

CITY OF BUFFALO
DEPARTMENT OF PUBLIC WORKS,
PARKS & STREETS
DIVISION OF PARKS AND RECREATION

Request for Proposals for the
MANAGEMENT, MAINTENANCE, OPERATION AND IMPROVEMENT
OF
MULROY PARK, PIERCE FIELD

Date of Issue:
January 18, 2012

Request for Proposals

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SECTION I - AUTHORIZED CITY CONTACT

The authorized City contact person for ALL matters concerning this RFP is:

Steven J. Stepniak
Commissioner
Department of Public Works, Parks & Streets
City Hall
65 Niagara Square, Room 502
Buffalo, New York 14202

Phone: (716) 851-5636

SECTION II-RFP TIME TABLE

Release date of RFP: January 18, 2012

Proposers are encouraged to submit questions in writing to Steven J. Stepniak, referred to as “Commissioner” in this document.

All Proposals shall be submitted to:

Department of Public Works, Parks & Streets
City Hall
65 Niagara Square, Room 502
Buffalo, New York 14202
Attn: Steven J. Stepniak
(fax copies & e-mail submissions are not acceptable)

**Pre-Proposal Meeting (Mandatory): Wednesday, January 25, 2012, 1:00pm, Room 502
City Hall**

Projected Proposer Selection Date: February 3, 2012

Projected Proposer Award Date: February 6, 2012

Contract Start Date: March 5, 2012

RFP copies are available for pickup at City Hall, 65 Niagara Square, Room 502, Buffalo, New York from 9:00 AM to 4:00 PM weekdays from January 18, 2012 through January 25, 2012.

Proposals may be submitted to the same location weekdays until 4:00 PM Wednesday, February 1, 2012.

SECTION III-GENERAL INFORMATION

3.1 Status of Information

The City shall not be bound by oral or written information released prior to the issuance of the RFP.

3.2 Proposer Inquiries

All inquiries regarding this application must be addressed to the designated City contact person. Proposers cannot be ensured that a response to inquiries received later than ten (10) days prior to the Proposal Due Date will be answered.

3.3 Communication with DPW

Proposers are advised that from the date this RFP is issued until the award of the contract, NO contact with personnel related to this solicitation is permitted, except for contact with the Commissioner and as may be authorized by the Commissioner.

3.4 Addenda

3.4.1 The City of Buffalo will issue responses to inquiries and any other corrections or amendments it deems necessary, in written addenda issued prior to the Proposal Due Date.

3.4.2 Proposers should not rely on any representations, statements or explanations other than those made in this RFP or in a formal addendum.

3.4.3 The proposer should verify with the designated contact person, prior to submitting a proposal, that all addenda have been received. Proposers are required to acknowledge the number of addenda received as part of their proposals.

3.5 Site Visits (None Scheduled)

3.6 Late Proposals

Proposals received after 4:00 PM Wednesday, February 1, 2012 will not be accepted.

3.7 Confidential/Proprietary Information

3.7.1 Proposers should specifically identify those portions of the proposal to be confidential, proprietary information or trade secrets and provide justification why such material should not be disclosed. Disclosability is ultimately determinable by reference and applicability to the applicable Freedom of Information Laws.

3.7.2 Such confidential/proprietary information must be easily separable from the non-confidential sections of the proposal.

3.8 Cost Incurred by Proposers

The City of Buffalo shall not be liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therewith.

3.9 Oral Presentations and Interviews

The City of Buffalo may require proposers to give oral or visual presentations in support of their proposals or to exhibit or otherwise demonstrate the pertinence and or applicability of information contained therein.

3.10 Discussions/Negotiations/Best and Final Offers

3.10.1 The City reserves the right to award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the proposer's best terms from a cost and service standpoint.

3.10.2 The City reserves the right to enter into discussions/negotiations with one or more proposers and to subsequently request the submission of the best and final offers from such proposer or proposers, who after the conclusion of such discussions/negotiations, are still under consideration for award. No proposer shall have any rights against the City arising from an invitation to enter into discussions/negotiations or to submit a best and final offer.

3.11 Proposers Acceptance of Contract Provisions

By submitting a proposal to the City of Buffalo, the proposer agrees to accept the standard City contract provisions that will become part of the final contract.

