



REQUEST FOR PROPOSAL (RFP)

Elevator Repair Services

Central Park Towers

120 S. State St.

Elgin, IL 60123

REQUEST FOR PROPOSAL (RFP)

Elevator Repair Services

ISSUE DATE: June 4, 2025

The Housing Authority of Elgin,

Proposals due by:

June 30, 2025

120 S. State St. Elgin, IL 60123

Table of Contents

Table of Contents	Page 2
Instructions for Contractors	Page 3
Insurance Requirements	Page 5
Bid Bond	Page 6
Proposal Requirements	Page 7
Evaluation Criteria	Page 8
Project Requirements	Page 9
Request for Proposal.....	Page 13

Attachments: Non-Collusive Affidavit

HUD FORM 5369 B (INSTRUCTION TO OFFERORS – NON-CONSTRUCTION)

HUD FORM 5369 C (CERTIFICATIONS TO REPRESENTATION TO OFFERORS – NON-CONSTRUCTION)

HUD FORM 5370 C (GENERAL CONDITIONS FOR CONSTRUCTION CONTRACTS – PUBLIC

HUD FORM 4010 (FEDERAL LABOR STANDARDS PROVISIONS)

REQUEST FOR PROPOSAL

Elevator Repair Services

The Housing Authority of Elgin is seeking proposals from qualified contractors to provide the following services for Central Park Towers.

- Elevator Rope Replacement Services

This document outlines project requirements. Unless otherwise instructed, specifications do not purport to show all of the exact details of the work. They are intended to illustrate the character and extent of the performance desired under the proposed contract and may be supplemented or revised at any time.

The Housing Authority of Elgin will award a contract to the highest rated Proposer for the above-listed.

This outline specification is intended to provide initial guidance on project requirements and highlight critical performance details. In no event shall the lack of details in this document be construed to undermine the requirements for a quality Elevator Repair Service that meet all local and state codes and regulations.

INSTRUCTIONS FOR CONTRACTORS:

All proposals must be submitted with one (1) original and two (2) copies and one (1) digital copy in the form of a flash drive. These must be in an envelope or package clearly marked "Elevator Repair Services – ATTN: Michelle Detert".

Proposals must be submitted no later than 3:00 pm, on June 30th , 2025, at 120 S.State St. Elgin, IL 60123 in an envelope clearly marked “RFP – Elevator Repair Services – ATTN: Michelle Detert”. Proposals must be submitted in the format stated and address the items in the proposal specifications. Bids will not be accepted after this time.

Postmarks or other timestamps will not be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

All proposals are binding for sixty (60) days following the deadline for proposals, or until the effective date of any resulting contract, whichever occurs first.

The Housing Authority of Elgin may reject any or all proposals on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim of cause of action by any unsuccessful participant against The Housing Authority of Elgin.

The Housing Authority of Elgin assumes no liability for the payment of cost and expenses incurred by any bidder in responding to this request for proposals. All proposals become the sole property of The Housing Authority of Elgin. This request for proposal is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited.

The Housing Authority of Elgin reserves the right to revise the scope and deliverables of one (1) or more project segments (or segment tasks or activities) at its sole discretion prior to awarding any contract for that particular segment. In such a case these revisions shall be negotiated between The Housing Authority of Elgin and the contractor to reconcile any changes on pricing and performance. Changes after awarding a contract shall be governed by the terms of that agreement. Final terms and conditions will be negotiated between The Housing Authority of Elgin and the selected finalist prior to the time of award.

All inquiries concerning this RFP, including but not limited to, request for clarifications, questions, and any change to the RFP, shall be submitted in writing, citing the RFP title, Page, Section, and Paragraph and submitted to the following RFP Soliciting Coordinator:

Michelle Detert mdetert@haelgin.org 847-608-4408. 120 S. State St. Elgin, IL 60123

Contractors are encouraged to submit questions via email; however, The Housing Authority of Elgin assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. Inquiries must be received by The Housing Authority of Elgin's RFP Solicitation Coordinator (see above) no later than June 30th at 3:00 pm. Inquiries submitted later than this date shall not be considered properly submitted. The Housing Authority of Elgin will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this RFP. Contractors are required to submit the following documents with their proposals: Non-collusive Affidavit, HUD Form 5369 B, HUD Form 5369 C, and HUD Form 5370 C, HUD Form 4010.

