

**REQUEST FOR PROPOSAL
WEBER COUNTY FAIR ADVERTISING AND PUBLIC RELATIONS
Solicitation # 20-267**

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request for proposal is to enter into a contract with a qualified firm to provide advertising and PR services for the Weber County Fair. It is anticipated that this RFP may result in a contract award to a single contractor.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty, and are encouraged to, expand upon the specifications to evidence service capability under any agreement.

ISSUING OFFICE AND RFP REFERENCE NUMBER

Weber County Purchasing is the issuing office for this document and all subsequent addenda relating to it, on behalf of The Weber County Fair. The reference number for the transaction is **Solicitation # 20-267**. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

SUBMITTING YOUR PROPOSAL

NOTICE: By submitting a proposal in response to this RFP, offeror is acknowledging that the requirements, scope of work, and the evaluation process, outlined in the RFP are fair, equitable, not unduly restrictive, understood, and agreed to. Any exceptions to the content of the RFP must be protested to the Purchasing Agent prior to the closing date and time for submission of proposal.

Proposals must be received no later than ***Tuesday, October 13, 2020 at 2:00 pm MST***. Proposals received after the deadline will not be accepted.

Proposals are to be submitted electronically through SCIREQUEST/U3P via VENDOR ATTACHMENTS.

Cost will be evaluated independent from the technical proposal, and as such, is to be submitted separate from the technical proposal. Failure to submit cost separately may result in your proposal being judged as non-responsive. Inclusion of any cost or pricing data within the technical proposal may also result in your proposal being judged as non-responsive.

LENGTH OF CONTRACT

The Contract resulting from this RFP will be for a period of three (3) years.

Weber County reserves the right to review contract(s) on a regular basis regarding performance and cost analysis and may negotiate price and service elements during the term of the contract.

PRICE GUARANTEE PERIOD

All pricing must be guaranteed for the entire term of the contract. Following the guarantee period, any request for price adjustment must be for an equal guarantee period, and must be made at least 30 days prior to the effective date. Requests for price adjustment must include sufficient documentation supporting the request. Any adjustment or amendment to the contract will not be effective unless approved by the County Purchasing Agent. The County will be given the immediate benefit of any decrease in the market, or allowable discount.

STANDARD CONTRACT TERMS AND CONDITIONS

Any contract resulting from this RFP will include, but not be limited to; the County's Standard Terms and Conditions (see Attachment A). Exceptions and or additions to the County's Standard Terms and Conditions are strongly discouraged.

Exceptions and additions to the Standard Terms and Conditions must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered. Website URLs containing or referencing vendor terms and conditions are prohibited and will not be allowed in contract resulting from this solicitation.

The County retains the right to refuse to negotiate on exceptions, should the exceptions be excessive, not in the best interest of the County, negotiations could result in excessive costs to the County, or could adversely impact existing time constraints.

In a multiple award, the County reserves the right to negotiate exceptions to terms and conditions based on the offeror with the least, to the most exceptions taken. Contracts may become effective as negotiations are completed.

QUESTIONS

All questions must be submitted through SciQuest. Answers will be given via the SciQuest site.

DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the County. However, the County may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offerors expense.

PROTECTED INFORMATION

The Government Records Access and Management Act (GRAMA), Utah Code Ann., Subsection **63G-2-305**, provides in part that:

the following records are protected if properly classified by a government entity:

(1) trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63G-2-309 (Business Confidentiality Claims);

(2) commercial information or non-individual financial information obtained from a person if:

(a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;

(b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and

(c) the person submitting the information has provided the governmental entity with the information specified in Section 63G-2-309;

** * * * **

(6) records the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed;

GRAMA provides that trade secrets, commercial information or non-individual financial information may be protected by submitting a Claim of Business Confidentiality.

To protect information under a Claim of Business Confidentiality, the offeror must:

1. provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the county*,
2. include a concise statement of reasons supporting the claim of business confidentiality (Subsection **63G-2-309(1)**), and
3. submit an electronic “redacted” (excluding protected information) copy of your proposal response. Copy must clearly be marked “Redacted Version.”

A Claim of Business Confidentiality may be appropriate for information such as client lists and non-public financial statements. Pricing and service elements may not be protected. **An entire proposal cannot be identified as “PROTECTED”, “CONFIDENTIAL” or “PROPRIETARY” and may be considered non-responsive if marked as such.** The claim of business confidentiality must be submitted with your proposal on the form which is attached to the RFP.

