



Notice Requesting Proposals for

PUBLIC RELATIONS SERVICES ***for the City of San Luis Obispo Lodging Industry*** **Administration Specification No. 91038**

The City of San Luis Obispo is requesting proposals for Public Relations (PR) services for tourism promotion for the remainder of the 2010-11 fiscal year pursuant to Specification No. 91038

All proposals must be received by the Finance and IT Department by 3:00 p.m., Wednesday, August 4, 2010 when they will be opened publicly in the City Hall Council Hearing Room, Room 9, 990 Palm Street, San Luis Obispo, CA.

Proposals received after said time will not be considered. To guard against premature opening, each proposal shall be submitted to the Finance & IT Department, 990 Palm Street, San Luis Obispo, CA 93401, in a sealed envelope plainly marked with the proposal title, specification number, proposer's name, and time and date of the proposal opening. Proposals shall be submitted using the forms provided in the specification package.

Proposal packages may be obtained on the City's website at www.slocity.org under Bids & Proposals. Additional information may be obtained by contacting Brigitte Elke, Principal Administrative Analyst, at (805) 781-7151.

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DESCRIPTION OF WORK

In October 2008, the San Luis Obispo City Council established a Tourism Business Improvement District and appointed an advisory board staffed by hoteliers to make recommendations to Council regarding the use of the assessment funds. The board's primary focus is to promote San Luis Obispo as a **visitors destination** to enhance the economic well being of the lodging industry. The primary purpose of the overall marketing strategy is to encourage overnight travel to and stays in San Luis Obispo from other parts of California. To that end, the City contracted with Level Studios (agency) for Marketing Services and said contract was extended for an additional two years until June 30, 2012.

For the purposes of this proposal, the budget for the PR component of the marketing strategy is considered at \$45,000 for 2010-11. The City and the TBID Board are seeking proposals for PR services that will work in collaboration with the agency and enhance the marketing efforts set forth.

A. Description of Work

1. Establish a comprehensive PR campaign that coordinates with the City's tourism marketing strategy and plan as set forth by its agency of record. Particular areas of interest are content strategies that interest and engage online and offline writers to write about San Luis Obispo as a compelling travel destination, with the end result being convincing travelers to stay at San Luis Obispo TBID hotels.
2. Implement the strategies as outlined in the proposed PR campaign plan by utilizing the full PR mix as it pertains to tourism related marketing. Planning, developing and placing PR on the City and TBID's behalf that meet the criteria of reaching the defined target audiences, special promotions, and developing tourism interests across the breadth of traditional and new media. All campaigns have to be in coordination with the City's advertising agency's marketing efforts, topical themes, and promotional efforts.
3. Attract tourism oriented writers to San Luis Obispo and provide a comprehensive itinerary including lodging, dining, activities, and attractions that best serve the writers niche. Additionally, coordinate hosted press areas special treatment at San Luis Obispo events that will positively affect the TBID's goals.
4. Explore cooperative PR opportunities with the San Luis Obispo County Visitors and Conference Bureau, San Luis Obispo Vintners, Chamber of Commerce, Cal Poly, the Downtown Association, the Arts Community, etc.
5. Establish and maintain an effective working relationship with the TBID Board and its agency of record, to avoid duplication of effort. Scheduled meetings will normally be on a monthly basis with the TBID Board. Contractor should provide input, refine, and adjust PR objectives and strategies as recommended by the TBID Board, adopted by Council, and implemented by its agency of record.
6. Provide budget management. Pay invoices and account for all such activity conducted on the City and TBID's behalf in monthly billing materials.
7. Provide account services such as, but not limited to, PR concept, development, and production, media placement, account budget and additional services as needed. Provide status reports on the account budget including standing to date monthly reports.

8. Provide the TBID Board with timely, written reports, one week prior to the regular monthly meeting, which is held the second Wednesday of each month at 2 pm, on the status of all aspects of the PR campaign. Personally present a monthly report on past activities and continuation of the campaign with the TBID's agency of record. The reports should encompass:

- Summary of all PR activities in the reporting period.
- Summary of PR placed during the reporting period.
- Summary of results and responses to materials during the reporting period.
- Examples of materials distributed during the reporting period including clippings of articles.
- 30-day outlook regarding planned releases.

9. Planning and commissioning any research activity that the TBID Board, the City Council, and/or the agency may require, including suggestions for and methods of continuing evaluation of the effectiveness of the commissioned PR campaign.