3.12 Contract Award

3.12.1 The City reserves the right to award the contract(s) to other than the proposer presenting the lowest overall cost.

3.12.2 The contract(s) resulting from this solicitation will be awarded to the qualified proposer(s) whose proposal(s) the City of Buffalo determines to be the most advantageous to the City based on the evaluation of all factors including but not limited to those set forth in this RFP.

3.12.3 Any proposed contract award shall be subject to all required approvals including but not limited to approval by the City of Buffalo Common Council and the Buffalo Fiscal Stability Authority

3.12.4 Contract award shall be subject to the following conditions, where applicable:

- *Americans with Disabilities Act
- *City of Buffalo Living Wage Ordinance

*Minority & Women owned Business Enterprises and related requirements

3.13 Multi-Year Contracts

The following provisions apply to any contract(s) awarded as the result of this solicitation:

The contract is subject to modification by City or unilateral cancellation by City if adequate funds are not appropriated to the City to support the continuation of performance in any fiscal year.

The contract is subject to modification or cancellation if the Contractor's performance is not satisfactory; and

The City will notify the Contractor as soon as it is practicable that funds are not available for the continuation of the multi-term contract for each succeeding year.

Notwithstanding the foregoing, the City shall have the unilateral right to cancel the contract with or without cause at anytime.

3.14 RFP Postponement/Cancellation

The City reserves the right to postpone or cancel this RFP and to reject any or all proposals.

SECTION IV-INTRODUCTION-SCOPE OF SERVICES-REQUIRED SERVICES

The City of Buffalo requests proposals for maintenance, upkeep and improvement of Mulroy Park, Pierce Field, a diagram of the subject area is attached hereto as Exhibit A.

In general, the successful proposer, sometimes hereafter referred to as “the Contractor”, shall be responsible to provide all services described below and as otherwise shall be required to properly maintain the property listed above.

Term

The maintenance agreement shall be for five (5) years, with the maintenance period running for the entire year of each year, regardless of the season or weather conditions.

The City retains the right to review and audit the maintenance/management of the properties with the option of terminating the agreement upon (30) days written notice served personally or by certified mail, if the City determines the property is not being properly managed or maintained.

By mutual agreement of the City and the Contractor, the agreement may be extended for up to two (2), one-year periods at the agreed upon unit prices set forth in the proposal.

Indemnification, Insurance and Performance and Labor Material Bond

The Contractor shall defend, indemnify and hold harmless the City from all claims, lawsuits or loss of any kind relating to personal injury and or property damage resulting from or arising in any manner in connection with the Contractor’s maintenance, improvement or management of the property. The Contractor shall provide the City with evidence of general liability and automobile liability insurance, each such coverage naming the City of Buffalo as additional insured, in the sum of at least \$2,000,000 per occurrence. In addition, the operator shall provide proof of Workers’ Compensation and Disability Insurance on the New York form.

Insurance coverage shall be maintained throughout the contract and any extension periods. City counsel shall be promptly informed of any changes in insurance coverage including updated insurance certificates.

The contractor shall also provide and maintain Owner’s Protective Liability insurance as will protect the City of Buffalo and its Department of Public Works as the sole named insured from all liability for damages for personal injury, including but not limited to death, as well as for property damage, all of which may arise from operations under the contract. Contractor shall furnish an insurance certificate evidencing such coverage in an amount of at least \$2,000,000 per occurrence.

All certificates of insurance and evidence of coverage are subject to the approval of the City’s Corporation Counsel. Insurers must be acceptable to the City and authorized to do business in New York.

Contractor shall supply a Performance and Labor Material Bond at the time of execution of the contract.

Operations

The Contractor agrees to manage, maintain and improve the property professionally and in good faith and shall ensure that it will maintain prompt and courteous service to the public. The Contractor must provide an Operations Manager to act as single point of communication with the City.

Staffing

The Contractor shall provide and properly supervise all personnel required to safely maintain and improve the property. A staffing plan must be submitted with each proposal.