To ensure the information is protected, the Division of Purchasing asks the offeror to clearly identify in the Executive Summary, and in the body of the proposal, any specific information for which an offeror claims business confidentiality protection as "PROTECTED".

All materials submitted become the property of the Weber County. Materials may be evaluated by anyone designated by the County as part of the proposal evaluation committee. Materials submitted may be returned only at the County's option.

DETAILED SCOPE OF WORK

The Weber County Fair is seeking an Advertising and PR firm to provide services for the Weber County Fair. The Weber County Fair happens each August ending the 2nd Saturday of the month. With more than 50,000 fair goers, the Fair captures the attention of all age consumers. Commercial exhibitors, food vendors, livestock, living arts, contests, rodeos, and major entertainment thrill fair goers during the four-day extravaganza.

The selected agency will be responsible for the preparation of and execution of advertising and public relations materials and services; the placement of advertising materials in media as designated by Fair, may include, newspaper, radio, television, magazines, managing website, outdoor media, premium book, transit media, and the conception of, preparation of, execution of, and placement of other mutually agreed upon communications materials and services. The precise nature of all advertising will be as from time to time mutually agreed upon by the Fair and the Agency. Agency must be able to work within outlined timelines set by Fair Director. Examples of work to be performed are:

DESIGN AND PRODUCTION

- Production of theme and artwork
- Premium Book
 - o Updated rules, date changes, artwork, etc.
- Billboards, transit, pens, shirts, ads, tickets, posters, banners, coloring contest, vendor layout, email signature, style guide, social media graphics, credentials, Fair Bucks, parking passes, map, daily programs, sponsor boards, fair evaluation, design catalog, etc.
- Miscellaneous collateral design
- Exit Survey

MEDIA

- Radio, billboards, and any other media mutually agreed upon
- Website
- Social Media

PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

The following qualifications must be met and explained in each offeror's detailed response:

- Minimum of three (3) years of experience in Advertising and/or Public Relations.
- Examples of three (3) projects of similar scope and size.
- Three (3) references of past work of similar scope and size.
- Resumes of staff to be involved with this project.

PROPOSAL RESPONSE FORMAT

All proposals must include:

1. **RFP Form.** The County's Request for Proposal form completed and signed. (Attachment B)
2. **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Protected information requests should be identified in this section.
3. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
 - A. A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed.
 - B. A specific point-by-point response, in the order listed, to each requirement in the RFP.
4. **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Please enumerate all costs on the attached Cost Proposal Form.

Cost is to be submitted as a separate document. Inclusion of any cost or pricing data within the technical proposal may also result in your proposal being judged as non-responsive.

TRAVEL TIME AND EXPENSES

Travel time/expenses/mileage, meals, car rental, and/or stipends expenses will not be reimbursed unless specifically noted.

Travel expenses for authorized trips will be reimbursed at then-current Weber County per diem rates. The County will not pay for travel time.

Invoices for permissible non-per diem travel related expenses must include applicable receipts.

PROPOSAL EVALUATION CRITERIA

Each Offeror bears sole responsibility for the items included, or not included, in the response submitted by the Offeror.

This is a multiple stage solicitation. In first stage of the process, the evaluation committee will review all proposals timely received to determine their responsiveness to the RFP. Non-responsive proposals, that is, proposals that fail to conform to all material respects of this RFP, will be disqualified from further consideration and will not move on to stage two.

The County reserves the right to disqualify any proposal for:

- (a) a violation of the Utah Procurement Code;
- (b) a violation of a requirement of this RFP, including significant deviations or exceptions;
- (c) unlawful or unethical conduct; or
- (d) a change in circumstances that, had the change been known at the time the proposal was submitted, would have caused the proposal to be disqualified or not have the highest score.

Proposals determined to be non-responsive (those not conforming to RFP requirements) will be eliminated.

Stage two will consist of a detailed evaluation of the proposals that have not been disqualified in stage one. A committee will evaluate proposals against the weighted criteria identified on the "RFP EVALUATION SCORESHEET (**see Attachment E Evaluation Score Sheet**). Each area of the evaluation criteria must be addressed in detail in the proposal.

Each area of the evaluation criteria **MUST** be addressed in detail in the proposal.

DISCUSSIONS WITH OFFERORS (OPTIONAL)

After proposals are received, opened, and the first stage has been completed, the procurement officer may conduct discussions with the offerors and allow the offerors to make best and final offers after discussions.