10. Provide and coordinate PR "fulfillment" services in response to requests for material arising from the PR program.

EACH PROPOSAL PACKAGE MUST INCLUDE THE FOLLOWING STATEMENTS AND INFORMATION TO BE CONSIDERED FOR SELECTION:

1. Statement of the proposed workscope. The workscope should:

- Outline implementation and execution of proposed PR objectives and strategies.

Outline collaboration and

- State the general approach (philosophy) toward PR for the City and its lodging industry as a leisure, corporate, and group travel destination.
- State the general strategies for achieving the above approach.
- Include a budget for a comprehensive PR campaign and a fee schedule for services to be provided.
- Identify the agency program manager and key personnel responsible for the campaign and any subcontractors.

2. Resume of professional experience and samples of previous work (presentation of portfolio, including work for existing clients and evidence of strategic thinking and problem solving ability will be requested of those proposers who are selected for interviews). These materials will become the property of the City of San Luis Obispo.

3. A list of three professional references, including names and telephone numbers of current clients.

B. GENERAL TERMS AND CONDITIONS

PROPOSAL REQUIREMENTS

1. **Requirement to Meet All Provisions.** Each individual or firm submitting a proposal (proposer) shall meet all of the terms, and conditions of the Request for Proposals (RFP) specifications package. By virtue of its proposal submittal, the proposer acknowledges agreement with and acceptance of all provisions of the RFP specifications.
2. **Proposal Submittal.** Each proposal must be submitted on the form(s) provided in the specifications and accompanied by any other required submittals or supplemental materials. Proposal documents shall be enclosed in an envelope which shall be sealed and addressed to the Department of Finance, City of San Luis Obispo, 990 Palm Street, San Luis Obispo, CA, 93401. In order to guard against premature opening, the proposal should be clearly labeled with the proposal title, specification number, name of proposer, and date and time of proposal opening. No FAX submittals will be accepted.
3. **Proposal Withdrawal and Opening.** A proposer may withdraw the proposal, without prejudice, prior to the time specified for the proposal opening, by submitting a written request to the Director of Finance for withdrawal, in which event the proposal will be returned to the proposer unopened. No proposal received after the time specified or at any place other than that stated in the "Notice Requesting Proposals" will be considered. All proposals will be opened and declared publicly. Proposers or their representatives are invited to be present at the opening of the proposals.
4. **Submittal of One Proposal Only.** No individual or business entity of any kind shall be allowed to make or file, or to be interested in more than one proposal, except an alternative proposal when specifically requested.
5. **Communications.** All timely requests for information submitted in writing will receive a written response from the City. Telephone communications with City staff are not encouraged, but will be permitted. However, any such oral communication shall not be binding on the City.

CONTRACT AWARD AND EXECUTION

6. **Proposal Retention and Award.** The City reserves the right to retain all proposals for a period of 60 days for examination and comparison. The City also reserves the right to waive non-substantial irregularities in any proposal, to reject any or all proposals, to reject or delete one part of a proposal and accept the other, except to the extent that proposals are qualified by specific limitations. See the "special terms and conditions" in Section C of the specifications for proposal evaluation and contract award criteria.
7. **Competency and Responsibility of Proposer.** The City reserves full discretion to determine the competence and responsibility, professionally and/or financially, of proposers. Proposers will provide, in a timely manner, any and all information which the City deems necessary to make such a decision.
8. **Contract Requirement.** The proposer to whom award is made (Contractor) shall execute a written contract with the City within ten (10) calendar days after notice of the award has been sent by mail to it at the address given in its proposal. The contract shall be made in the form adopted by the City and incorporated in these specifications.
9. **Insurance Requirements.** The Contractor shall provide proof of insurance in the form, coverage, and amounts specified in Section E of these specifications within 10 (ten) calendar days after notice of contract award as a precondition to contract execution.
10. **Business License & Tax.** The Contractor must have a valid City of San Luis Obispo business license & tax certificate prior to execution of the contract. Additional information regarding the City's business license & tax program can be obtained by calling (805)781-7134.

CONTRACT PERFORMANCE

11. **Ability to Perform.** The Contractor warrants that it possesses, or has arranged through subcontracts, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with any and all federal, state, county, city, and special district laws, ordinances, and regulations.
12. **Laws to be observed.** The Contractor shall keep itself fully informed of and shall observe and comply with all applicable state and federal laws and county and City of San Luis Obispo ordinances, regulations and adopted codes during performance of the work.
13. **Payment of Taxes.** The contract prices shall include full compensation for all taxes which the Contractor is required to pay.
14. **Permits and Licenses.** The Contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary.
15. **Safety Provisions.** The Contractor shall conform to the rules and regulations pertaining to safety established by OSHA and the California Division of Industrial Safety.

