be delayed.

The Contractor shall protect sidewalks, curbs, streets, manhole covers and catch basins, housing property and automobiles from the impact of falling wood by the use of limb ground supports when needed.

3. COMMENCEMENT OF WORK

The Contractor shall remove ALL trees designated by 10-07-2016, unless an extension to complete the work is granted by the Village of Round Lake. The request for an extension must be in writing, and must specify the work to be completed and expected completion timeframe.

4. CLEANUP

Immediately after tree removal and flush-cutting of stumps is completed at each site, the area beneath the tree shall be raked and all debris removed from the site. All streets, driveways, and sidewalks shall be swept clean. Care shall also be taken not to damage other trees, shrubs, or lawns during tree removal operations.

5. REMOVAL OF DEBRIS

All debris from tree removal operations shall be removed from the site and from the Village of Round Lake within twenty-four (24) hours after debris has been placed, unless authorized by the Village. No on site or Village owned areas will be designated as log storage areas. Payment for removal and disposal of debris is to be included in the unit price. Additionally, no debris or logs shall be given to residents since they may harbor the Emerald Ash Borer. Under no circumstances shall debris be left on the parkway or street over weekends or holidays. In addition, keeping debris off the street and parkway areas and out of the gutters prevents the debris from entering and plugging the sewer system. Environmentally accepted practices of debris disposal are also an important part of this work.

III. STUMP REMOVAL SPECIFICATIONS

1. SCOPE OF WORK

These Detailed Specifications are for the removal and restoration of parkway stumps within the Village of Round Lake. The contract and work shall be carried out in conformance with the current Village of Round Lake Ordinances and these detailed specifications in effect on the date of invitation for proposals.

The Contractor shall furnish all labor, supervision, supplies, tools, equipment and other means necessary or proper for performing and completing the work. The Contractor shall be responsible for the cleaning up of the job site and shall repair or restore all structures and property that may be damaged or disturbed during performance of the work to the satisfaction of the Village of Round Lake.

The Village of Round Lake reserves the right to remove any or all of the stump removal elements of this Specification.

2. LOCATION OF STUMP REMOVAL AND RESTORATION WORK

The location of the work is known as: PUBLIC RIGHT-OF-WAY parkways within the Village of Round Lake, Illinois. All stumps resulting from the aforementioned tree removal work included as part of this contract shall be removed. All stump removal and restoration work is to be done in accordance with these specifications.

The Contractor shall protect sidewalks, curbs, streets, manhole covers and catch basins, housing property and automobiles from the stump grinding debris.

3. STUMP REMOVAL

The contractor shall remove all tree stumps and buttress roots as designated by the Director of Public Works or appointed representative, to a point EIGHT inches (8") below the adjacent ground level. Additionally, the contractor shall remove all surface and adjacent subsurface roots as may be necessary to eliminate "humps" or mounds in the parkway and in the parkway area adjacent to the stump. All parkway areas are to be left flat and meet original grade. The area will then be backfilled with clean, pulverized topsoil to the level of the adjoining grade and seeded.

4. SITE APPEARANCE AND DISPOSAL OF STUMP GRINDINGS

After grinding (removal) of a tree stump and all associated roots, the Contractor shall remove all stump grindings and associated debris from the site with appropriate tools and equipment for the job. **The contractor shall clean up the site and remove all grindings and debris and complete backfilling within TWENTY-FOUR (24) hours of grinding.** Grinding debris generated by the work described in this contract shall be the responsibility of the contractor. Stumps, grindings, and debris shall be placed away from the curb and gutter, street, sidewalk, and private property immediately to eliminate hazards to vehicular and pedestrian traffic, and to eliminate damage to private property. Environmentally accepted practices of debris disposal are also an important part of this work.

5. BACKFILLING

All areas where stumps have been removed and areas disturbed by the removal operation shall be backfilled to the level of the adjoining grade with pulverized black dirt (topsoil). This shall occur on the same day grindings are removed; otherwise the site shall be properly barricaded overnight to assure the public safety. All holes must be backfilled within **twenty-four (24) hours** of debris removal. The Contractor shall supply his own topsoil. The topsoil shall be properly leveled and compacted so as to ensure a minimum of settlement of the backfill material. **Grindings (chips) and debris must not be used as backfill material.**

6. SEEDING

All adjacent disturbed areas and areas where backfill material was installed shall be seeded. Seed shall be a mixture composed of fifty (50%) percent Kentucky Bluegrass, thirty (30%) thirty percent Perennial Rye Grass, and twenty (20%) percent Creeping Red Fescue.