INSURANCE REQUIREMENTS:

Prior to commencement with the project, the selected contractor will be required to provide proof of liability insurance as follows:

General Liability:	\$1,000,000 per occurrence; \$2,000,000 aggregate
Automobile Liability:	\$1,000,000 Combined Single Limit
Professional Liability:	\$2,000,000
Worker's Compensation:	Per State of Illinois Statute

Contractor shall secure, pay the premiums for, and keep in force until the expiration of their contract adequate Commercial General Liability insurance. Certificates of Insurance shall be delivered to HAE and kept on the file at the HAE prior to signing of the contract. Any policy change shall be reported to the HAE and certificate forwarded to the HAE. By signing a contract generated by the RFP, the contractor understands that neither they nor their employees are covered by any HAE insurance policy. All copies of proof of insurance shall be submitted to HAE along with the proposal, but the work of the RFP cannot begin, nor contract executed until original insurance verification forms are provided to the HAE.

Central Park Towers 120 S. State St. Elgin, IL 60123 must be named as an additional insured for the stated project.

After proposals are received, they will be evaluated and marked according to applicable criteria. Interviews may be scheduled to meet and discuss proposal with bidders.

After all proposals are reviewed, evaluated and ranked, The Housing Authority of Elgin will use the contract negotiation process to obtain the most highly qualified firm at a fair and reasonable price. The proposed agreement will include the final scope of work to be provided and all required responsibilities of the qualified, licensed contractor.

Each firm submitting a bid is affirming his/her commitment to comply with the laws of the State of Illinois Fair Employment Practices and with all rules and regulations of the U.S. Department of Housing and Urban Development for Equal Opportunity and Non-Discrimination Practices.

The contract will be awarded to the lowest responsive, responsible bidder not on HUD's list of ineligible contractors or HAE's Suspended and Debarred List.

WAGE RATE REQUIREMENTS:

In the employment and use of labor, the Contractor shall conform to the Illinois Statutory requirements regarding labor and wages.

Prevailing Rate of Wages: All contractors for the work herein are subject to the provisions of the Illinois Prevailing Wages Act (820 ILCS 130/et seq.) providing for the payment of prevailing rate of wages to all Laborers, Workmen, and Mechanics engaged on the work such provisions shall be applicable to all Contractors. The Owner may at any time inquire of the Contractor as to rates of wages being paid, and such information shall be promptly provided to the owner.

Future increases of wage rates and materials cost over the course of the contract time will not be originated from Owner.

The Housing Authority of Elgin reserves the right to accept or reject any or all proposals or to waive any informality in bids when it is in the best interest of HAE. No proposal shall be withdrawn for a period of sixty (60) calendar days subsequent to the opening of proposals without the consent of The Housing Authority of Elgin.

SUBMITTAL REQUIREMENTS:

Submittals from proposers will not be evaluated unless The Housing Authority of Elgin receives a submittal letter and supporting data which shall include the following list of items and in this order. Submittals are prepared at the firm's expense and upon submission become the property of The Housing Authority of Elgin, and therefore become a matter of public record once the successful firm has been chosen and contract awarded.

Section 1 – Cover letter of no more than two pages that includes a written summary of why your firm would provide excellent service for The Housing Authority of Elgin;

Section 2 – Owner's name, company name, address, phone, fax, and email;

Section 3 – Relevant Experience: Type of work contactor licensed to perform and specialization of firm;

Section 4 – Pricing is requested in the appropriate attachment for the service contract being bid. Please copy and use the pricing table(s), for your submission

Section 5 – Insurance Company Name, address, phone, fax, and email;

Section 6 – Proof of insurance identified in this RFP. If a contract is awarded, Central Park Towers must be named on your insurance forms as an additional insured;

Section 7 – List and description of projects in which the firm has participated in the past three (3) years;