16. **Public and Employee Safety.** Whenever the Contractor's operations create a condition hazardous to the public or City employees, it shall, at its expense and without cost to the City, furnish, erect and maintain such fences, temporary railings, barricades, lights, signs and other devices and take such other protective measures as are necessary to prevent accidents or damage or injury to the public and employees.
17. **Preservation of City Property.** The Contractor shall provide and install suitable safeguards, approved by the City, to protect City property from injury or damage. If City property is injured or damaged as a result of the Contractor's operations, it shall be replaced or restored at the Contractor's expense. The facilities shall be replaced or restored to a condition as good as when the Contractor began work.
18. **Immigration Act of 1986.** The Contractor warrants on behalf of itself and all subcontractors engaged for the performance of this work that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.
19. **Contractor Non-Discrimination.** In the performance of this work, the Contractor agrees that it will not engage in, nor permit such subcontractors as it may employ, to engage in discrimination in employment of persons because of age, race, color, sex, national origin or ancestry, sexual orientation, or religion of such persons.
20. **Work Delays.** Should the Contractor be obstructed or delayed in the work required to be done hereunder by changes in the work or by any default, act, or omission of the City, or by strikes, fire, earthquake, or any other Act of God, or by the inability to obtain materials, equipment, or labor due to federal government restrictions arising out of defense or war programs, then the time of completion may, at the City's sole option, be extended for such periods as may be agreed upon by the City and the Contractor. In the event that there is insufficient time to grant such extensions prior to the completion date of the contract, the City may, at the time of acceptance of the work, waive liquidated damages which may have accrued for failure to complete on time, due to any of the above, after hearing evidence as to the reasons for such delay, and making a finding as to the causes of same.
21. **Payment Terms.** The City's payment terms are 30 days from the receipt of an original invoice and acceptance by the City of the materials, supplies, equipment, or services provided by the Contractor (Net 30).
22. **Inspection.** The Contractor shall furnish City with every reasonable opportunity for City to ascertain that the services of the Contractor are being performed in accordance with the requirements and intentions of this contract. All work done and all materials furnished, if any, shall be subject to the City's inspection and approval. The inspection of such work shall not relieve Contractor of any of its obligations to fulfill its contract requirements.
23. **Audit.** The City shall have the option of inspecting and/or auditing all records and other written materials used by Contractor in preparing invoices to City as a condition precedent to any payment to Contractor.
24. **Interests of Contractor.** The Contractor covenants that it presently has no interest, and shall not acquire any interest direct or indirect or otherwise, which would conflict in any manner or degree with the performance of the work hereunder. The Contractor further covenants that, in

the performance of this work no subcontractor or person having such an interest shall be employed. The Contractor certifies that no one who has or will have any financial interest in performing this work is an officer or employee of the City. It is hereby expressly agreed that, in the performance of the work hereunder, the Contractor shall at all times be deemed an independent contractor and not an agent or employee of the City.

25. **Hold Harmless and Indemnification.** The Contractor agrees to defend, indemnify, protect and hold the City and its agents, officers and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property, including injury to the Contractor's employees, agents or officers which arise from or are connected with or are caused or claimed to be caused by the acts or omissions of the Contractor, and its agents, officers or employees, in performing the work or services herein, and all expenses of investigating and defending against same; provided, however, that the Contractor's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of the City, its agents, officers or employees.
26. **Contract Assignment.** The Contractor shall not assign, transfer, convey or otherwise dispose of the contract, or its right, title or interest, or its power to execute such a contract to any individual or business entity of any kind without the previous written consent of the City.
27. **Termination.** If, during the term of the contract, the City determines that the Contractor is not faithfully abiding by any term or condition contained herein, the City may notify the Contractor in writing of such defect or failure to perform; which notice must give the Contractor a 10 (ten) calendar day notice of time thereafter in which to perform said work or cure the deficiency. If the Contractor has not performed the work or cured the deficiency within the ten days specified in the notice, such shall constitute a breach of the contract and the City may terminate the contract immediately by written notice to the Contractor to said effect. Thereafter, neither party shall have any further duties, obligations, responsibilities, or rights under the contract except, however, any and all obligations of the Contractor's surety shall remain in full force and effect, and shall not be extinguished, reduced, or in any manner waived by the termination thereof. In said event, the Contractor shall be entitled to the reasonable value of its services performed from the beginning date in which the breach occurs up to the day it received the City's Notice of Termination, minus any offset from such payment representing the City's damages from such breach. "Reasonable value" includes fees or charges for goods or services as of the last milestone or task satisfactorily delivered or completed by the Contractor as may be set forth in the Agreement payment schedule; compensation for any other work, services or goods performed or provided by the Contractor shall be based solely on the City's assessment of the value of the work-in-progress in completing the overall workscope. The City reserves the right to delay any such payment until completion or confirmed abandonment of the project, as may be determined in the City's sole discretion, so as to permit a full and complete accounting of costs. In no event, however, shall the Contractor be entitled to receive in excess of the compensation quoted in its proposal.