If discussions are held, the procurement officer shall:

- a) ensure that each offeror receives fair and equal treatment with respect to the other offerors;
- b) establish a schedule and procedures for conducting discussions;
- c) ensure that information in each proposal and information gathered during discussions is not shared with other offerors until the contract is awarded;
- d) ensure auction tactics are not used in the discussion process, including discussing and comparing the costs and features of other proposals; and
- e) if necessary, set a common date and time for the submission of best and final offers.

If an offeror chooses not to participate in a discussion or does not make a timely best and final offer, the offer submitted by the offeror before the conduct of discussions shall be treated as the offeror's best and final offer.

ORAL PRESENTATIONS (OPTIONAL)

If, after completing the stage two detailed technical evaluation, it is determined by the procurement officer that oral presentations are necessary to assist the Evaluation Committee in finalizing the scoring of proposals, they will be scheduled by the procurement officer.

The offeror's original proposal cannot be changed in any aspect at the oral presentation. The oral presentation is to allow offerors to bring to the attention of the Evaluation Committee any aspects of their offer that may contribute to the selection of their response. It is an opportunity for offerors to sell the merits of their submission.

Offerors are advised that the Evaluation Committee will be afforded the opportunity to revise their detailed technical evaluation scores based upon the oral presentation.

The procurement officer shall establish a date and time for the oral presentations and shall notify eligible offerors of the protocols, procedures, and structure of the oral presentations. Oral presentations will be made at the offeror's expense.

INTERVIEWS (OPTIONAL)

The purpose of the interview is to allow the offeror to present its qualifications and past performance, management plan, schedule, and general plan for accomplishing the scope of work. It will also provide an opportunity for the selection committee to seek clarifications from the offeror. The procurement officer will notify eligible offerors of the date and time of the interview and who should be in attendance. Unless otherwise noted, the attendance of sub-consultants is at the discretion of the offeror. The method of presentation is at the discretion of the offeror.

PROPOSAL EVALUATION CRITERIA

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must have clarity and detail.

<u>Weight</u>	<u>EVALUATION CRITERIA</u>
<u>35</u> Points	Scope of Work
<u>25</u> Points	Specific Staff Experience
<u>5</u> Points	References
<u>35</u> Points	Cost
<u>100</u> Points	TOTAL POINTS POSSIBLE

All proposals in response to this RFP will be evaluated in a manner consistent with the Utah Procurement Code, rules, policies, and the evaluation criteria established in the RFP.

COST-BENEFIT ANALYSIS

The Utah Procurement Code §63G-6a-708, requires a cost-benefit analysis to be completed by the County if the highest score awarded by the Evaluation Committee, including the score for cost, is awarded to a proposal other than the lowest cost proposal, and the difference between the cost of the highest scored proposal and the lowest cost proposal exceeds the greater of \$10,000 or 5% of the lowest cost proposal. The statute outlines the procedures and processes to be used by the County prior to making a final award.

AWARD OF CONTRACT

After the evaluation and final scoring of proposals is completed, the procurement officer shall award the contract as soon as practicable to the eligible responsive and responsible offeror with the highest score.

COST PROPOSAL

WEBER COUNTY FAIR ADVERTISING & PR SOLICITAION # 20-267

Company Name: _____

Cost is to be submitted based on the following:

Annual Cost \$ _____

(Any deviation from this format may result in disqualification of proposal)

**WEBER COUNTY FAIR ADVERTISING & PR
SOLICITAION # 20-267
RFP EVALUATION SCORESHEET**

Firm Name: _____

Evaluator: _____

Date: _____

Score will be assigned as follows:

0 = Failure, no response

1 = Poor, inadequate, fails to meet requirement

2 = Fair, only partially responsive

3 = Average, meets minimum requirement

4 = Above average, exceeds minimum requirement

5 = Superior

		Score (0-5)	Weight	Points
1. Scope of Services (35 points possible)		----	----	----
Creative Approach	10 points possible		X 2	
Sample Creative Concept	15 points possible		X 3	
Examples of Past work	5 points possible		X 1	
Realistic allocation of hours for each element	5 points possible		X 1	
2. Specific Staff Experience (25 points possible)		----	----	----
Expertise of staff involved in project	10 points possible		X 2	
Direct experience in specific project	10 points possible		X 2	
Demonstrated ability to reach target audiences	5 points possible		X 1	
3. References (5 points possible)	5 points possible		X 1	
4. Cost (35 points possible)	35 points possible			* Inserted by Purchasing
TOTAL EVALUATION POINTS	100 points possible		Total	

* Purchasing will use the following cost formula: The points assigned to each offerors cost proposal will be based on the lowest proposal price. The offeror with the lowest Proposed Price will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage higher their Proposed Price is than the Lowest Proposed Price. An offeror whose Proposed Price is more than double (200%) the Lowest Proposed Price will receive no points. The formula to compute the points is: Cost Points x (2- Proposed Price/Lowest Proposed Price).

