



Fayette
COUNTY

"WHERE QUALITY
IS A LIFESTYLE"

PURCHASING DEPARTMENT

140 STONEWALL AVENUE WEST, STE 204
FAYETTEVILLE, GEORGIA 30214
PHONE: 770-305-5420
www.fayettecountyga.gov

August 13, 2015

Subject: RFP #1016-P, Permits & Inspections Plan Review Software

Gentlemen/Ladies:

Fayette County, Georgia is seeking proposals from qualified firms to provide a Permits & Inspections Automated Plan Review Submittal and Markup Management System. You are invited to submit a proposal in accordance with the specifications and information contained herein. All required information shall be included with your proposal. The term of this agreement shall begin on the effective date as set forth on the agreement page of the contract, and continue through June 30, 2016. Thereafter, this agreement will be renewed automatically by the county for four additional one-year renewal terms (each a "Renewal Term" and together with the Initial Term, the "Term"), which renewal will be automatic unless positive action is taken by the county to terminate the contract. This agreement is subject to the multi-year contractual provisions of O.C.G.A. § 36-60-13(a).

A pre-proposal conference will be held at 10:00a.m., Thursday, August 27, 2015 at Fayette County Georgia, Administrative Complex, 140 Stonewall Avenue West, Suite 100 in Fayetteville, GA 30214. All companies and interested parties are invited and strongly urged to attend. This will be the opportunity to voice all questions, concerns and comments about this Request for Proposal and have them addressed.

All questions and inquiries concerning this request for proposals or the specifications shall be addressed in writing to Trina C. Barwicks, Contract Administrator of Purchasing, 140 Stonewall Avenue West, Suite 204 in Fayetteville, Georgia 30214 from 8:00AM to 5:00PM. The telephone number is (770) 305-5420, Fax: (770) 719-5515 and/or Email Address: tbarwicks@fayettecountyga.gov. Any deviations from this procedure for questions or information pertaining to this request for proposal may result in your proposal being rejected.

All prices shall be F.O.B. Destination, Fayette County. Be sure to include the **proposal number** and **reference** along with your company's name and address on the **sealed** envelope in which the proposal is returned.

August 13, 2015

PROPOSAL #1016-P

**PROPOSAL MUST BE SUBMITTED TO:
FAYETTE COUNTY PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, SUITE 204
FAYETTEVILLE, GEORGIA 30214
PROPOSAL #1016-P**

**REFERENCE: PERMITS & INSPECTIONS PLAN REVIEW
SOFTWARE**

Proposals will be received at the above address until 3:00pm, Wednesday, September 9, 2015 in the Purchasing Department, Suite 204. Proposals will be opened at approximately 3:00pm, Wednesday, September 9, 2015 and the names of the companies that responded will be read. Proposals must be signed to be considered. Late proposals will not be considered. Faxed/Emailed proposals will not be considered.

If this request for proposal is downloaded from our web site, it is the responsibility of the individual or company that downloads this request for proposal to continue to check the Fayette County web site for any addenda that might come out for this request for proposal and are posted on the Fayette County web site. Fayette County shall not be responsible for any information that any individual or company fails to get in an addendum that is posted on the Fayette County web site but is not downloaded. However, if the Fayette County Purchasing Department mails the request for proposal to a company or individual, we will keep a record of who we mailed that request for proposal to and all addenda for that request for proposal will also be mailed to those companies or individuals.

Note: The name of the companies that respond to this request for proposals will be posted on the Fayette County website within 3 business days after the proposal opening.

There is no set time for an award to be made, as the proposals have to be evaluated. If an award is not made within 60 days of the proposal opening, an update will be posted on the Fayette County website.

If this proposal is awarded; once everything has been received by the successful company and the award is completed, that information will be posted on the Fayette County website. Please keep this procedure in mind.

Sincerely,



Ted L. Burgess
Director of Purchasing

TLB/tcb

Attachment

GENERAL TERMS AND CONDITIONS

1. **Definitions:** The term "contractor" as used herein and elsewhere in the Terms and Conditions shall be used synonymously with the term "successful offeror." The term "county" shall mean Fayette County, Georgia.
2. **Preparation of Offers:** It shall be the responsibility of the offeror to examine specifications, scope of work, schedule and all instructions that are part of this request for proposal. Failure to observe any of the instructions or conditions in this request for proposal may result in rejection of the offer.

All of the specifications and information contained in this request for proposal, unless specifically excepted in writing by the offeror and such exceptions being included with the offer, will form the basis of the contract between the successful offeror and the county. The offeror should take care to answer all questions and provide all requested information.