D. SPECIAL TERMS AND CONDITIONS

1. **Proposal Content.** Your proposal must include the following information:

Submittal Forms

- a. Proposal Submittal Form.
- b. References from at least three firms for whom you have provided similar services.
- c. Statement of Contract Disqualifications.

General Information

- d. Description of your approach to completing the work.
- e. Experience of your firm in performing similar services.
- f. Warranties or guarantees that you would provide to the City regarding your performance in completing the work.
- g. Resumes of the individuals that would be assigned to this project.
- h. Hourly billing rates for staff to be assigned to this project, if appropriate.
- i. Proposed compensation and payment schedule.
- j. Any other information that would assist us in making this contract award decision.

Proposal Length and Copies

- k. Proposals should **not** exceed 40 pages, including attachments and supplemental materials.
- l. 7 (seven) copies of the proposal must be submitted.

2. **Proposal Evaluation and Selection.** Proposals will be evaluated by a review committee based on the following criteria:

- a. Understanding of the work required by the City and the TBID Board.
- b. Quality and nature of proposed programs to be implemented for PR services. (Innovative concepts and alternative approaches are desirable.)
- c. Proposer's experience in PR services, which may include services to tourism agencies.
- d. Recent experience in successfully performing similar services.
- e. Proposed approach in completing the work.
- f. References
- g. Background and related experience of the specific individuals to be assigned to this project.
- h. Proposed compensation.

As reflected above, contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the City and the TBID. After evaluating the proposals and discussing them further with the finalists or the tentatively selected contractor, the City reserves the right to further negotiate the proposed work and/or method and amount of compensation.

3. **Proposal Review and Award Schedule.** The following is an outline of the anticipated schedule for proposal review and contract award:

| | |
|------------------------------|----------------|
| Issue RFP | 7/20/2010 |
| Receive proposals | 8/4/2010 |
| Complete proposal evaluation | 8/4 -9, 2010 |
| Conduct finalist interviews | 8/11/2010 |
| Award contract | 8/11/2010 |
| Execute contract | 8/12 – 19/2010 |

4. **Contract Term.** The services identified in these specifications will be used by the City between August 19, 2010 to June 30, 2010. The prices quoted for these items must be valid for the entire period indicated above unless otherwise conditioned by the proposer in its proposal. Upon the mutual agreement of both parties, the contract may be extended for up to an additional two, two-year terms.
5. **Contractor Invoices.** The Contractor shall deliver a monthly invoice to the City, with attached copies of work order forms and/or detail invoices. Invoices have to be accompanied by proof of copy for all print advertising.
6. **Submittal of References.** Each proposer shall submit a statement of qualifications and references on the form provided in the RFP package.
7. **Statement of Contract Disqualifications.** Each proposer shall submit a statement regarding any past governmental agency bidding or contract disqualifications on the form provided in the RFP package.
8. **Ownership of Materials.** All original drawings, plan documents and other materials prepared by or in possession of the Contractor as part of the work or services under these specifications shall become the permanent property of the City, and shall be delivered to the City upon demand.
9. **Release of Reports and Information.** Any reports, information, data, or other material given to, prepared by or assembled by the Contractor as part of the work or services under these specifications shall be the property of City and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.
10. **Copies of Reports and Information.** If the City requests additional copies of reports, drawings, specifications, or any other material in addition to what the Contractor is required to furnish in limited quantities as part of the work or services under these specifications, the Contractor shall provide such additional copies as are requested, and City shall compensate the Contractor for the costs of duplicating of such copies at the Contractor's direct expense.