Section 8 – Organizational chart or narrative including principals and individual responsible for work;

Section 9 – Three (3) references for whom the firm has performed related work for in the last three (3) years;

Section 10 – Sample Contract. If your firm needs additional language or addendums, please provide with proposal. The Housing Authority of Elgin may decide to use their own Contract Form;

EVALUATION CRITERIA

The Housing Authority of Elgin will use the following selection criteria to select the top firm for the service contract. The selection criteria are based on a 100 Point evaluation:

1. Professional Qualifications	20 Points
2. Experience	20 Points
3. Description of work	15 Points
4. Fee Schedule	35 Points
5. Interview	5 Points
6. MBE/WBE/Section 3/Affirmative Action Plan Status/Compliance	5 Points

The Housing Authority of Elgin does business in accordance with the Federal Fair Law (The Fair Housing Amendment Act of 1988). HAE shall not discriminate against or in favor of any proposer on the basis of race, religion, sex or sexual preference, age, national origin, disability, or political affiliation.

The selected short-listed firm will be invited to an interview to present their proposal, shortly after which a final selection will be made, and a contract awarded.

HAE Reservation of Rights:

HAE reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the HAE to be in its best interest;

HAE reserves the right not to award a contract pursuant to this RFP;

HAE reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience (with or without cause) upon ten (10) days written notice to the contractor;

HAE reserves the right to inspect work at any time during the ongoing work;

HAE reserves the right to retain all proposals submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving proposals without the written consent of the HAE;

HAE reserves the right to negotiate the fees proposed by the bidder;

HAE reserves the right to reject and not consider any proposal that does not meet the requirements of the RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services;

HAE shall have no obligation to compensate any bidder for any cost incurred in responding the RFP;

The HAE shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a bidder or reject any proposal submitted that does not conform to any of the requirements detailed herein;

Requirements Once Contract Signed

The contract generated by this RFP may be cancelled by the HAE with or without cause for nonconforming with specifications, inability to perform the contracting requirements of the HAE or continue safety hazards. The cancellation notification shall state the cause or reason for the cancellation. Such cancellation would be at no charge to the HAE other than for the work authorized and completed at the time of termination.

The contractor shall provide all items, articles, operations mentioned of herein specified, related labor services, tool, equipment, transportation and incidentals necessary and required for satisfactory, acceptable completion of the contracted work or delivery of materials. HAE may inspect work at any time during the ongoing work. Should a problem with the materials or the work performed by the Contractor occur during the course of this contract, and should it be shown that the cause of this problem is faulty work, the Contractor shall repair such problem fully at Contractor's own expense. After completion of work, the Contractor will return to the site to its original condition as determined by the HAE staff. Any work required to return the property to its original condition will be at the Contractor's own expense. Contractor will repair damage to the site which is caused by the contractor.

Contractor shall be responsible for any injury, damage or loss to all public and private property caused directly, in whole or in part, by their employees or agents or anyone directly or indirectly employed by them or anyone for whose acts any one of them may be responsible. The contractor shall comply with all applicable laws and codes bearing on the safety of persons or property of their protection, from injury damage, or loss. The Contractor is responsible for the means, methods and sequence of work and all safety aspects of this work. To the maximum extent permitted by the law, Contractor agrees to indemnify, hold harmless, and defend Owner and Owner's Agents from and against any and all claims damages arising from Contractor's officers, employees, guest, invitees, and those doing business with contractor.

Contractor assures that all existing and every new member of its staff working on site do not have a criminal background which would indicate that they could present a threat to residents or staff. Acceptable criminal background is no felony arrests or convictions within five (5) years and no pattern of misdemeanors (three [3] or more) within five (5) years. HAE may terminate this contract if this provision is violated. Contractor certification regarding criminal background check of all employees must be submitted with the proposal.

Every effort must be taken to insure the safety and security of the residents of the HAE and properties owned by the HAE.

Contractor agrees that if keys to building are misplaced, lost or stolen, the Contractor will absorb all costs incurred to correct the situation. Work will be completed by the HAE maintenance staff or contracted and billed to Contractor.