3. **Responder's Questions:** The Fayette County Purchasing Department must receive questions about this request for proposals in writing at least 72 hours before the scheduled proposal opening, excluding Saturdays, Sundays, and holidays. The county will post answers to questions and/or other information concerning the request for proposal in the form of an addendum on the county's website at http://www.fayettecountyga.gov/purchasing/bids_and_proposals.htm. It is the responsibility of the prospective proposer to check the website for any addenda issued for this request for proposal.
4. **Submission of Offers:** Offeror's must submit their proposal, along with any addenda issued by the county, in a sealed opaque envelope with the following information written on the outside of the envelope:
 - a. The offeror's company name,
 - b. The Request For Proposals (RFP) number, which can be found in the cover letter to the request for proposals document or on the web site, and
 - c. The "reference" which identifies the proposal, which can be found in the cover letter or the web site.

Price schedules shall be placed in an additional sealed opaque sealed envelope, identified as the price schedule, and enclosed in the sealed envelope with the proposal.

Mail or deliver one (1) unbound original proposal (paperclip or binder clip acceptable, no staples), signed in ink by a company official authorized to make a legal and binding offer, and three (3) copies, to:

Fayette County Government
Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, GA 30214

Attention: Contracts Administrator

5. **Timely Receipt:** Offers not received by the time and date of the scheduled proposal opening will not be considered, unless the delay is a result of action or inaction of the county.

6. **Open Offer:** The offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening unless this time-frame is specifically excepted to in your offer.
7. **Corrections or Withdrawals:** The offeror may correct a mistake, or withdraw a proposal before the proposal opening date by sending written notification to the Director of Purchasing. Proposals may be withdrawn after the opening only with written authorization from the Director of Purchasing.

The county reserves the right to waive any defect or irregularity in any proposal received.

In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.

8. **Trade Secrets – Confidentiality:** If any person or entity submits a bid or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See O.C.G.A. § 50-18-72 (A)(34).
9. **References:** Offerors shall submit with proposals a list of three (3) jobs the offeror has done that are of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, valid telephone number and the date job was completed.
10. **Evaluation of Offers:** The evaluation of offers and the determination as to acceptability of services offered shall be the responsibility of the county. Accordingly, to insure that sufficient information is available, the offeror may be required to submit literature, samples, or other information prior to award. The owner reserves the right to obtain clarification or additional information from any firm regarding its proposal. The owner reserves the right to select a responsive, responsible firm on the basis of best value that is deemed to be most advantageous to the owners. The owner further reserves the right to reject any proposal, or all proposals, and to re-release the request for proposals.
11. **Non-Collusion:** By responding to this request for proposals, the offeror shall be deemed to have represented and warranted that the proposal is not made in connection with any other offeror submitting a separate response to this request for proposals, and is in all respects fair and without collusion or fraud.
12. **Ability To Perform:** The offeror may be required, upon request, to provide to the satisfaction of the county that he/she has the skill, experience and the necessary facilities, as well as sufficient financial and human resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the county, the county may reject the offer.
13. **Arrears:** Proposals will not be accepted from any person, firm, or corporation who is in arrears in any debt or obligation to the county.
14. **Notice to Proceed:** The County shall not be liable for payment of any work done or any costs incurred by any offeror prior to the county issuing a written notice to proceed.

15. **Term of Contract:** The term of this agreement shall begin on the effective date as set forth on the agreement page of the contract, and continue through June 30, 2016. Thereafter, this agreement will be renewed automatically by the county for four additional one-year renewal terms (each a "Renewal Term" and together with the Initial Term, the "Term"), which renewal will be automatic unless positive action is taken by the county to terminate the contract. This agreement is subject to the multi-year contractual provisions of O.C.G.A. § 36-60-13(a).
16. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the county under the contract.
17. **Patent Indemnity:** The contractor guarantees to save the county, its agents, officers, or employees harmless from liability of any kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the contractor is not the patentee, assignee or licensee.
18. **Indemnification:** The contractor shall defend, indemnify and save the county and all its officers, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. The contractor shall pay any judgment with cost which may be obtained against the county growing out of such injury or damages.
19. **Non-Assignment:** Assignment of any contract resulting from this request for proposal will not be authorized.
20. **Insurance:** The contractor shall, without expense to the county, carry the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits set forth as follows:
- **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
 - **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
 - **Worker's Compensation:** Workers Compensation as required by Georgia statute.

The successful offeror shall provide the certificate of insurance, including required endorsements, declarations pages and other supplements before a contract is executed. The certificate shall list an additional insured as follows:

Fayette County, Georgia
140 Stonewall Avenue West
Fayetteville, GA 30214

21. **Termination for Cause:** The county may terminate the contract for cause by sending written notice to the contractor of the contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the county's rights or remedies by law.