Maintenance

The Contractor shall be responsible for all routine maintenance of the designated grounds for the property. The City reserves the right to perform routine property inspections, to insure proper maintenance is being performed. The City reserves the right to direct the Contractor to perform maintenance and specific repairs.

Any improvement which is assigned a useful life under New York State Local Finance Law and is a bondable expenditure, shall be deemed a Capital Improvement. Capital Improvements shall be the responsibility of the City.

Capital Improvements that enhance the operations of Contractor's revenue shall be the responsibility of the Contractor. The City must approve the scope of all Capital Improvement work.

Regardless of cost, the Contractor shall provide 1.) lawn mowing and restoration of damaged lawn, 2.) weed cutting around perimeter, improvements, betterments and structures, 3.) litter, debris, leaf and graffiti removal as needed, 4.) watering of plants and trees, 5.) planting bed maintenance - removal and replacement of dead plants, mulching and weeding, 6.) the removal of dead trees and low and hazardous branch pruning as required at the subject property, (7) snow removal from the parking lot and any other walkway or paved surface within the specified premises, (8) turf and field care and maintenance and (9) maintenance and operation of any concession stands, restroom or locker room facilities constructed on the premises.

The City reserves the right to alter and delete tasks listed above as per available funding and at the discretion of the Commissioner during contract performance. Decisions may be informed by site conditions and weather.

The Contractor shall communicate and coordinate maintenance with community volunteer groups and neighbors that perform planting bed maintenance or tree plantings at the property to the extent the Commissioner identifies any such group.

Removal and replacement of dead, diseased or damaged plant material in planting beds, or trees, must be approved by the City. Replacements for dead, diseased or damaged plant material must be supplied and installed by Contractor.

Security

The Contractor shall be responsible for security of employees and equipment.

Acts of theft or vandalism shall be reported to the Commissioner of Public Works, Parks and Streets within 24 hours of discovery.

Equipment

The Contractor shall be responsible for providing and maintaining all equipment needed to complete its work. A complete Contractor equipment listing available for use must be submitted at the time of award and updated anytime new equipment is added or removed from said list.

Audit

A separate accounting must be maintained by the Contractor and shall be subject to audit annually, to be performed at the discretion of the City. This audit shall be made available to the City of Buffalo Common Council, City Comptroller and or to the Commissioner of the Department of Public Works, Parks and Streets.

The Contractor must supply copy of most recent audit statement with their proposal.

Payment

The Contractor shall be responsible for all expenses associated with the maintenance of the Park, but shall retain all revenues from the collection of fees associated with the use and rental of the Mulroy Park facility, as prescribed in the City Charter and Code in accordance with an approved budget. Any revenues collected above and beyond those budgeted for and approved by the Commissioner of Public Works, Parks and Streets for any fiscal year should be paid over to the City's General Fund. There currently is no set fee schedule for this facility in the City Charter and Code, so Contractors are encouraged to submit proposed fee schedules for the use of the facilities to insure adequate resources for upkeep and maintenance.

Public Use of the Facility Preserved

The contractor shall keep the facility open for general public use during time periods prescribed by the Commissioner of Public Works, Parks and Streets prior to contract award and execution. Schedule changes are subject to approval by City and must be submitted no less than on a monthly basis.

The public use schedule shall be posted clearly at the facility.

Tax Exempt Status

The Park and all of the subject property shall remain tax exempt during the term of the Contract.

Utilities

The City of Buffalo shall pay for any and all utilities.

Concessions and Subcontractors

The Contractor shall have the exclusive right to sublease and/or contract for reserved field use, provision of concessions, food service, equipment rental, or any other concession within the park, all subject to local laws (including all City and health department regulations for food service) and the insurance provisions contained herein.

No Contractor to whom any contract shall be let, granted or awarded shall assign, transfer, convey, sublet or otherwise dispose of said Contract or his right, title interest therein, or his power to execute the same, to any other person, company or corporation without the previous consent in writing of the Commissioner of Public Works, Parks and Streets.

Advertising

The Contractor may sell advertising rights to that portion of the field that it determines appropriate. The City must review and accept proposed advertising and may reject those that it determines to be inappropriate. All outdoor advertising is subject to the regulations as per Chapter 133, Article 1 of the City Charter.