Contractor will disclose to HAE if anyone working for the contractor is related to an employee of the HAE prior to signing a contract.

Service Locations:

The successful proposer will, as required by code (PROFESSION, OCCUPATIONS, AND BUSINESS OPERATIONS (225 ILCS 312/) Elevator Safety and Regulation Act), law or regulation, provide the required services to the elevators installed in the following HAE development:

All elevators are traction and use brand MCE for control system.

Central Park Towers 120 S. State St. Elgin, IL 60123
Elevator 1 - Geared traction elevator

INVOICING:

1. Contractor will only be allowed to invoice for the cost of services/goods in compliance with the Contract.
2. Invoices must contain a complete description of the work or service that was performed, the contract price for each service, the contract number, date of service, and address of service location.
3. The Contractor must submit a separate invoice on a monthly basis for work completed.
4. If possible, the Contractor shall complete the direct deposit from the HAE to process all payments electronically to insure prompt and efficient of all invoices
5. HAE's standard payment terms are net thirty (30) days.
6. Invoices shall be sent to the following address
Central Park Towers
120 S. State St. Elgin, IL 60123

. Modifications: At any time during the ensuring contract period, should the Contractor wish to make any change, modification or addition to the existing equipment, including whether or not such entails additional payment to the Contractor by HAE, the Contractor shall submit such request on written form to HAE, and may not proceed unless written permission is granted to proceed.

Equipment: No related equipment, whether HAE or the Contractor owns such, may be removed without the written permission of the designated HAE staff, and then such will occur only at the convenience of the HAE. If the Contractor desires to remove such equipment, they shall advise HAE staff at least ten (10) days prior to such repair, a written notice of their intent to do so, along with a detailed explanation as to why they feel such is necessary.

Traffic Plan/Public Safety: The Contractor shall be responsible for maintaining public convenience and safety, both inside and outside of the related areas of the premises, during the performance of the work. When necessary, the Contractor shall provide portable barriers, clearly distinguishable, and placed at least twenty (20) feet in front of the work area. All barriers must be prominently marked to warn pedestrians and placed in such a manner to ensure safe passage around the work area.

Employee Identification: At all times while on HAE property to perform work, all employees, agents and representatives of the Contractor shall wear distinctive identifications (i.e. uniforms; photo ID badge, etc.,) to clearly identify that person as a representative of the Contractor.

Emergency Situations: The Contractor must inform HAE immediately by telephone, and then within twenty-four (24) hours thereafter in writing of any life threatening or possibly dangerous situations that came to the attention of or are discovered at any time by the Contractor.

Subcontracting: Unless prior written permission is given by HAE, all work performed by the Contractor shall be performed by the Contractor only and shall not be sub-contracted to another firm. HAE reserves the right to not grant such approval.

Guarantee: All work performed by the contractor shall be fully guaranteed between inspections.

State Contractor's License: As required by the State of IL law, the contractor shall have an Illinois license.

The Contractor shall, at any time during the time of this Contract, upon written request of HAE, render a report of inspections, repairs, or replacements made by the Contractor at the premises herein, itemized as to parts installed or services performed, and supply samples of lubricants, compounds, or other materials employed.

REQUEST FOR PROPOSAL
FOR
ELEVATOR REPAIR SERVICES
AT
CENTRAL PARK TOWERS

120 S. State St.
Elgin, IL 60123

DATE: June 4th, 2025

Elevator Contractor: _____

REQUEST FOR PROPOSAL

The Property Owners and their designated representatives are inviting a limited number of contractors to bid on the replacement of the ropes for 120 S. State St. Elgin, IL 60123

- A. All vendors must perform their own examinations of existing systems and prevailing building conditions prior to submitting a proposal as further defined herein.

Access to the building will be permitted during the walk-through on June 12th 2025 at 10:00 A.M.

B.

- C. Quotations shall be submitted on the form provided herein.