22. **Termination for Convenience:** The county may terminate the contract for its convenience at any time with 10 days' written notice to the contractor. In the event of termination for convenience, the county will pay the contractor for services performed. The county will compensate partially completed performance based upon a signed statement of completion submitted by the contractor, which shall itemize each element of performance completed.
23. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in state court in Fayette County, Georgia.

**Fayette County, Georgia
Checklist of Required Documents**

(Please Return This Checklist with Your Proposal)

**REQUEST FOR PROPOSALS #1016-P
PERMITS & INSPECTIONS PLAN REVIEW SOFTWARE**

Be sure to include with your proposal:

- Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) _____
- Completed Proposal _____
- Price Schedules (placed in an additional opaque sealed envelope) _____
- Responders Qualification – on form provided _____
- Company information – on the form provided _____

COMPANY NAME: _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Fayette County, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

RFP #1016, PERMITS & INSPECTIONS PLAN REVIEW SOFTWARE

Name of Project

FAYETTE COUNTY GEORGIA

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 2015 in (city) _____, (state) _____

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 2015.

NOTARY PUBLIC

My Commission Expires:

Request for Proposals #1016-P
Permits & Inspections Plan Review Software

A. INTRODUCTION

Fayette County, Georgia seeks a qualified firm to provide an automated Plan Review Submittal and Markup Management System. It will be acquired by the Department of Building Permits and Inspections, but in the future may be used by other departments that are involved with permitting and inspecting. The goal is to enter into a contract scheduled to end on June 30, 2016 but automatically renew for four additional years, unless positive action is taken by the county to terminate the contract.

B. BACKGROUND & STATEMENT OF NEED

Fayette County, Georgia is a growing community located 15 miles south of Atlanta's city limits and is an integral part of the Atlanta metropolitan area. The County's population is approximately 109,500, of which approximately 50,000 are in the unincorporated County.

The three main functions of the Department of Building Permits and Inspections are:

- Examine plans and related construction documents for code compliance;
- Process requests for permits and inspections; and
- Inspect structures to verify that they are built in accordance with approved plans, construction codes, and within the scope of the permit.

Growing populations, tightening budgets, and increasing regulatory standards have resulted in the need for a better method of tracking, managing, reporting, sharing and archiving permits and related data. It is the intent of this RFP to find a software management system to help accomplish this.

C. SCOPE OF WORK

This section of the RFP documents features of a Plan Review Submittal and Markup Software system that are important to Fayette County. The itemized features are not all inclusive but are provided to help define the type of information, work flow, queries, database management features, reports, etc. that are of value to Fayette County. Within your proposal, you should identify and explain all software capabilities that may be of benefit to Building Permits and Inspections. It may be there are software features not listed within this scope of work that prove to be the most valuable.

Training

- The vendor should provide on-site training to County personnel (implementation team and Building Permits and Inspections staff) that covers all aspects of the software, including but not limited to configuration, data entry, workflow/notifications, querying, reporting (including ad-hoc reporting tools), administration functions and technical functions.

- The vendor should supply to County all necessary documentation to allow the County to independently operate, administer and maintain the system.
- The implementation team should receive high level familiarization training at the beginning of the project to enable the implementation team to make informed decisions regarding system configuration and use that meet the needs of the County.
- The Contractor should provide appropriate and adequate knowledge transfer, including supporting technical reference materials, to ensure that the system administrators can perform required software maintenance and successfully install system patches and future software upgrades.

Software

Listed below are items to be provided with the system. Proposals shall acknowledge and describe all that are included, not applicable, or other.

The system should have the following types of abilities and characteristics:

1. Ability to save common information (stamps etc.) for use by all users as well as capability to save individual information per user.
2. Ability to have the upload portal integrate with department web page.
3. Fully customizable for common and individual users; including dashboards, workflows etc.
4. Provide dashboards with customizable work queues.
5. Prefer cloud based system.
6. Electronic submission.
7. Ability to bring the department to a paperless capability.
8. Ability to provide for parallel workflows to other departments simultaneously.
9. Ability to set up specific business rules.
10. 10 to 15 users.
11. Customizable notifications via email, text or other means.
12. Provide for multiple zoom functions.
13. ARC GIS customizable.
14. Provide a feature rich API enabling up to Bi-directional integration between permitting systems (Energov) and Plan Review software.
15. Provide for an overlay feature.
16. Calibrate to various scales.
17. Ability to post information to individual or multiple plan sheets.
18. Ability to edit pdf content, add, delete or rotate pages.
19. Ability to calculate square footages for any shape or size of area.
20. Ability to provide for workflow check off sheets for customers and users with required fields.
21. Ability to batch convert unlimited windows files, CAD or other drawings to pdf.
22. Ability to export scanned pdf documents to editable office documents if needed; otherwise, produces non-editable documents.
23. Ability to turn on or off the capability to send plans to other user departments for signoff on resubmittals.
24. Ability to archive plans, documents to local naming conventions.
25. Ability to provide for user password reset function based on security questions.
26. Ability to require a valid email address for setting up user requested login.
27. Provide information if there are any operating system version compatibility issues.