The Contractor shall have no right to use the trademarks, symbols, or trade names or name of the City of Buffalo, directly or indirectly, in connection with any production, promotion, service or publication without prior written approval of the Commissioner of Public Works, Parks and Streets. The foregoing shall not be construed to limit the Contractor's right to use the Contractor's logos in the ordinary course of its business.

Evaluation Criteria

Any contract resulting from this solicitation will be awarded to that responsive and responsible proposer whose proposal conforms to the solicitation and will most effectively meet the needs of the City. The City will take into consideration level of effort, technical quality, and responsiveness to the objectives identified under "Scope of Services" above and in this RFP. Selection of a proposal that will serve as the basis of negotiation for the award of the contract will be accomplished in accordance with all New York State rules and regulations.

The City desires technical and professional excellence in this procurement; therefore, technical quality is considered of primary importance. To obtain quality performance of the services being

sought for procurement under this RFP, the City intends to choose the most highly qualified Contractor, with which it can negotiate a contract price that is fair and reasonable to the City.

In order to make clear the basis for evaluating responses to this Department's RFP, the following are the primary evaluation criteria and the relative importance of each, which will be used in evaluating the technical proposals received.

Importance Criteria

20% Project Understanding: demonstrated understanding of the project's objectives and proposer's potential for achieving objectives, including but not limited to: knowledge of the work which has been completed to date; clarity, feasibility, cost-effectiveness and innovation of the site-specific plan.

20% Project Management: including but not limited to resources, experience and qualification of project personnel specifically committed to the project, estimated time schedule, and the reasonableness of the estimated time to complete each task. The location and availability of personnel and the firm's experience in conducting this type of work will also be considered.

60% Work Plan: including but not limited to the soundness of the technical approach and comprehensiveness of plan in addressing City's identified scope of work, as well as any capital improvements the Contractor seeks to undertake and has financing to complete for the City's benefit.

Proposal Content

Previous submissions may be referenced in the text of the proposal if necessary. Three (3) hard copies of proposal are required and are to be submitted in a sealed envelope.

Proposals must include the following. These items must be developed for the site and schedules must reflect the coordination of personnel and other elements of the project:

1. Information documenting the company's experience and or ability in conducting parkland management, maintenance and improvements;
2. Scope of the project;
3. Proposed project management & improvement plan;
4. Proposed key project personnel by name and title and pertinent experience or qualifications;
5. Estimated calendar time to perform any value-added work, including level-of-effort estimate (man-hours) by task;
6. Proposed work plan, including division of tasks and interim outputs (scheduling of program reports and meetings, etc.);
7. Designation of an office and individual who will be directly responsible for all activities of the proposer in connection with this project;

8. A statement providing the following: (a) information on the proposer's status and the status of parent companies, subsidiaries, affiliates and subcontractors as potential responsible parties at the site; (b) certification that, to the best of the proposer's knowledge and belief, proposer has disclosed such information or no such information exists; and (c) a statement that the proposer shall immediately disclose any such information discovered after submission of the proposal; and,
9. A statement providing availability of insurance at the time of contract execution which holds the City harmless during the contract period.
10. Completion of SECTION VI – PROPOSAL.

Pre-Proposal Meeting (mandatory attendance for all proposers)

A mandatory pre-proposal meeting will be held at **1:00 pm on Wednesday, January 25, 2012 in Room 502, City Hall** to discuss the requirements of the contract, the protocols for performing the work, and to respond to questions of the proposers. **THE CITY WILL ACCEPT PROPOSALS ONLY FROM THOSE PROPOSERS WHO ATTEND THIS MEETING.**

SECTION V-PROPOSING CONDITIONS
CITY OF BUFFALO DEPARTMENT OF PUBLIC WORKS, PARKS AND STREETS

1. Sealed proposals are invited by the City of Buffalo for all plant, labor, services, materials, supplies, equipment, tools, transportation, and other facilities and things necessary or proper to meet the requirements of the specifications for Maintenance and Management of Mulroy Park, Pierce Field within the City of Buffalo.