- D. Contractors are advised that the entire Bid Form and supplemental riders or exhibits must be completed in full. *(References are mandated.)*

- E. *Scope of work must be included:*

- 1. Disconnect and remove existing elevator ropes.*
- 2. Provide and install new elevator hoist ropes in accordance with manufacturer recommendations and all applicable codes.*
- 3. Proper tensioning and alignment of new ropes.*
- 4. Operational testing and safety verification.*
- 5. Removal of all debris and waste generated during replacement.*
- 6. Submission of final report certifying completion and compliance.*

- F. The Owner reserves the right to reject any and all bids in full or in part without explanation or penalty.

1. Acceptance and/or subsequent reviews of contractor proposals shall not be construed as a commitment on the part of the Owners to purchase any goods or services expressed or implied unless an agreement is formerly prepared and accepted as such by the Owner's designee.
-

- F. The project will be awarded based on experience, price, schedule, references and an Owner's interview.
- G. Sealed bids on the attached form shall be submitted in DUPLICATE with one (1) copy of the to: Central Park Towers C/O Michelle Detert 120 S. State St. Elgin, IL 60123
- H. The bid envelopes shall be sealed and distinctly marked with th company logo.

Bid – Central Park Towers 120 S. State St. Elgin, IL 60123

- I. Proposals are due on June 30th 2025 and shall be received up until 3:00 p.m. Bids may not be modified after submittal but may be withdrawn before the bid opening and then resubmitted. After submittal, bids may not be withdrawn for thirty (30) days.
 - J. Verbal, faecsimile or electronic mail bids will not be accepted.
 - K. Contractors are required to acknowledge receipt of any addenda issued by inserting the addenda number in the space provided.
-

FORM OF PROPOSAL

A. The Contractor, _____, confirms the maintenance specification and contractual agreement have been carefully examined and a survey of the prevailing conditions has been performed at Central Park Towers 120 S. State St. Elgin, IL 60123

1. The undersigned proposes to furnish all labor, material and fees required for the project execution at Central Park Towers 120 S. State St. Elgin, IL 60123 in accordance with specifications, for the contract prices specified below.

☐ No exceptions or clarifications taken.

☐ See attachment for exceptions/clarifications.

B. The bid includes Addenda number _____.

C. The base lump sum bid for monthly maintenance services for _____ elevator(s) is:

\$_____.

D. Unit pricing included in the base bid above Item "C" quotation:

_____:	\$_____
_____:	\$_____
_____:	\$_____
_____:	\$_____
_____:	\$_____
_____:	\$_____
_____:	\$_____
_____:	\$_____

The undersigned hereby certifies that they are able to furnish labor that can work in harmony with any other elements of labor employed or that may be employed in the building.

DATE: _____

(Name of Elevator Contractor)

BY: _____
(Title)

(Business Address)

(City and State)

(Telephone Number)

(Email Address)

NOTE: Submit in "**DUPLICATE**" with one (1) signed copy of the Owner's Form of Full Coverage Maintenance Agreement and Exhibits "A" and "B" attached.

EXHIBIT "A"

SCHEDULE OF INITIAL BASE HOURLY RATES FOR CONTRACTOR'S PERSONNEL

VDA No. 67187	Contractors Hourly Base Cost Including Fringe Benefits	Overhead and Profit Percentage	Straight Time Rate Hourly Selling Price	Time and Half Premium Rate Hourly Selling Price	Double Time Premium Rate Hourly Selling Price
Manager					
Supervisor					
Maintenance Mechanic					
Repair Mechanic					
Modernization Mechanic					
Helper					
Engineer					
Adjuster					
Technician, Trouble- Shooter					
Foreman					
Other					

EXHIBIT "B"

REQUEST FOR BIDDER QUALIFICATIONS

1. Date _____
2. Firm Name _____
3. Address _____

- Telephone No. _____
4. Type of Company (Corporation, Partnership, Sole Proprietorship)

5. Type of elevator work in which you specialize (Check one)
 - a. New Installation _____
 - b. Renovation/Alteration _____
6. List all principals/officers with their titles and years of experience with this firm
a. _____
b. _____
c. _____
7. List trade association memberships
a. _____
b. _____
c. _____