28. Provide information if there are any issues operating on any mobile devices (Android, Apple etc.).
29. Indicate where the cloud data is stored and provide information on how the center is secure as well as the data.
30. Ability to provide workflows for all of Fayette County's permit types and work classes.
31. Ability to phase software and processes into production over a time period defined by Fayette County.

Fayette County uses ESRI for its GIS (ArcGIS SQL Server 10.1). It is desired that the Electronic Plan Review and document system is fully integrated with the GIS. As part of the proposal, vendors shall identify and describe how their system can be integrated with the GIS system (i.e., services, ArcGIS runtime, etc.).

The system shall be able to work with or without access to the County's GIS database.

General System Requirements

The vendor shall provide to Fayette County a "system" that includes all software, firmware, and software licenses for an operable and acceptable electronic plan review and document submittal system.

- The system shall allow concurrent internal users (County staff). Proposals shall describe any limitations on the number and types of users and costs associated for multiple users.
- The system should be web based.
- The system should be capable of full integration with ESRI's ArcView Geographic Information System (GIS) software. Fayette County currently uses Version 10.1.
- The system should allow for a phased incorporation and utilization of existing County data if applicable.
- Proposer services shall include implementation of the software, including all labor, project management, installation, and basic training.
- The package of services should also include user manuals/materials, on-going support, maintenance services, and warranty information.
- The system shall be fully compatible with the County's existing Local Area Network (LAN), Wide Area Network (WAN) and standard local and networked printers.
- Any third-party products required by the proposer to implement system shall be included as part of the proposal.
- The proposer must provide a list of all additional hardware, software or other materials including necessary versions or firmware levels for the system to operate successfully.

Security

It is desired that the system be able to limit users to specified types of data, responsibilities or roles, and associated passwords. In addition, the system should allow for the creation of strong passwords, with password aging and mandatory change intervals.

Support, Maintenance and Expansion

Fayette County desires to enter into a contract, automatically renewable for a total of five years, for software upgrades and support. Toward this end, the Price Schedule included in the RFP provides for establishing prices for five years.

Warranty

Describe or enclose all warranties included.

D. PROPOSAL RESPONSE REQUIREMENTS

Proposals must include the following, in the order shown:

1. **Cover page:** Include the Request for Proposals number and title (RFP #1016-P, Permits & Inspections Plan Review Software). Also include your firm's name, address, telephone number, fax number, and email address.
2. **Table of Contents**
3. **Required Documents:** Include the following: Company Information on form provided and Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1).
4. **Company History and Experience / Project Team:** Provide a brief overview of your company, including the number of years in business, background, and history. Include the firm's experience in providing services such as those described in this RFP. Provide an organization chart of key team members to be assigned to this project. Provide a resume for key team members.
5. **Project Understanding and Proposed Solution:** Describe the firm's understanding of the objectives. Describe the proposed system, and how the system will meet the described needs. Proposals shall:
 - Identify the database software upon which the system is built, along with description of our data can be imported to or exported from the system.
 - Specify the number and type of users who can use the system, along with cost breakdowns for different numbers (if applicable). Based on current staffing levels, Fayette County sees a need for 10 – 15 users.
 - Describe the types and hours of support available to users. Identify minimum response times for major problems (e.g., on-site support within 4 hours?). Support shall include but is not limited to, free software upgrades, patches, scripts, etc.
 - Describe the system's ability to grow in size as Fayette County grows. For example, what changes would be needed in the future if the County's population, and associated staff and assets, grows from the current 109,500 people to 140,000 or more? Note if there is an upper limit that would require a substantial upgrade.
 - Specifically note the system's ability to handle additional users without a negative impact on performance.

- Describe the amount and type of training included in the proposal. Provide line-item costs for the training activities and options. It may be desirable to have a kick-off training session and then a follow-up several weeks or months into use. Identify support numbers, emails, on-line references, training manuals, etc. that are available. Describe successful implementation processes used in similar-sized municipalities.
 - Describe the security features associated with the system.
 - Describe the type and duration of warranty(s) provided with the system.
 - Separately identify any proposed features above and beyond those sought through this RFP, but which you wish to propose as adding value for the county.
6. **Implementation Schedule:** Include a project schedule, showing the implementation timeline and milestone completion dates.