Receipt and Opening of Proposals

2. Proposals will be received by the Commissioner of Public Works, Parks and Streets at City Hall, Room 502, 65 Niagara Square, Buffalo, New York 14202 until the time and date stated in this request for proposals, which is 4:00pm Wednesday, February 1, 2012.
3. The envelope containing the proposal must be sealed, addressed to the Commissioner of Public Works, Parks and Streets and show the name of the bidder and the project title **“Mulroy Park, Pierce Field Management, Maintenance, Operation and Improvement”**.
4. The City shall have the right to consider informal any proposal not prepared and submitted in accordance with the provisions hereof and shall have the right to waive any informalities in or reject any or all proposals.
5. Any proposals received after the time and date specified for submission will not be considered.
6. Any proposals may be withdrawn in writing by the proposers prior to the scheduled time for the opening thereof.
7. No proposer may withdraw his proposal after the date of opening thereof.
8. Proposals must be submitted on the form provided therefore by the Commissioner of Public Works, Parks and Streets. All blank spaces in the form shall be filled in, amounts shall be stated both in words and numerals, the signature shall be longhand, and the completed form shall be without erasure, interlineations, alterations, or any conditions inserted by the proposer or limitations and or conditions by letter or otherwise.
9. The proposal shall state whether the bidder is a corporation or co-partnership, and, if a corporation, under the laws of what state and have the corporate seal affixed. If a co-partnership, the full name or names of all owners and interested parties. If another entity status exists for the proposer, this must be described in full to the City with names of owners.

Proposing Conditions (cont'd)

Certificate of Incorporation

11. THE SUCCESSFUL BIDDER SHALL SUBMIT A CERTIFICATE OF INCORPORATION IN NEW YORK STATE OR PROOF OF AUTHORIZATION TO DO BUSINESS IN NEW YORK STATE OR OTHER ENTITY EXISTENCE, AUTHORIZATION AND RELATED DOCUMENTATION.

Taxes

12. The Contractor shall pay any and all Federal, State, County, or City taxes which may be applicable.

The successful proposer's attention is called to the fact that materials not actually incorporated into the work will not be exempt for the payment of sales tax. This will apply to such things as:

1. Machinery and equipment, including rentals or repair parts.
2. Supplies, tools, miscellaneous equipment, and/or materials.
3. Any other items purchased or rented by the contractor for his use in performing the contract and not incorporated into the realty.

Discrepancies or Omissions

13. Should the proposer find discrepancies in or omissions from the proposal documents or should such proposer fail to understand any part or clause of said proposal documents, the proposer shall at once notify the Commissioner of Public Works, Parks and Streets who will send a written instruction to all proposers. The City of Buffalo shall not be responsible for any oral instructions.

Addenda

14. Any addenda issued during the time of proposing shall be included in the proposal, and in enacting the contract, they shall become a part thereof.

Bidders to Visit Site

15. Before submitting a proposal, proposers shall carefully examine the proposal documents, visit the site(s) and fully inform themselves as to a

Proposing Conditions (cont'd)

existing conditions and limitations and assure themselves of their ability to perform the work of the contract.

Award of Contract

16. The contract will be awarded, if at all, to the lowest responsible and most qualified proposer as determined by the City, in the City's sole discretion and in accordance with NYS Law. An evaluation committee shall select the contractor, and set the specific terms and conditions of the contract.

Non-Collusive Bidding Certificate

17. No award shall be made to a proposer where the proposal does not include the statements as to non-collusion as set forth in the Proposal Form herein; provided, however, that if in any case the proposer cannot make the foregoing certification, the proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reason therefore. In such event, the proposal shall not be considered for award; nor shall any award be made unless the Commissioner of Public Works, Parks and Streets determines that such disclosure was not made for the purpose of restricting competition. In this connection, it should be noted that the fact that a proposer has published price lists, rates or tariffs covering items being procured, or has informed prospective customers of the proposed or pending publication or new or revised price lists for such items or has sold the same items to other customers at the same price as being proposed, does not constitute, without more, a disclosure to any other proposer or to any competitor within the meaning of the non-collusive certification included in the proposal form.