8. List maintenance service references for similar elevator systems currently serviced by your company under a full comprehensive maintenance program in the same logistical area. Provide building address, contact name and telephone numbers. List number of elevator units in each contract.

a. _____

b. _____

c. _____

d. _____

e. _____

9. Shop Union affiliation (if any) _____

Field Union affiliation (if any) _____

10. a. Number of employees _____

b. Number of maintenance mechanics _____

c. Number of installation mechanics _____

d. Number of maintenance mechanics familiar with these types of elevators:

_____.

PREPARED BY: _____

TITLE: _____
(Duly Authorized Principal Officer)

Reserved Rights

Award of contract shall be made to the submitter whose bid is determined to be the most responsible and advantageous to The Housing Authority of Elgin, considering pricing, materials, and the evaluation factors set forth in the RFP. The RFP is not considered a commitment of any kind, for payment of cost incurred in the submission of this RFP or for any cost incurred prior to the execution of a formal contract with The Housing Authority of Elgin. The Housing Authority of Elgin reserves the right to accept or reject any or all proposals.

END OF RFP

Attachment A

CONTRACTOR DEBARMENT REVIEW CERTIFICATION

MUST BE SUBMITTED WITH BID PROPOSAL

CONTRACTOR DEBARMENT REVIEW CERTIFICATION

Elevator Repair

All Contractors are required to conduct debarment reviews on all services procure with HAE funds by checking the System for Award Management (SAM) website, www.sam.org, to determine if a potential contractor is excluded from receiving Federal contracts. This review will be conducted by the Project's Owner before any contract award is executed.

This certification is required by the regulations implementing Executive Order 12546, Debarment and Suspension; 7CFR Part 3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (Pages 4722-4733).

and its principals:

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that:
 - Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department of agency;
 - Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment against them for commission of fraud of a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes of commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local)
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective shall attach an explanation to this proposal.

Certified by:

Name & Title (Print): _____

Date: _____

Signature: _____

Date: _____

DUNS Number: _____

Attachment

Bidder's Certification

MUST BE SUBMITTED WITH BID PROPOSAL

BIDDER'S CERTIFICATION

Elevator Repair and Inspection Services

I/We hereby certify that:

1. A complete set of bid papers, as intended, has been received, and I/We will abide by the contents and/or information received and/or contained herein.
2. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the Agency which would in any way be construed as unethical practice.
3. I/We comply with all current Federal, State and Local laws, statutes, rules, and regulations referencing equal opportunity employment practices including those contained in Public Act 87-1257 (effective July 1, 1993).
4. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with other requirements contained in 775 ILCS5/2-105 (A).
5. I/We operate a drug free environment and drug free environment, and drugs are not allowed in the workplace or satellite locations as well as Agency sites in accordance with the Drug Free Workplace Act of January, 1992.
6. The Bidder is not barred from bidding on the Project or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, of any other offense of "bid rigging" or "bid rotating" of any state or the United States.
7. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

BIDDER (COMPANY NAME): _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PINT NAME/TITLE OC COMPANY OFFICIAL: _____

AUTHORIZED OFFICIAL SIGNATURE: _____

PHONE NUMBER: _____

DATE: _____

Attachment

List of Past Performance/Experience/Client Information

MUST BE SUBMITTED WITH BID PROPOSAL

LIST OF PAST PERFORMANCE/EXPERIENCE INFORMATION

Instructions: The Bidders shall submit three (3) former or current clients, preferably other than SMHA, for whom the Bidder has performed similar or like services to those being proposed herein

List of Past Performance/Experience/Client Information

Client #1

Company Name: _____

Address: _____

Email: _____

Phone Number: _____

Contact Person: _____

Brief Description of Similar Work Performed: _____

Client #2

Company Name: _____

Address: _____

Email: _____

Phone Number: _____

Contact Person: _____

Brief Description of Similar Work Performed: _____

Client #3

Company Name: _____

Address: _____

Email: _____

Phone Number: _____

Contact Person: _____

Brief Description of Similar Work Performed: _____

Other Information (Optional): Bidder's may provide additional documentation to demonstrate their experience doing the types of work required by this Invitation for Bid: _____