7. SUCKER GROWTH

In the event that adventitious (sucker) growth should occur, the contractor shall be responsible for re-grinding to eliminate sucker growth during a period of one year after initial grinding. Re-grinds must also be restored to grade and reseeded at no additional charge to the Village. Care shall also be taken not to damage other trees, shrubs, or lawns during stump removal and restoration operations.

8. BILLING & PAYMENT

The Village will pay all undisputed invoices within 30 days of approval. Bills for services rendered shall itemize the location and diameter of each tree and the date removed.

IV. GENERAL DETAILS

1. EXAMINATION OF SITE

Contractors shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles that may be encountered, and all other relevant matters concerning the work to be performed under this contract.

The Contractor to whom a contract is awarded will not be allowed any extra compensation by reason of any such matters of things concerning which the Contractor did not inform himself prior to submitting a proposal. The successful Contractor must employ, so far as reasonably possible as determined by the Village, such methods and means in the carrying out of his work as will not cause any interruption or interference with any other contractor.

2. ILLINOIS DEPARTMENT OF AGRICULTURE EMERALD ASH BORER COMPLIANCE AGREEMENT

Any ash debris disposal must adhere to all regulations set forth by the Illinois Department of Agriculture (IDA) and under the Emerald Ash Borer Compliance Agreement; applicable to State or Federal Cooperative Domestic Quarantines for the Emerald Ash Borer (*Agrilus planipennis*) pursuant to the Insect Pest and Plant Disease Act (505 Illinois Compiled Statutes 90/1 et seq.).

The contractor shall furnish a signed copy of the Illinois Department of Agriculture (IDA) EAB Compliance Agreement to the Village of Round Lake, following all provisions pertaining to the proper disposal of ash debris and movement of IDA defined, regulated articles within quarantine zones. The contractor shall abide by any modifications to IDA EAB regulations, including the Compliance Agreement and quarantine zones.

All EAB infested ash wood and debris shall be removed from the Village of Round Lake and shall become the contractor's responsibility to ensure destruction of the infested wood in accordance with the State statutes and local ordinances. Each ash tree shall be considered infested and disposed of accordingly. Under **NO CIRCUMSTANCES** shall logs from ash trees be left for homeowners.

3. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Any damage of public or private property caused by the Contractor's operations shall be resolved by the Contractor with the property owner within ten (10) days after damage occurs, and shall be resolved to the satisfaction of the Village. The Contractor shall inform the Village of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the Village, the Village reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damaged caused by the Contractor, and deduct these costs from any payment due the Contractor.

4. PROTECTION OF EXISTING FACILITIES

Existing facilities, including grounds, structures, landscaping and so forth shall be protected by the vendor. Any damage to existing facilities shall be reported to the Village and shall be repaired promptly by the vendor when ordered to do so by the Village at no cost to the Village. All repairs of damage to existing facilities shall be made to the satisfaction of the Village. Failure to repair damage shall be just cause for withholding payment for work, which becomes due.

5. CONTRACTOR'S REPRESENTATIVE

Competent supervisory personnel who can communicate effectively with Village staff shall be present on the job at all times. The supervisory personnel shall have full authority to act for the Contractor, and receive and execute orders from the Director of Public Works or appointed representative. The Contractor shall properly schedule and train all of its personnel. It is required that the supervisor be on site to ensure all work has been completed in a satisfactory manner. The Village reserves the right to have the contractor assign a new contact person, supervisor, and/or staff, for the Village's account if the current representative(s) are deemed unacceptable.

6. ACCESSIBILITY OF CONTRACTOR

Contractor shall supply cell phone numbers and daytime office numbers of supervisors handling this contract. The Contractor shall return all calls within one hour of the Village placing the call. On-site response time for complaints must be made within 24 hours of the initial call being made by the Village.

7. WORKERS

The Contractor is reminded that its employees are to work in a courteous and respectful manner. **Inappropriate behavior or examples of unproductive work effort will not be tolerated.** The Village has the right to request that a Contractor's employee be immediately removed from the work crew if the above behavior is exhibited.

8. ARBORIST CERTIFICATION

There shall be at least one "Certified Arborist" or "Certified Tree Worker" as recognized by the International Society of Arboriculture on the job site at all times.