Execution of Contract

18. The proposer whose proposal is accepted shall, within five (5) days after written notice by the Commissioner of Public Works, Parks and Streets enter into a contract and furnish insurance certificate(s) complying with the provisions of the insurance specifications in this RFP. The notice shall be served personally or by the mailing thereof in a postpaid envelope addressed to the proposer at the address given in the proposal.
19. This contract must be approved by the City of Buffalo Common Council and by the Buffalo Fiscal Stability Authority.

SECTION VI – PROPOSAL

**CITY OF BUFFALO
DEPARTMENT OF PUBLIC WORKS, PARKS AND STREETS
CITY HALL, 65 NIAGARA SQUARE, ROOM 502
BUFFALO, NEW YORK 14202**

**PROPOSAL FOR
MAINTENANCE, MANAGEMENT, OPERATION AND IMPROVEMENT OF
MULROY PARK, PIERCE FIELD**

_____, 20____

DATE: _____

**TO THE COMMISSIONER OF PUBLIC WORKS, PARKS AND STREETS OF THE
CITY OF BUFFALO, NEW YORK:**

The undersigned hereby proposes and agrees to furnish all plans, labor, services, materials, supplies, equipment, tools, transportation and other facilities and things necessary or proper for or incidental to the above-named project, as required by and in strict accordance with the Contract Documents, to be prepared therefore by the Department of Public Works, Parks and Streets together with all addenda issued by the City of Buffalo prior to the date of opening of this Request for Proposal (RFP) and mailed to the undersigned whether received by the undersigned or not.

COMPANY NAME: _____

4. A detailed maintenance plan and schedule, evidencing how the bidder anticipates he or she will manage the facility, what rates would need to be legislatively prescribed to execute said maintenance plan.

5. Periods of time the proposer would have to restrict the use of the facility from the general public.

6. All rates and fees the proposer would need to charge in its estimation to perform under any contract for maintenance and management services.

7. Any entities or type of entities the proposer would need to subcontract with to perform capital improvements, maintenance work or other services detailed in this request for proposals.

PROPOSAL FORM (Cont'd)

This proposal is submitted with the knowledge and understanding that the proposer herein hereby expressly consents to be bound by the provisions of the RFP which has been issued in connection herewith and which forms a part of this proposal.

Addenda

In the space provided below, acknowledge receipt of addenda:

	<u>Date Received</u>
#1	_____
#2	_____
#3	_____
#4	_____
#5	_____

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor, and
3. No attempt has been made, or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

PROPOSAL FORM (Cont'd)

SIGNATURE OF PROPOSER

(SEAL)

ADDRESS

TELEPHONE

Sworn to before me this _____ day of _____, _____.

Notary Public, Erie County, New York
Commissioner of Deeds in and for the
City of Buffalo, New York

PROPOSAL FORM (Cont'd)

To facilitate correct drawing and execution of contracts, proposers shall supply full information concerning legal status as follows:

NAME: _____
Corporation, Co-Partnership, Individual, Trade Name
(Strike out classification if not applicable)

ADDRESS OF PRINCIPAL OFFICE:

Street: _____
City: _____ State: _____ Zip Code: _____

CONTRACTOR MUST SUBMIT CERTIFICATION OF INCORPORATION IN NEW YORK STATE OR MUST SHOW PROOF OF AUTHORIZATION TO DO BUSINESS IN NEW YORK STATE.

If Foreign Corporation, state if authorized to do business in the State of New York:

_____ Yes _____ No

	<u>TITLE</u>	<u>NAME</u>	<u>ADDRESS</u>
PRINCIPAL OFFICERS	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

	<u>NAME</u>	<u>ADDRESS</u>
PRINCIPAL STOCKHOLDERS	_____	_____
	_____	_____
	_____	_____

If Co-Partnership, Names of Partners and Addresses are:

If doing business under Trade Name, Assumed Name or Firm Style:

Name of Owner: _____

Certificate Filed: _____

(Place)

(Date)

Other pertinent Entity information consistent with the above:

PROPOSAL FORM (Cont'd)

Experience Questionnaire

List below at least five (5) references where your firm is providing or has provided services comparable to those contained in your proposal:

Company	Address	Contact Person	Contact Phone #	Years of Service Provided
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

EXHIBIT A – Mulroy Park, Pierce Field Maintenance and Operation Area