E. EVALUATION CRITERIA

The Fayette County Purchasing Department is the facilitator for issuing this RFP. All communications during procurement shall be through the Purchasing Department.

The county will form an Evaluation Team for the purpose of selecting the system that most closely meets the needs described. If the Evaluation Team determines that it would be beneficial, it will create a short list of firms, and invite them to conduct product demonstrations. Final fees and prices will be negotiated with the top-rated proposing firm.

1. *Proposal Evaluation*

The Evaluation Team will review and rank the technical merit portion of proposals based on the factors listed below. The points earned for technical merit will comprise 80% of your evaluation score. Criteria for technical merit review are, in priority order, as follows:

SCOPE & PRODUCT OFFERED: This category will evaluate how well the offered product meets the requirements and needs of the county.

COMPANY HISTORY & EXPERIENCE: Proposals will score the highest in this category that demonstrate Company stability and experience in providing system software to comparable governments and similar organizations.

QUALITY OF WRITTEN PROPOSAL: This category is used to rate the overall effectiveness of communication via text, table, figures and graphics; the relevance of the information to the RFP; the layout, organization and professionalism of the proposal.

IMPLEMENTATION SCHEDULE: This scoring category rates the proposed implementation schedule for the software system, relative to an assumed Notice to Proceed. In addition to the overall time required to get the system up and running, it also considers the ease (or challenges) in importing data, conversions and complexity of training and use. Typically, simpler and faster is better.

The remaining 20% of your score will be determined by your proposed prices. Prices of optional products or services offered beyond those specified in this RFP will not be used in the price comparisons and scoring, so that additional offerings will not work against you.

2. *Interviews and Product Demonstration*

If applicable, short-listed vendors will be invited to make a face-to-face presentation to Fayette County. At this time they can provide live demonstrations of the software and discuss the benefits of their software system to Fayette County. A question and answer session will follow the presentation. Points for presentations will be added to Evaluation scores.

3. *Final Ranking*

Upon completion of the interviews and demonstrations, the review committee will rank the short-listed proposals based on a combination of the evaluation scores and presentation scores. The top-ranked proposal will be recommended for contract award, pending successful negotiations.

4. *Discussions, Negotiations, Revisions*

At this stage, the county may conduct any final discussions, negotiations, or proposal revisions with the top-ranking company(s).

Request for Proposals #1016-P
Permits & Inspections Plan Review Software
Price Schedule

Note 1: You may modify the Price Schedule to accommodate pricing your proposal, as long as you retain the general format.

Note 2: Due to the need to end and automatically renew the contract on June 30th, on-going costs for the first year will be pro-rated after award is made, and the contract begin date has been determined.

A. Requested Products and Services									
PRICE									
	(A) Lump Sum	(B) Year 1	(C) Year 2	(D) Year 3	(E) Year 4	(F) Year 5	(G) Total On-Going (B thru F)		Total 5-Year Price (A+G)
FIRST YEAR PURCHASES: Software, training, security, & other applicable charges									
ON-GOING CHARGES: Maintenance, support, & other annual fees									
Total Proposed Fees									

COMPANY NAME: _____

Request for Proposals #1016-P
Permits & Inspections Plan Review Software
Price Schedule – Continued

B. Fees for Programming or Other As-Needed Services - (Attach sheet if necessary)

	SERVICE	HOURLY RATE
1)	_____	_____
2)	_____	_____
3)	_____	_____

C. Optional: If you propose options not included in the desired system above, please list them and state your price, including any equipment, software, labor, or other charges (attach sheet if needed). Any option listed here, if not requested in the Scope of Services, will not count in evaluation scores.

	PROPOSED OPTION	PRICE
1)	_____	_____
2)	_____	_____
3)	_____	_____

State payment terms: _____

State number of days to completion after Notice to Proceed: _____

Company Name: _____

QUALIFICATION SHEET – RFP #1016-P

Please list three (3) references of current or very recent customers who can verify the quality of service your company provides. Projects of similar size and scope are required.

REFERENCE ONE

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

REFERENCE TWO

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

REFERENCE THREE

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

COMPANY NAME _____

COMPANY INFORMATION

Company _____

Physical Address Of Business _____

Mailing Address (If Different) _____

Authorized Representative _____
(Print or Type)

Authorized Representative _____
(Signature)

Title _____

Email Address: _____

Telephone Number: _____ Fax Number: _____

Cellular Number: _____