9. TRAFFIC CONTROL

The Contractor shall provide adequate traffic control for work area protection in compliance with the Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways, the State of Illinois Vehicle Code, the Illinois Department of Transportation Highway Standards, and the Illinois Department of Transportation Handbook of Traffic Engineering Practice for Small Cities.

The Contractor shall remove all surplus materials and debris from the streets as the work progresses so that the public may have the use of the streets a maximum amount of time. The Contractor is to erect warning signs and furnish adequate barricades for the purpose of directing traffic during tree removal operations.

While overhead removal work is taking place, the Contractor shall block off the sidewalk to pedestrian traffic immediately under the trees being removed.

10. SAFETY

The Contractor shall insure that all its employees or agents shall abide by all safety rules or regulations set by the Village of Round Lake as well as by general regulations and standards of the industry and in accordance with all applicable federal, state, and local regulations.

11. TRESPASS ON LAND

The Contractor shall confine his operations and storage of materials and equipment to the job site public right-of-way or easements. The Contractor shall exercise extreme caution so as not to trespass upon property of third parties not involved in the contract. In the event that the Contractor is to enter upon the property of third parties in the execution of the work he shall obtain written permission prior to doing so and submit evidence of said written permission to the Village.

12. WORKING HOURS

The Contractor shall work between the hours of 7:00 a.m. to 5:00 p.m. Monday through Friday. If work must occur outside of these working hours, the Contractor must inform the Director of Public Works (or appointed designee) before the work begins.

13. SUBLETTING CONTRACT

It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of an authorized representative of the Village of Round Lake; but in no case shall consent relieve the Contractor from his obligations or change the terms of the contract.

14. DEFAULT

The contract may be canceled or annulled by the Village in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by the Village of Round Lake, shall constitute contract default.

15. WORKMANSHIP

Workmanship shall be of the highest caliber in every respect. Workers must take care to insure the least amount of disturbance to the sites, Village staff members, and the general public.

16. COSTS

The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items.

17. REFERENCES

A reference list (attached) must also be submitted with the proposal documents. The references must be municipal accounts or accounts similar in size, but shall include at least one (1) municipal client at a minimum.

18. EQUIPMENT CONDITION

The Contractor is responsible for keeping all equipment in good, safe operating condition. All equipment will be kept in such a condition so that the gas/oil is not leaking.

19. FUEL/OILING

Spilling gasoline and oil kills the grass. If any spill should occur the Contractor shall immediately commence the appropriate clean up in conformance with any and all applicable regulations. The Contractor shall be responsible for all costs associated with such a clean-up and restoration and/or reimbursement for any damages that may occur.

Proposal

1. Prices shall include all removal and restoration work as specified in sections I, II, III, and IV of these documents.
2. Prices shall be based on the diameter of the tree to be removed as measured at breast height.
3. The cost per tree will be calculated by multiplying the cost per inch for the given trunk size category by the diameter of the tree in inches.
4. The estimated values given to be removed are based on average tree sizes. Actual measurements will be taken in the field. Total inches removed in each category will be determined by what is found in the field. The Village reserves the right to change the tree removal amounts with no change in price due the contractor.

Trunk Size (DBH)	Cost Per Inch Diameter of Trunk	Estimated Inches To Be Removed	Total Cost
0" – 15.0"	\$	2,000	\$
15.1" – 24.0"	\$	1,100	\$
24.1" and over	\$	300	\$
Total Estimated Cost			\$

Company: _____

Address: _____

Telephone No. _____ Fax No. _____

Signature: _____

Name and Title: *(Please Print)* _____

Date: _____

Subscribed and sworn before me this _____ day of _____, 2013

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

REFERENCES

The Contractor must list at least four (4) references, including at least one (1) municipality, listing the firm name, address, telephone number and contact person, for whom the Contractor has supplied services similar in scope to those provided in these specifications.

Name: _____
Address: _____
Phone # / Fax #: _____
Contact Person: _____
Dates of Service (from – to): _____

Name: _____
Address: _____
Phone # / Fax #: _____
Contact Person: _____
Dates of Service (from – to): _____

Name: _____
Address: _____
Phone # / Fax #: _____
Contact Person: _____
Dates of Service (from – to): _____

Name: _____
Address: _____
Phone # / Fax #: _____
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