Attachment A

WEBER COUNTY PURCHASING DEPARTMENT PROPOSAL TERMS AND CONDITIONS

1. **RIGHT TO REJECT:** Weber County Corp. reserves the right to reject or accept this proposal, or any portion thereof, and to reject and call for new proposals if their interests or convenience is better served by such a course. If any portion of the above terms are not acceptable it is the proposers responsibility to so state in writing.
2. **PREPARATION OF PROPOSALS:**
 - (a) Failure to examine any drawings, specifications and instructions will be at proposer's risk,
 - (b) All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing proposal.
 - (c) Price "each item separately. Unit price shall be shown and total price shall be entered for each item proposal. (d) Time of delivery is a part of the proposal and must be adhered to.
 - (e) Prices quoted are firm for complete delivery of quantities specified. (f) In case of error in extension, unit price will govern.
 - (g) Wherever in these forms and specifications an article or material is defined by using a trade name and/or the name and catalog number of a manufacturer or vendor, the term "or approved equal," if not inserted therewith, shall be implied. It is to be understood that any reference to a particular manufacturer's product, either by trade name or by limited description, has been made solely for the purpose of more clearly indicating the minimum standard of quality desired, unless "No Sub" has been entered. In the event "No Sub" is entered, the proposal must be for the specified item with no substitution allowed.
3. **FAILURE TO SUBMIT:** Failure to submit a proposal or to advise the County Purchasing Department that future RFP's are desired may result in removal of your name from the bidders list.
4. **SUBMISSION OF PROPOSAL:**
 - (a) Proposals must be signed and in sealed envelopes with the "Proposal Number" and opening date written on the envelope.
 - (b) Proposals and modifications or corrections thereof received after the closing time specified will not be considered.
 - (c) Only RFP's submitted on forms furnished by the County will be considered unless the RFP specifies otherwise. Proposals transmitted by facsimile machine prior to the closing time specified will be accepted, providing that any documentations or material required to accompany the bid, and that cannot be transmitted by fax, is received within two working days following the closing date of the bid. The County Purchasing Agent must be notified one hour prior to closing time that is specified on the proposal that RFP is being sent by facsimile machine.
 - (d) No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or for any other purpose will be paid by the County unless expressly included and itemized in the bid.
5. **BONDS:** The County reserves the right to require a bid bond, a payment bond and/or a faithful performance bond from the vendor in an amount not to exceed the amount of the contract.
6. **SAMPLES:** Samples of items, when required must be furnished free of expense to the County and if not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the bidder's expense.
7. **WARRANTY:** Seller warrants that the merchandise will conform to its description and any applicable specifications, shall be of good merchantable quality and for the known purpose for which it is sold. This warranty is in addition to any standard warranty or service guarantee given by Seller to Purchaser.
8. **APPROVAL:** Only purchase orders placed, or contracts that have written approval by the Department of Purchasing and County Commission will be binding upon the Weber County as result of proposal.
9. **AWARD OF CONTRACT:**
 - (a) Contracts and Purchases will be made or entered into with the responsible bidder making the lowest proposal, or best offer meeting specifications, expected quality, and suitability for intended use. Determination of best offer shall be at the sole discretion of the County subject to County's right to reject any or all proposals.
 - (b) Unless the bidder has specified otherwise in this RFP by stating that individual unit prices are valid only if all items are

accepted by the County, the County may accept any item or group of items of any kind and split or divide the order.

(c) The County reserves the right to reject any or all proposals and waive any informality or technicality in bids received in the interest of the county.

(d) The acceptance by the Board of County Commissioners of this proposal shall create a binding and enforceable Contract of Sale with Weber County, dating from the time of said acceptance, without further action by either party and even though a written purchase order has not been furnished to or received by the successful proposer. Said created Contract of Sale shall include all of the provisions and specifications of the RFP, offer, acceptance and purchase order relating thereto. Said contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Utah and the Ordinances of Weber County and shall not be assignable by the vendor in whole or in part without the written consent of the County.