AGREEMENT

THIS AGREEMENT is made and entered into in the City of San Luis Obispo on this _____ day of _____, by and between the CITY OF SAN LUIS OBISPO, a municipal corporation, hereinafter referred to as City, and [_____], hereinafter referred to as Contractor.

WITNESSETH:

WHEREAS, on July 19, 2010 City requested proposals for PR services for the City of San Luis Obispo lodging industry per Specification No. 91038

WHEREAS, pursuant to said request, Contractor submitted a proposal which was accepted by City for said services; and

WHEREAS, the Tourism Business Improvement District Board reviewed the proposals and conducted finalist interviews; and

WHEREAS, the Tourism Business Improvement District Board recommends that the City contract for PR services, as stipulated in the proposal, with Contractor.

NOW THEREFORE, in consideration of their mutual promises, obligations, and covenants hereinafter contained, the parties hereto agree as follows:

1. **TERM.** The term of this Agreement shall be from the date of this Agreement is made and entered, as first written above, until June 30, 2011. By mutual agreement of both parties, the term of this Agreement may be extended twice for an additional two years.

2. **INCORPORATION BY REFERENCE.** City Specification No. 91038 and Contractor's proposal dated [_____], are hereby incorporated in and made a part of this Agreement.

3. **CITY'S OBLIGATIONS.** For providing services as specified in this Agreement, City will pay and Contractor shall receive therefore compensation in a total sum not to exceed [\$45,000].

4. **CONTRACTOR'S OBLIGATIONS.** For and in consideration of the payments and agreements hereinbefore mentioned to be made and performed by City, Contractor agrees with City to provide services as described in **Exhibit A** attached hereto and incorporated into this Agreement.

5. **AMENDMENTS.** Any amendment, modification, or variation from the terms of this Agreement shall be in writing and shall be effective only upon approval by the Council of the City.

6. **COMPLETE AGREEMENT.** This written Agreement, including all writings specifically incorporated herein by reference, shall constitute the complete agreement between the parties hereto. No oral agreement, understanding, or representation not reduced to writing and specifically incorporated herein shall be of any force or effect, nor shall any such oral agreement, understanding, or representation be binding upon the parties hereto.

7. **NOTICE.** All written notices to the parties hereto shall be sent by United States mail, postage prepaid by registered or certified mail addressed as follows:

City City Clerk
City of San Luis Obispo
990 Palm Street
San Luis Obispo, CA 93401

Contractor []
[]
[]
[]

8. **AUTHORITY TO EXECUTE AGREEMENT.** Both City and Contractor do covenant that each individual executing this agreement on behalf of each party is a person duly authorized and empowered to execute Agreements for such party.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the day and year first above written.

ATTEST: CITY OF SAN LUIS OBISPO,
A Municipal Corporation

Elaina Cano, City Clerk

By: _____
Katie Lichtig, City Manager

APPROVED AS TO FORM:

CONTRACTOR

Christine Dietrick, City Attorney

By: _____

INSURANCE REQUIREMENTS: Consultant Services

The Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees, or subcontractors.

Minimum Scope of Insurance. Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Errors and Omissions Liability insurance as appropriate to the consultant's profession.

Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Errors and Omissions Liability: \$1,000,000 per occurrence.

Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees, agents and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, official, employees, agents or volunteers.
2. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees, agents or volunteers.
4. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

Verification of Coverage. Contractor shall furnish the City with a certificate of insurance showing maintenance of the required insurance coverage. Original endorsements effecting general liability and automobile liability coverage required by this clause must also be provided. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City before work commences.

REFERENCES

Number of years engaged in providing the services included within the scope of the specifications under the present business name:_____.

Describe fully the last three contracts performed by your firm which demonstrate your ability to provide the services included with the scope of the specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

Reference No. 1

| | |
|---|--|
| Customer Name | |
| Contact Individual | |
| Telephone & FAX number | |
| Street Address | |
| City, State, Zip Code | |
| Description of services provided including contract amount, when provided and project outcome | |

Reference No. 2

| | |
|---|--|
| Customer Name | |
| Contact Individual | |
| Telephone & FAX number | |
| Street Address | |
| City, State, Zip Code | |
| Description of services provided including contract amount, when provided and project outcome | |

Reference No. 3

| | |
|---|--|
| Customer Name | |
| Contact Individual | |
| Telephone & FAX number | |
| Street Address | |
| City, State, Zip Code | |
| Description of services provided including contract amount, when provided and project outcome | |