10. **RIGHT TO WITHDRAW:** The County reserves the right to cancel and/or withdraw this Request for Proposal at any time that it shall be in the best interest of the County to do so. If the Request for Proposal is withdrawn, notice will be mailed to the prospective proposers as soon as possible.
11. **DEBARMENT:** The bidder certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the bidder cannot certify this statement, attach a written explanation for review by Weber County.
12. **CERTIFY REGISTRATION AND USE OF EMPLOYMENT "STATUS VERIFICATION SYSTEM":** The Status Verification System, also referred to as "E-verify", only applies to contracts issued through a Request for Proposal process, and to sole sources that are included within a Request for Proposal.

12.1 Status Verification System

1. Each offeror and each person signing on behalf of any offeror certifies as to its own entity, under penalty of perjury, that the named Contractor has registered and is participating in the Status Verification System to verify the work eligibility status of the contractor's new employees that are employed in the State of Utah in accordance with UCA Section 63G-11-103.

2. The Contractor shall require that the following provision be placed in each subcontract at every tier: "The subcontractor shall certify to the main (prime or general) contractor by affidavit that the subcontractor has verified through the Status Verification System the employment status of each new employee of the respective subcontractor, all in accordance with Section 63G-11-103 and to comply with all applicable employee status verification laws. Such affidavit must be provided prior to the notice to proceed for the subcontractor to perform the work."

3. The County will not consider a proposal for award, nor will it make any award where there has not been compliance with this Section.

4. Manually or electronically signing the Proposal is deemed the Contractor's certification of compliance with all provisions of this employment status verification certification required by all applicable status verification laws including UCA Section 63G-11-103.

12.2 Indemnity Clause for Status Verification System

1. Contractor (includes, but is not limited to any Contractor, Design Professional, Designer or Consultant) shall protect, indemnify and hold harmless, the County and its officers, employees, agents, representatives and anyone that the County may be liable for, against any claim, damages or liability arising out of or resulting from violations of the above Status Verification System Section whether violated by employees, agents, or contractors of the following: (a) Contractor; (b) Subcontractor at any tier; and/or (c) any entity or person for whom the Contractor or Subcontractor may be liable.

2. Notwithstanding Section 1. above, Design Professionals or Designers under direct contract with the County shall only be required to indemnify the County for a liability claim that arises out of the design professional's services, unless the liability claim arises from the Design Professional's negligent act, wrongful act, error or omission, or other liability imposed by law except that the design professional shall be required to indemnify the County in regard to subcontractors or subconsultants at any tier that are under the direct or indirect control or responsibility of the Design Professional, and includes all independent contractors, agents, employees or anyone else for whom the Design Professional may be liable at any tier.

13. **PROPRIETARY INFORMATION:** Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for nondisclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements

of any bid will not be considered proprietary. Bids submitted may be reviewed and evaluated by any person at the discretion of the County.

14. **TRADE/PROFESSIONAL LICENSING:** The State of Utah requires any person engaging in a construction trade or professional occupation, or acting as, or representing oneself as a contractor or professional for which licensure is required to be licensed before engaging in that trade professional activity. It is unlawful for any unlicensed person to submit a bid for any work for which a license is required. Any person who violates this provision cannot be awarded or accept a contract for the performance of the work.

15. **EMPLOYMENT PRACTICES CLAUSE:** The bidder agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended and Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e), which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin, and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities. Also, bidder agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the work place. Bidder must include this provision in every subcontract or purchase order relating to purchases by the County to insure that the subcontractors and vendors are bound by this provision.

Attachment B

Weber County RFP Form

1. **Respondent Information:** Provide the following information about yourself and your company.

Respondent Name: _____

(Note: give exact legal name as it will appear on the contract, if awarded.)

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No: _____ Fax No: _____

Business Structure:

☐ Individual or Sole Proprietorship

☐ Partnership

☐ Corporation

☐ Other; list business structure: _____

2. **Contact information:** List the one person who Weber County or their representative may contact concerning your proposal.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No: _____ Fax No: _____

Email: _____

3. **References:** Give names of three people with whom you have worked on past projects of similar nature.

A. Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No: _____ Fax No: _____

Email: _____

B. Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No: _____ Fax No: _____

Email: _____

C. Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No: _____ Fax No: _____

Email: _____